

CITY OF LAGUNA BEACH

HISTORIC ASSESSMENT SUBMITTAL REQUIREMENTS

Along with the applicable application, the following material should be included in your submittal packet to the City. Proposed project plans should be provided on 11" x 17" paper and/or electronic pdf version of the project plans are also acceptable. All plans should be dated with any revision dates also noted. Incomplete submittal packets may be returned and may not be processed immediately.

1. **Statement of Purpose:** Please provide a detailed narrative of the proposed project. The narrative should discuss the design process and the existing and proposed materials. Please describe if compatible features, materials, and styles are to be used or why they will not be used. All existing and proposed material specifications should be included.
2. **Photographs:**
 - a) Show the subject property by itself and in the context of adjacent properties.
 - b) Key photograph view on a site plan.
 - c) Provided views of property from all perspectives, including each side, each corner and opposing sides. Also include a detail front entrance view and typical window view, as well as relevant exterior detail views.
 - d) Photographs should be digital and copied onto a CD.
3. **Site Plan:**
 - a) Drawn to scale indicating the property line, building and setback dimensions, and as necessary topography information.
 - b) Delineate new and existing structures.
 - c) Identify streets, north and any significant, mature landscaping features.
4. **Existing/Proposed Roof Plan:**
 - a) Delineate and identify any existing roof details, features, and materials.
 - b) Delineate and identify any proposed roof details, features, and materials.
5. **Existing Floor Plans:**
 - a) Scale drawings with dimensions indicating the overall plan and clearly delineating existing exterior walls, doors, windows, patios, and stairs.
 - b) This plan can be combined with the site plan on small projects.
6. **Proposed Floor Plans:**
 - c) Scale drawings with dimensions indicating the overall plan and clearly delineating between existing and new exterior walls, doors, windows, patios, and stairs.

7. Existing Exterior Elevations:

- a) Scale drawings with dimensions of all sides of the building indicating existing height, floor lines and finish grade.
- b) Delineate and identify all existing exterior materials, finish(es) type, texture, and color.
- c) Delineate and identify all windows and doors including type, materials, and detailing.
- d) Delineate and identify all special or historic features and details noting materials, finishes, textures, and paint color, etc., as applicable.
- e) Include a door and window schedule noting feature type, size, materials, location, etc.

8. Proposed Exterior Elevations:

- f) Scale drawings with dimensions of all sides of the building indicating new and existing height, floor lines and finish grade.
- g) Delineate and identify all exterior materials, finish(es) type, texture, and color.
- h) Delineate and identify all windows and doors including type, materials, and detailing.
- i) Delineate and identify all special or historic features and details noting materials, finishes, textures, and paint color, etc., as applicable.
- j) Include a door and window schedule noting feature type, size, materials, location, etc.

9. Building Section:

- a) Required in large buildings or additions for clarification.