Architectural Design & Site Plan Review
Ministerial Application

Project Name:_____

Address:_____

Assessor Parcel Number: _____Property Zoning Designation:_____

A. **DELIVERABLE STAGES**

1. **Application -** Completed application, two (2) signed indemnity agreements, digital copies (pdf) of full-sized Site Plans, Colorized Elevations, and Conceptual Landscape Plans.

2. **Narrative -** The applicant will submit a formal letter describing the project proposal in length and detail. Applicants are encouraged to cover a broad range of topics including operation of the project, intended development schedule, metrics of similar projects, and any other topics which will assist staff in developing a narrative for entitlement.

3. **Fees -** Development type + Surcharges

B. **FEES (Only one will apply)**

☐ **Change in Use/Remodel (ministerial)**	**$ 392.00**
☐ **Architectural Review Only**	**$2,680.00**
☐ **Multi-Family Residential**	**$6,507.00**
☐ **Mixed Use Development including Residential**	**$7,403.00**
☐ **Minor change by Director (substantial conformance)**	**$1,741.00**

Include the following surcharges to the application fee

Technology Surcharge	**6% of Application Fee**	**$_____**
Long Range Planning Surcharge	**7.5% of Application Fee**	**$_____**
Total		**$_____**

Applicant:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

Record Owner:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (we), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

_____	_____
Applicant's signature	Record owner's signature
_____	_____
Applicant's printed name	Record owner's printed name
_____	_____
Date	Date