



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

CHECKLIST FOR ARCHITECTURAL REVIEW APPLICATIONS

This packet contains filing forms and instructions for completing a digital architectural review application. Architectural review applications apply to:

1. New Construction – inside or outside of the Historical District
2. Alterations to buildings within Historical District
3. An addition of new floor area that is greater than 25% of the existing, conditioned living area of the residence.

The Planning Commission acts as the Architectural Review Committee for all applications for architectural changes to any buildings and structures, or the removal or demolition of any structures.

Please review the following ordinances which will provide the City's goals in preserving the character of Nevada City architecture in terms of historical value, site coverage and planning, as well as volume and massing, materials, color, general design and details. These ordinances also discuss the standards of architectural review within the Historical District and the definition of "Mother Lode Era" architecture. Even though a property is outside of the Historical District, City Ordinances provide standards for architectural review "in keeping within the context of the neighborhood."

- | | |
|--|--|
| 1. <i>Ordinance 90-01</i> | 2. <i>Ordinance 92-06</i> |
| 2. <i>Historical District Ordinance 338</i> | 3. <i>Nevada City Design Guidelines</i> |

PROCESS: Once a complete application has been submitted, it will be scheduled for Planning Commission review. Some applications, such as new construction or major renovations, will require distribution by the City Planner to staff such as the City Engineer, Director of Public Works, Police Chief and the Fire Chief. This can take up to two or three weeks for their review and to provide comments and any conditions. **The City Planner will then schedule the application before the Planning Commission, who meet on the 3rd Thursday of each month at 1:30 p.m. at City Hall.** The applicant or their representative **MUST** be present to discuss the application at this meeting. The applicant will receive a copy of the agenda and staff report prior to the meeting. Once approval has been obtained, a building permit can be obtained from the Nevada County Building Department. The Building Department will require 2 sets of plans that include two City staff signatures (usually City Planner and City Engineer).

Checklist for application submittal. Please include the following items as applicable:

1. Architectural Review application, signed by owner. If submitted by a project representative, include an [agent authorization letter](#) signed by the property owner(s).
2. Project Description – please submit a written description of the work proposed.
3. Pay the filing fee consistent with the most recent [fee resolution](#) adopted by City Council (submit application with receipt).
4. One digital copy of plans (additional hard copies may be requested at Planner's discretion) sent to the City Planner at Jessica.Hankins@nevadacityca.gov
5. Six color chips, to be distributed with Commissioner's packets (all commercial projects and residential projects in the Historical District)
6. Photograph(s) of structure or property
7. All material specifications, such as for windows, roofing, and siding
8. Fee Review Worksheet, attached

NOTE: SEE FOLLOWING PAGE REGARDING SEWER BACKFLOW PREVENTION DEVICE REQUIREMENT



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APPLICATION FOR ARCHITECTURAL REVIEW

OFFICE USE ONLY

Filing Fees

Chk

Cash

Bus. Lic.

Applicant/Property Owner

Name

Address

City, State

Phone

email address

Address and Assessor's parcel number of property where construction is proposed (also complete attached location key map):

Street Address

Nearest cross street

Briefly describe proposed project:

Check all that apply:

- ☐ A New Building
- ☐ Changes to Existing
- ☐ In the Historic District
- ☐ Other (Describe) _____
- Number of existing units _____
- Year of original construction _____

Supporting data must be attached:

- Color chips
- Material specs, i.e. roofing, windows, etc.
- Elevations/Site plans

Assessor's Parcel Number

Check one: ☐ New Structure ☐ Addition and/ or Remodel

New floor area proposed _____ S.F.

Total floor area (new + existing) _____ S.F.

Number of dwelling units on property _____

COMPLETE FOR ALTERATIONS TO EXISTING BUILDINGS:

Construction will involve (check all that apply):

- ☐ Foundation replacement
- ☐ Siding replacement - ☐ All siding or ☐ Repairs over _____ %
- ☐ Roof replacement
- ☐ Use of metal framed windows
- ☐ Removal of old materials. Describe: _____

DESCRIPTION OF NEW CONSTRUCTION OR ALTERATIONS: Attach architectural elevations or perspective drawing showing all materials, colors, finish, lighting, ornamental devices, and any signs. The Commission prefers color chips.

SUPPORTING DOCUMENTS: Read and complete the attached pages and include any other statements or attach supporting information to substantiate that the architecture is consistent with the Mother Lode Era, or is otherwise consistent with the surroundings. Include one digital copy or three **FOLDED COPIES** of the elevations and/or supporting information, including a site plan showing the existing and proposed building setbacks from all property lines. **ALL BUILDING DIMENSIONS, INCLUDING BUILDING HEIGHTS, MUST BE SHOWN ON THE ELEVATIONS.**

I am the owner or authorized agent for the subject property. If agent, submit letter from property owner.

Signature

Date

.....**FOR OFFICE USE ONLY**.....

Approved by:

Signature

Date

Signature

Date

**PLEASE ATTEND THE PLANNING COMMISSION MEETING TO DISCUSS YOUR REQUEST, OR YOUR APPLICATION
WILL BE CONTINUED TO THE NEXT MEETING**

**CITY OF NEVADA CITY
ARCHITECTURAL REVIEW GUIDELINES
AND SUPPORTING INFORMATION**

Please read this document and provide the information that applies to your application. The City also maintains some reference material regarding historical architecture. Ask the City Planner for details.

POLICY DECLARATION:

The City's goal in requiring architectural review is to implement the goals of the City's General Plan by preserving the character of Nevada City architecture in terms of historical value, sit coverage and planning, volume and massing, materials, color, general design and details. Historical District work must be in strict compliance with the Mother Lode Era. Preservation of historic materials is encouraged.

The Planning Commission will review each application on its own merit and in the context of the neighborhood of the project. For example, plywood siding might be acceptable in an area of modern, similar homes, but not in a neighborhood of old Victorian homes.

Generally, Nevada City architecture is characterized by many of these design features typical of the Mother Lode Era: Steep peak roofs with pitches between 6:12 & 12:12, overhanging roofs with gable ends, covered porches and entries; multi-pane, vertical, and by windows, and use of horizontal painted rustic siding. Alterations to older homes should match existing historic materials. Vinyl siding has been declared potentially hazardous by the City's Fire Department.

SITE PLAN AND ENVIRONMENTAL CONSIDERATIONS:

Provide a site plan of the property to scale, showing any proposed tree removal, setbacks, building coverage, fencing and landscaping concepts. Attach a tree removal application form if there will be any trees removed. Show off-street parking areas.

Is the coverage and setback of the new construction compatible with surrounding houses? ☐ Yes ☐ No

Please explain how it is compatible

VOLUME AND MASSING

Lot Size _____ SF

Will the proposed building or changes...	Yes	No
Have a larger floor plan than surrounding buildings?		
Be taller than surrounding buildings?		
Block views or sunshine from existing buildings?		
Does the site plan provide a private yard area?		

Discussion, if needed:

MATERIALS

Generally, the City prefers horizontal wood siding, treated wood shingles, composition shingles, or metal roofing, true used brick, new brick, or mine rock veneers and accents, wood windows in older neighborhoods, and roof pitches in excess of 6:12.

Please list all materials that you will use and alterations proposed:

Roof: _____ Pitch: _____

Siding: _____

Windows: _____

Trim: _____

Foundation/Pony walls: _____

Decks, porches, railings: _____

COLORS (Please provide six color chips per color)

Color brand, name, number

Roof: _____

Trim: _____

Accents: _____

Railings/Decks: _____

DETAILS

Please provide sufficient information to allow review of the building's details, including:

- Foundation, rock work or veneer accents
- Vents and flues
- Door and window materials, trim and design detail
- Porch and deck framing and railing details
- Garage door

OTHER APPLICABLE INFORMATION

Use the space below to provide any additional information for the Planning Commission.



City of Nevada City

Fee Review Worksheet

This worksheet is to be completed for all of the following application types (Check the appropriate application type(s) for your proposal:

- | | |
|---|---|
| ☐ Architectural Review | ☐ Tenant Improvement |
| ☐ Minor Architectural Review | ☐ Residential Solar |
| ☐ Commercial Site Plan | ☐ Commercial Solar |
| ☐ Accessory Dwelling Unit | ☐ SB 9 Residential Development |

Please check the description that best describes your proposal:

- ☐ Existing Residential Unit (Interior Only Remodel)
- ☐ Existing Residential Unit (exterior remodel and/or addition)
- ☐ New Residential Unit
- ☐ Existing Commercial Building (Interior Only Remodel)
- ☐ New Commercial Building (exterior remodel and/or addition)
- ☐ Residential Solar
- ☐ Commercial Solar

Please indicate size of the subject building. For buildings involving an addition, add the existing and additional living space to determine the appropriate size category:

- ☐ 1- 2,499 square feet
- ☐ 2,500 – 4,999 square feet
- ☐ 5,000 – 9,999 square feet
- ☐ 10,000 – 24,999 square feet
- ☐ 25,000 – 39,999 square feet
- ☐ 40,000 square feet or greater

..... For Office Use Only

Fire Fee Required if:

- ☐ New Residence
- ☐ New Commercial
- ☐ Interior Commercial Improvement
- ☐ Added square footage (commercial or residential)
- ☐ Solar installation (hourly fee)

Planning Review Fee* _____

Fire Review Fee***** _____

Other***** _____

TOTAL REVIEW FEE** _____