MENDOCINO HISTORICAL REVIEW BOARD STAFF REPORT

February 6, 2017 MHRB_2016-0029

OWNER/APPLICANT:

BROZICEVIC DON ATHOL & CYNTHIA

PO BOX 2452

MENDOCINO, CA 95460

AGENT:

BROZICEVIC, CYNTHIA

PO BOX 2452

MENDOCINO, CA 95460

PROJECT DESCRIPTION:

A Mendocino Historical Review Board Permit request to modify MHRB Permit 2016-0004. Requested modifications include changing fence details, the shed's exterior and an Italianate-style residence to a gabled,

two-story home.

STREET ADDRESS:

45091 Calpella Street, Mendocino (APN 119-234-08).

PARCEL SIZE:

0.22-acres or 9,634-square-feet

ENVIRONMENTAL DETERMINATION:

Class 3(a) categorical exemption for one single-family

residence in an urbanized area.

HISTORIC STRUCTURES:

On Site: Vacant lot

North: Category I, Beggs House South: Category I, MacCallum House

East: not listed
West: IVb Post Office

PAST MHRB PERMITS: MHRB 2016-04 Single-Family Residence and Accessory Structures (April 2016 Staff Report Attached).

HISTORIC ORDINANCE STANDARDS: The Mendocino Historical Preservation District Ordinance provides standards for the MHRB to consider when reviewing applications. Relative to this application, the following issues are raised and should be addressed:

✓ Building Size, Height, Proportions and Form

✓ Relationship of Building Masses and Open Spaces

✓ Relationship to Surrounding Structures

✓ Materials and Textures

✓ Architectural Details and Style

✓ Facade Treatment

✓ Proportions of Windows and Doors Landscaping ✓ Roof Shape

✓ Color(s)

Sign Size

Number of Signs
Placement/Location

✓ Lighting

✓ Paving/Grading

APPLICABLE SECTIONS OF MHRB GUIDELINES: Building Design (pages 7-9)

STAFF NOTES: At their April 2016 meeting, the Review Board approved MHRB Permit 2016-0004 that allowed for the "construction of a new two-story Italianate-style house with detached garage and shed." The applicant is requested a new MHRB Permit to modify the architecture of the previously approved residence and shed.

The project site is designated Mixed-Use on the Mendocino Town Plan Land Use Map and is within the Mendocino Mixed-Use Zoning District (MMU). As delineated within Table 1, the project complies with all development standards of the MMU District.

Table 1: MMU District Regulations and Accessory Use Regulations			
MTZC Section	Standard	Proposed	
20.660.010(A)(1) Residential Use Types	Single-Family Residential	Single-Family Residential	
20.660.010(B)(2) Commercial Use Types	Administrative and Business Offices	future CDP application	
20.660.035 Minimum Front and Rear Yards	20-feet	20-feet or more	
20.660.040 Minimum Side Yard (and Street-Side Yard)	6-feet	14-feet	
20.660.050 Maximum Building Height	28-feet	26-feet	
20.660.055 Minimum Vehicle Parking	1.5 spaces/dwelling + 1.0 space/400 SF commercial	4 spaces	
20.660.060 Maximum Lot Coverage	25%	17.8%	
20.660.075(A) Maximum Floor Area Ratio	0.5 floor area: 1.0 lot area or 4,817 maximum floor area	2,422 square-feet	

Table 1 demonstrates that the proposed project modifications comply with MMU District Standards, include the following:

- Reducing the setback from the street side yard from 15-feet to 14-feet.
- Lowering the maximum building height from 27.75-feet to 26-feet.
- Increasing lot coverage from 16% to 17.8%.
- Reducing floor area from 3,417 square-feet to 2,421.5 square-feet.

Table 2 lists MHRB guidelines for building design, and compares the proposed project modifications to established guidelines.

Table 2: Mendocino Historic Review Board Design Guidelines		
VII. Structural Guidelines	Guideline	Proposed
Scale and Proportion	Height, width, general proportions, windows and doors shall conform to surrounding buildings.	The window and door heights and widths conform to early northern California architecture preserved within the district.
2. Vertical Emphasis	This appearance is created by the general proportions of door and window openings. Buildings should be of a vertical appearance.	Windows, doors, and roof pitch engender a house with a vertical shape.
3. Exterior Building Materials	Use of lap siding, v-rustic, T&G, shiplap siding, Ansac, wood shingles, and vertical Board and Batten are favored.	V-groove wood plank siding.

Table 2: Mendocino	Table 2: Mendocino Historic Review Board Design Guidelines		
VII. Structural Guidelines	Guideline	Proposed	
4.a. Windows and Doors: Residential	Proportions (including relationships between windows and doors) shall be compatible with the architectural style and character of landmark structures Windows and doors may have accent ornamentation when it is integral to the building design.	Proposed are tall windows with crown moldings; use of 2-over-2 glazing with several windows grouped in pairs.	
5. Foundation Walls	The maximum exposure should be 10-inches.	10-inches of the 22-inch foundation are exposed/visible.	
6.a. Roof Form: Residential	Hip, mansard and high-pitched gable roofs are acceptable for main structures with lesser pitch common for porches or additions. Gable end roofs should face the street.	Gabled roof on the main structure. Roof pitch is 12-over-10.	
6.b. Roof Materials	Must be compatible with surrounding buildings. Wood materials are encouraged. Asphalt shingles are allowed but are not encourage.	Composite shingles with painted metal gutters and downspouts.	
7. Architectural Features	All features and details should be in proportion with the building. The use of historic details on contemporary structures would only be included where they are appropriate to the building design.	Residence includes porches, shed roofs, and revised points of egress.	

The following summarizes proposed project modifications as they relate to Table 2. Requested modifications to the architecture include:

- 2. Vertical Emphasis: Changing the Italianate-style architecture to a vernacular form with vertical elements.
- 6.a. Roof Form: Changing the hipped-gabled roof to a 12-over-10 pitch gabled-roof.
- 7. Architectural Features: Departure from the Italianate-style establishes a variety of architectural and floor plan changes to the residence. The front door would be under a shed-roofed porch and facing north. Proposed are three, west-facing windows (rather than a projecting bay window). New locations are proposed for first and second floor windows. The fence pickets would be slightly revised. The shed door and window would face west. All exterior lamps are noted as dark-sky compliant and down-shielded.

Recommended conditions of project approval include those adopted by the Review Board in March, 2016.

REQUIRED FINDINGS: The Historical Review Board shall not approve or conditionally approve any application for proposed work unless it affirmatively makes the following findings:

(a) The exterior appearance and design of the proposed work is in harmony with the exterior appearance and design of the existing structures within the District;

Within the historic district, the proposed fenestration and gabled roofline are well represented in shape and form. The modified proposal for a single-family home and detached shed are compatible with the surrounding development, early northern California architecture, and the Historical Preservation District; and

(b) The appearance of the proposed work will not detract from the appearance of other property within the District;

The proposed architectural style (having 12-over-10 roof pitch, multi-light windows, and horizontal siding) will not detract from the appearance of other property within the Historical Preservation District.

CONDITIONS:

- 1. This action shall become final and effective on the 11th day following the decision unless an appeal is filed pursuant to Section 20.760.072 of the Mendocino County Code. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and or use of the property in reliance on such permit has been completed prior to its expiration.
- 2. The application along with supplemental exhibits and related material shall be considered elements of this permit, and compliance therewith is mandatory.
- 3. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction. The applicant shall secure all required building permits for the proposed project as required by the Building Inspection Division.
- 4. This permit shall be subject to revocation or modification upon a finding of any one (1) or more of the following:
 - a. That such permit was obtained or extended by fraud.
 - b. That one or more of the conditions upon which such permit was granted have been violated.
 - c. A final judgment of a court of competent jurisdiction has declared one (1) or more conditions to be void or ineffective, or has enjoined or otherwise prohibited the enforcement or operation of one (1) or more such conditions.
- 5. Fifty-percent (50%) or more of the gross floor area of all development shall be devoted to residential dwelling units.
- 6. Non-residential uses shall be prohibited prior to a residential use being established on the site.
- 7. No residential dwelling unit or portion thereof shall be converted to any non-residential use except as provided by Chapter 20.748.
- 8. No skylights shall be installed.
- 9. The driveway width is limited to the width of two cars.

The Review Board's action and this permit will not be final and effective and work may not commence on the project until after a ten-day appeal period has ended. You will be notified if a timely appeal is filed.

Appeal Fee: \$1,040.00 (Check payable to County of Mendocino).

Appeal Period: Appeals must be received within 10 days of Review Board Action.

MHRB_2016-0004 APRIL 4, 2016

STAFF REPORT ATTACHMENT

OWNER/APPLICANT: BROZICEVIC DON ATHOL & CYNTHIA

15101 GEORGIA WAY GRASS VALLEY, CA 95949

AGENT: BROZICEVIC CINDY

PROJECT DESCRIPTION: A request for a Mendocino Historical Review Board

Permit for construction of a new two-story Italianate-style

house with detached garage and shed.

STREET ADDRESS: 45091 Calpella Street, Mendocino (APN 119-234-08)

PARCEL SIZE: 022 acres or 9,634 square-feet

ENVIRONMENTAL DETERMINATION: Categorically Exempt from CEQA pursuant to California

Code of Regulations, Title 14, Chapter 3, Article 19, Section 15303 for new construction or conversion of small structures, like a single-family residence, which is

a Class 3(a) exemption. Categorically Exempt

HISTORIC STRUCTURES: On Site: Vacant lot

North: Category I, Beggs House South: Category I, MacCallum House

East: not listed
West: IVb Post Office

PAST MHRB PERMITS: vacant land without previous permits.

HISTORIC ORDINANCE STANDARDS: The Mendocino Historical Preservation District Ordinance provides standards for the MHRB to consider when reviewing applications. Relative to this application, the following issues are raised and should be addressed:

✓ Building Size, Height, Proportions and Form

✓ Relationship of Building Masses and Open Spaces

✓ Relationship to Surrounding Structures

✓ Materials and Textures

✓ Architectural Details and Style

✓ Facade Treatment

✓ Proportions of Windows and Doors Landscaping ✓ Roof Shape

✓ Color(s)

Sign Size

Number of Signs
Placement/Location

✓ Lighting

✓ Paving/Grading

APPLICABLE SECTIONS OF MHRB GUIDELINES: Building Design (pages 7-9)

STAFF NOTES: The project site is designated Mixed-Use on the Mendocino Town Plan Land Use Map and is within the Mendocino Mixed-Use Zoning District (MMU). As delineated within Table 1, the project complies with all development standards of the MMU District.

Table 1: MMU District Regulations and Accessory Use Regulations			
MTZC Section	Standard	Proposed	
20.660.010(A)(1) Residential Use Types	Single-Family Residential	Single-Family Residential	
20.660.010(B)(2) Commercial Use Types	Administrative and Business Offices	future CDP application	
20.660.035 Minimum Front and Rear Yards	20-feet	20-feet or more	
20.660.040 Minimum Side Yard (and Street-Side Yard)	6-feet	6-feet or more	
20.660.050 Maximum Building Height	28-feet	27.75-feet	
20.660.055 Minimum Vehicle Parking	1.5 spaces/dwelling + 1.0 space/400 SF commercial	4 spaces	
20.660.060 Maximum Lot Coverage	25%	16%	
20.660.075(A) Maximum Floor Area Ratio	0.5 floor area: 1.0 lot area or 4,817 maximum floor area	3,147 square-feet	
20.660.075(B) Minimum percent residential gross floor area	50% or more of the gross floor area of all development shall be devoted to residential dwelling units	Recommend condition of approval	
20.660.075(D) Residential Use Priority	Residential use must be established prior to commercial uses	Recommend condition of approval	
20.660.075(E) Conversion of Land Use	Residential land uses cannot be converted to non-residential	Recommend condition of approval	
20.660.075(F) Maximum Floor Area	Limited to 8,000 SF under one roof	Satisfied	

Table 2 lists MHRB Guidelines for building design and compares the proposed residence, garage, and shed with the guidelines.

Table 2: Mendocino Historic Review Board Design Guidelines			
VII. Structural Guidelines	Guideline	Proposed	
1. Scale and Proportion	Height, width, general proportions, windows and doors shall conform to surrounding buildings.	The window and door heights and widths conform to early northern California architecture preserved within the district.	
2. Vertical Emphasis	This appearance is created by the general proportions of door and window openings. Buildings should be of a vertical appearance.	Stylistically accent is on the vertical for Italianate-style architecture (Foster).	
3. Exterior Building Materials	Use of lap siding, v-rustic, T&G, ship-lap siding, Ansac, wood shingles, and vertical Board and Batten are favored.	V-groove wood plank siding is proposed.	

Table 2: Mendocino Historic Review Board Design Guidelines			
VII. Structural Guidelines	Guideline	Proposed	
4.a. Windows and Doors: Residential	Proportions (including relationships between windows and doors) shall be compatible with the architectural style and character of landmark structures Windows and doors may have accent ornamentation when it is integral to the building design.	Proposed are tall windows with crown moldings; use of 2-over-2 glazing with several windows grouped in pairs; bay window faces south.	
5. Foundation Walls	The maximum exposure should be 10-inches.	10-inches of the 22-inch foundation are exposed. A 12-inch wooden water table with drip cap obscures a portion of the foundation wall.	
6.a. Roof Form: Residential	Hip, mansard and high pitched gable roofs are acceptable for main structures with lesser pitch common for porches or additions. Gable end roofs should face the street.	Hipped gabled roof on the main structure. Roof pitch is 12-over-5. Hipped gabled rooflines are typical to Italianate-style architecture (Foster).	
6.b. Roof Materials	Must be compatible with surrounding buildings. Wood materials are encouraged. Asphalt shingles are allowed but are not encourage.	Composite shingles with painted metal gutters and downspouts.	
7. Architectural Features	All features and details should be in proportion with the building. The use of historic details on contemporary structures would only be included where they are appropriate to the building design.	Italianate-style architecture would typically encompass: strong vertical accent. Plain cornices under wide eaves with scrolled brackets; tall windows with heavy crown moldings; frequently 1-over-1 glazing with windows grouped in pairs; bay windows are common (Foster).	

The description of Italianate-style architectural features is drawn from Gerald Foster's <u>American houses: a field quide to the architecture of the home (2004).</u>

The applicant proposes an Italianate-style residential structure with a gross-floor area of 1,787.4 square-feet. Other accessory structures include a two-story garage with 632 square-feet of gross floor area and a 96-square foot shed to house a pressure tank and electrical. The potable water is supplied from a shared water storage tank located on an adjacent property. In addition to Review Board consideration of the proposed residential land use, the applicant will be required to obtain a Categorical Exclusion Permit for the residential land use; and a future Coastal Development Permit for the commercial land use shown on the proposed plans. The commercial building is not a part of MHRB 2016-0004 Application and would be subject to separate permitting at a future date.

REQUIRED FINDINGS: The Historical Review Board shall not approve or conditionally approve any application for proposed work unless it affirmatively makes the following findings:

(a) The exterior appearance and design of the proposed work is in harmony with the exterior appearance and design of the existing structures within the District;

The proposed Italianate-style architecture is well represented in shape, form, and fenestration and the proposed single-family home, detached garage, and detached shed are compatible with the surrounding developed lots, early northern California architecture, and the Historical Preservation District; and

(b) The appearance of the proposed work will not detract from the appearance of other property within the District;

The proposed Italianate-style architecture (having 12-over-5 roof pitch, scrolled brackets, multi-light windows and bay window) would not detract from the appearance of the other property within the Historical Preservation District.

STANDARD CONDITIONS:

- 1. This action shall become final and effective on the 11th day following the decision unless an appeal is filed pursuant to Section 20.760.072 of the Mendocino County Code. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and or use of the property in reliance on such permit has been completed prior to its expiration.
- 2. The application along with supplemental exhibits and related material shall be considered elements of this permit, and compliance therewith is mandatory.
- 3. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction. The applicant shall secure all required building permits for the proposed project as required by the Building Inspection Division.
- 4. This permit shall be subject to revocation or modification upon a finding of any one (1) or more of the following:
 - a. That such permit was obtained or extended by fraud.
 - b. That one or more of the conditions upon which such permit was granted have been violated.
 - c. A final judgment of a court of competent jurisdiction has declared one (1) or more conditions to be void or ineffective, or has enjoined or otherwise prohibited the enforcement or operation of one (1) or more such conditions.
- 5. Fifty-percent (50%) or more of the gross floor area of all development shall be devoted to residential dwelling units.
- 6. No non-residential use shall be permitted prior to a residential use being established on the site.
- 7. No residential dwelling unit or portion thereof shall be converted to any non-residential use except as provided by Chapter 20.748.

The Review Board's action and this permit will not be final and effective and work may not commence on the project until after a ten day appeal period has ended. You will be notified if a timely appeal is filed.

Appeal Fee: \$1,040.00 (Check payable to County of Mendocino).

Appeal Period: Appeals must be received within 10 days of Review Board Action.

COUNTY OF MENDOCINO DEPT. OF PLANNING & BUILDING SERVICES

120 WEST FIR STREET FORT BRAGG, CA 95437 Telephone: 707-964-5379 Fax: 707-961-2427

Receipt No.		7 1
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Office Use Only

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MHRB APPLICATION FORM					
Name of Applicant	Name of Property Owner(s)		· · · · · · · · · · · · · · · · · · ·	Name of Agent	
CINDY BROZICEVIC	DON & CYNTHIA BROZICEVIC		\	CINDY BROZICEVIC	
Mailing Address P.O. BOX 2452 WENDOGNO, CA 9946	Mailing Address		tion strategic and the strateg	Mailing Address	
Telephone Number 101-937- 2923	lephone Number Telephone Number		Telephone Number		
Assessor's Parcel Number(s) 119-234-08 Parcel Size Clu33-1					
TYPE OF DEVELOPMENT (Check appropriate boxes) Demolition. Please indicate the type and extent of demolition. (see next page) Construction of a structure. Addition to a structure. Alteration of exterior of structure. Construction, installation, relocation or alteration of outdoor advertising sign. Outdoor lighting. Walkways, driveways, parking areas, and grading. Exterior painting of a structure. Other.					

PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information to the Planning & Building Services Department and the MHRB. Please answer all questions. For those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A". NOTE: The more complete and clear the submitted information, the more quickly your application can be processed.

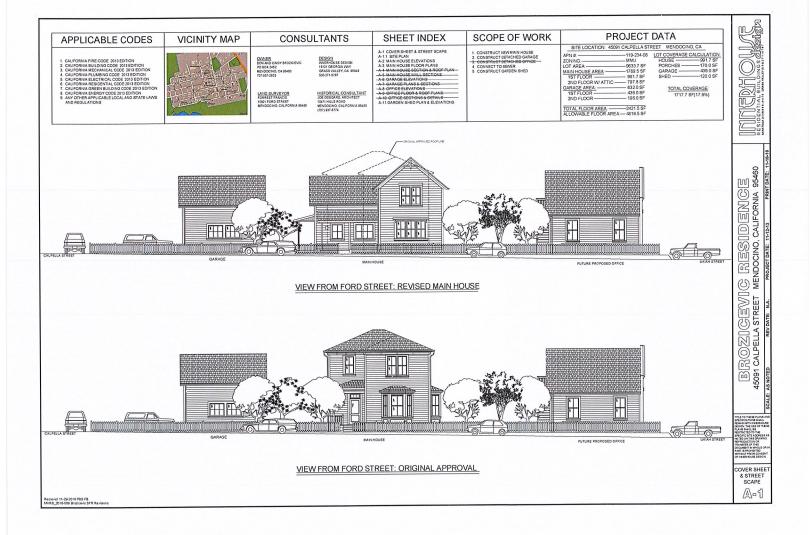
1. Describe your project in detail.

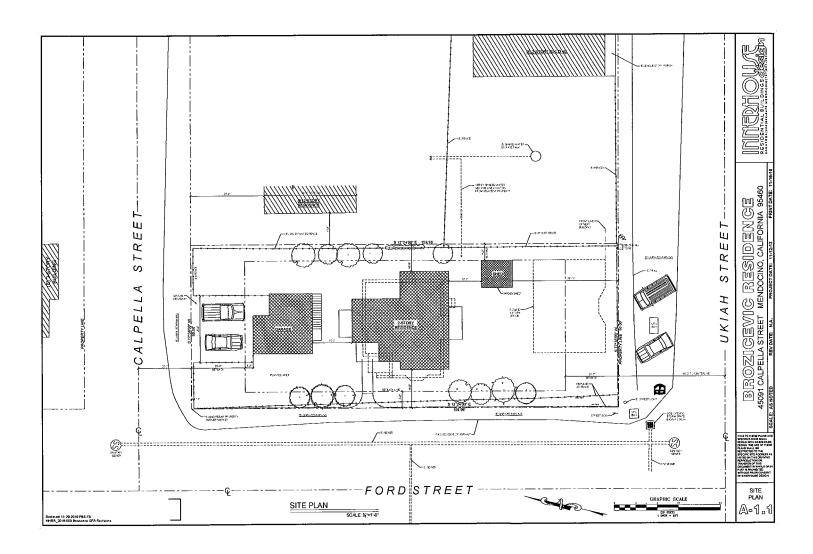
- For demolition, identify the items to be demolished, the percentage of the structure(s) to be demolished, and explain reason for demolition.
- For new signs, provide scaled drawings, describe wording, dimensions, materials, colors, and mounting detail. Indicate specific location on site plan.
- For new copy on existing signs, provide wording, graphics, font style, colors, and photographs of existing sign(s).
- For exterior painting, describe existing and proposed colors. Provide paint chips for proposed colors.
- For exterior lighting, include description/detail of fixtures and indicate locations on the site plan.
- For new construction, additions or architectural alterations, include plans, elevations, dimensions, height(s), materials, colors, finishes, trim and window details, walkways and paving locations.
- For walkways, driveways, paving and grading, provide dimensions, location and materials.

AT THE MAY 2016 MHRB HEARING, WE WERE APPROVED TO BUILD A DETACHED GARAGE, TWO STORY HOME, AND SHED. THIS APPLICATION INCLUDES A MODIFIED HOUSE DESIGN AND NEW SHED DESIGN. ALL BUILDINGS SHOWN ON SITE PLAN (APPROVED AND PROPOSED).

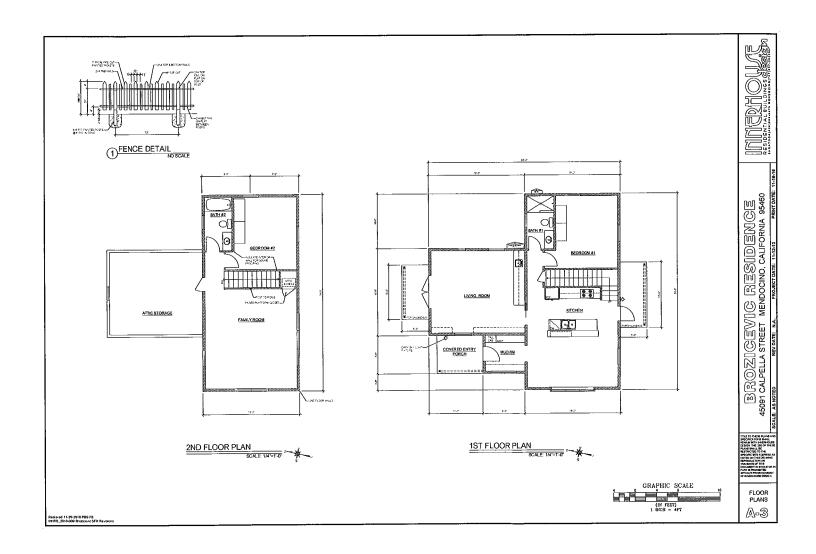
2.	If the project includes new construction, please provide the following information:
•	What is the total lot area presently covered by building(s), decks, walkways, water tanks, and other structures?sq. ft.
8	What is the total floor area (internal) of all structures on the property?
•	If located within the Mendocino Mixed Use (MMU) zoning district, What is the total floor area on the parce that is devoted to residential use?

If you need more room to answer any question, please attach additional sheets











ROOF SAMPLE BODY & TRIM WINDOW SASH FRONT DOOR WINDOW SAMPLE

BROZICEVIC RESIDENCE COLOR BOARD
INNERHOUSE DESIGN 11-18-16

Recieved 11-29-2016 PBS FB MHRB_2016-009 Brozicevic SFR Revisions

HINKLEY & R.

HINKLEY LIGHTING, INC.
33000 PIN OAK PARKWAY I AVON LAKE, OHIO 44012
[PH] 440.653.5500 [F] 440.653.5555
HINKLEYLIGHTING.COM I FREDRICKRAMOND.COM



RILEY 2015OZ	
OIL RUBBED BRONZE	

WIDTH:	11.0"
HEIGHT:	18.8"
WEIGHT:	7.0 LBS
MATERIAL:	ALUMINUM
GLASS:	CLEAR SEEDY
BACKPLATE WIDTH:	6.5"
SOCKET:	1-100W MED
DARK SKY:	WITH DSLM-40
EXTENSION:	12.8"
TTO:	8.5"
CERTIFICATION:	C-US WET RATED
VOLTAGE:	120V
UPC:	640665202144

AT HINKLEY, WE EMBRACE THE DESIGN PHILOSOPHY THAT YOU CAN MERGE TOGETHER THE LIGHTING, FURNITURE, ART, COLORS AND ACCESSORIES YOU LOVE INTO A BEAUTIFUL ENVIRONMENT THAT DEFINES YOUR OWN PERSONAL STYLE. WE HOPE YOU WILL BE INSPIRED BY OUR COMMITMENT TO KEEP YOUR 'LIFE AGLOW.'

life AGLOW®

MENDOCINO TOWN ZONING ADOPTED BY THE BOAGD OF SUPERVISORE January 22, 1989 (MRR-2-PD MFL MOS MPF MSW MRR-1 MOS JIMTH I MOS

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CERTIFICATION AND SITE VIEW AUTHORIZATION

1.	I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct: I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the County.			
2.	I hereby grant permission for County Planning and Building Services staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.			
	CAMA		11-10-16 Date	
	Dwner/Au	thorized Agent	Date	
NOTI	ı	OWNER MUST SIGN BELOW.		
AUTE	IORIZATION OF AGENT			
I herel	oy authorize		to act as my	
repres	entative and to bind me in all	matters concerning this application.		
	C)wner	Date	
		MAIL DIRECTION		
to who	om you wish correspondence:	application, please indicate the names and/or staff reports mailed if differen	and mailing addresses of individuals t from those identified on Page One	
Name	2	Name	Name	
Maili	ng Address	Mailing Address	Mailing Address	

INDEMNIFICATION AND HOLD HARMLESS

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date:	11-16-16	Ct24m-
		Applicant

MHRB PERMIT APPLICATION SUBMITTAL CHECKLIST

THE FOLLOWING APPLICATION MATERIALS MUST BE SUBMITTED TO THE COASTAL OFFICE OF THE DEPARTMENT OF PLANNING & BUILDING SERVICES <u>AT LEAST THREE WEEKS</u> PRIOR TO THE MHRB MEETING.

To ensure completeness, please check off each box under the letter "A" as each item is completed. Please submit this checklist with your application. The County will check off each box under the letter "C" as each item is verified as complete.

Please provide 7 copies of items 1 - 4, on 8 ½" x 11" paper (or if a larger size, folded to 8 ½" x 11") collated and stapled into individual packets. 1. MHRB Application Form and Project Description Questionnaire 2. Location Map (on attached base map, fill in affected parcel and label) 3. Plot Plan (See attached example) 4. Architectural building elevations, floor plans, and sign details. Include dimensions, materials, colors, finishes, and exterior light fixtures. For new signs include exactly how the sign is to be mounted and/or supported. For project-specific informational requirements, please refer to the project description questionnaire. 15. For new construction and/or additions greater than 120 square feet in size, please provide three (3) sets of full-scale plans. 6. Filing Fees (As of January 2, 2009; Note: fees are subject to change) TYPE OF PROJECT FEE \$320.00 **Exterior Painting** \$290.00 New Sign Copy \$420.00 **New Signs** \$400.00 Minor Exterior Alterations - Zone A \$470.00 Demolition and Construction/Additions (under 120 square feet) - Zone A New Construction/Additions \$600.00 (120 to 640 square feet) and Multiple/Significant Alterations - Zone A New Construction/Additions \$850.00 (over 640 square feet) - Zone A Minor Exterior Alterations & Demolition - Zone B \$290.00 New Construction/Additions - Zone B \$520.00 See Planner MHRB Concurrent Variance 7. One (1) Signed Copy of Site View Authorization/Authorization of Agent/Mail Direction Form

8. One (1) Signed Copy of the Indemnification Agreement