

9. APPENDIX D

Application for Certificate of Approval

**APPLICATION FOR
CERTIFICATE OF APPROVAL**

La Vista Building Design Criteria Review

Project Name: _____ Submittal Date: _____
Address of Site: _____ Zoning District: _____
Name of Owner/Manager's Representative: _____ Title: _____
Address: _____ Phone: _____
Name of Designer's Firm or Studio: _____
Address: _____ Phone: _____
Name of Designer's Representative: _____ Title: _____
Application for : Sign _____ Bldg. _____ Landscaping _____ Lighting _____
Other: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

CERTIFICATE OF APPROVAL

La Vista Building Design Criteria Review

This certifies that the "exterior design features" related to the above permit(s) for the site listed above have been approved by the City of La Vista, subject to the conditions stipulated in the minutes shown below.

Planning Director

Date

10. APPENDIX E

Submittal Requirements

All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8-1/2" x 17") by folding, photo reduction, etc. However, larger mounting boards, material samples, or other exhibits not meeting this criteria may be used for presentation purposes.

Three (3) black and white prints (one of which shall be colored) of the following required drawings shall be submitted to the City for presentation to the Design Review Staff and architect.

An adequate number of *color* photographs are required to illustrate the existing nature of the proposed site, including any existing buildings and other existing features as well as the context of the proposed site. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal.

A. BUILDING CONSTRUCTION, EXTERIOR REMODELING, AND ADDITIONS (INCLUDING PARKING LOTS AND LANDSCAPING) SUBMITTAL REQUIREMENTS

1. *Site Plan*. A site plan is required containing the following information:
 - a. Scale and north arrow;
 - b. Address of site;
 - c. All property and street pavement lines;
 - d. Existing and proposed contours;
 - e. Gross area of tract stated in square feet;
 - f. If parking is involved, show calculations for determining the required number of off-street parking spaces as required by the City's zoning ordinance. Give the number of spaces actually proposed. Give the maximum number of employees, customers, and office vehicles that would be at the facility at any one time;
 - g. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aids (if any);
 - h. Calculations for determining the required number of trees to be placed within the proposed parking area must be shown, as well as the designation of required buffer screens (if any) between the parking area and adjacent property;

- i. Location of all isolated trees having a diameter of six (6) inches or more. (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees included.)
 - j. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings must be illustrated;
 - k. Location of all existing (to remain) and proposed buildings on the site and all buildings within fifty (50) feet of the site's boundaries;
 - l. Location of all existing (to remain) and proposed lighting standards.
 - m. Finished sidewalk locations – in, around and outside of lot.
2. *Elevations*. Complete elevations of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
 - a. Scale;
 - b. All signs to be mounted on the elevations;
 - c. Designation of the kind, color, and texture of all primary materials to be used.
 3. *Material Samples*. Material samples are required for all major materials.

B. FREE-STANDING GROUND SIGNS SUBMITTAL REQUIREMENTS

1. *Site Plan*. A site plan is required containing the following information:
 - a. Scale and north arrow;
 - b. Address of site;
 - c. All property and street pavement lines;
 - d. Proposed ingress and egress to site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any);
 - e. Location of existing and proposed landscaping;
 - f. Location and height of all buildings on the site and all buildings within fifty (50) feet of the site's boundaries;
 - g. Location and height of all existing (to remain) and proposed signs on the site. Show required setbacks for sign from property lines;
2. *Elevation*. An elevation is required of each face of the proposed sign showing the following information:
 - a. All specifications including size of letters and graphics;

C. WALL SIGN SUBMITTAL REQUIREMENTS

1. *Sign Drawing*. A scaled drawing of each face of the proposed wall sign is required showing the following information:
 - a. All size specifications, including the size of letters and graphics;
 - b. Description of sign and frame materials and colors;
2. *Elevation*. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.

D. LIGHTING SUBMITTAL REQUIREMENTS

1. *Site Plan*. A site plan is required containing the following information:
 - a. Scale and north arrow;
 - b. Address of site;
 - c. All property and street pavement lines;

- d. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets;
 - e. Existing landscaping that will be retained and proposed landscaping;
 - f. Location and height of all existing (to remain) and proposed buildings on the site and all buildings within fifty (50) feet of the site's boundaries;
 - g. Location of all existing (to remain) and proposed lighting standards, and circumference area that will be lighted by each standard.
2. *Lighting Standard Drawing.* A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:
- a. All size specifications;
 - b. Information on lighting intensity (number of watts, isofootcandle diagram, etc.);
 - c. Materials, colors.