

Planning Department

Arleen T. Pelster, AICP, Director
arleemp@cityofsolvang.com

Lisa Martin, Planner
lisam@cityofsolvang.com

411 Second Street, Solvang, CA 93463
(805) 688-4414
Fax (805) 693-1070

Thank you for your interest in doing business within the City of Solvang. The following is a brief explanation of the purpose of the Board of Architectural Review and the process in general:

The City of Solvang has a world-wide reputation as a unique and distinctive Danish/Northern European village in a California setting of natural beauty and historic tradition. Solvang relies on its physical beauty and village design theme to attract tourism and commerce. It has been a common understanding that preserving and perpetuating the architectural charm of the area will enhance the social and economic base of the community.

The Board of Architectural Review (BAR) is a group of Solvang citizens, appointed by the City Council, who have the necessary background and experience to review architectural elements in the City. The purpose and intent of the BAR is to encourage developments which exemplify the best professional design practices so as to enhance the visual quality of the environment, benefit surrounding property values, and prevent poor quality of design (§11-17-1A). BAR meetings are held the second Thursday of every month in the Council Chambers at 1644 Oak Street, Solvang CA 93463. The meetings begin at 6:30 p.m. and either the applicant or their agent must be present at the meeting. All decisions of the BAR are final unless, an appeal is made to the City Council within ten (10) calendar days of the decision.

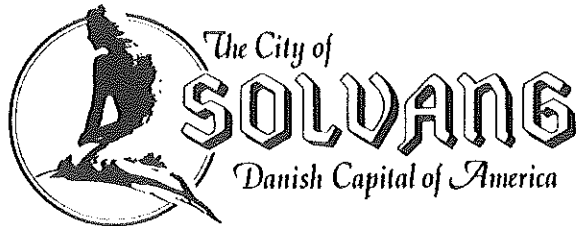
Some of the items requiring review by the BAR are as follows:

- All signs (unless there is an approved overall sign plan),
- All commercial exterior remodels (including re-roofs),
- All new development within the City Limits,
- Any project which by Condition of Approval requires BAR review,
- Any project which falls within either the blue or brown area of the BAR Review Map.

Specific information regarding design guidelines, sign regulations, and areas required to be reviewed, can be found online at www.cityofsolvang.com or at the Planning/Community Development Department at 411 Second Street, Solvang. If you have any questions regarding either the BAR review process or regulations, feel free to call our Planning Staff at (805) 688-4414.

Sincerely,

Planning Department Staff



BOARD OF ARCHITECTURAL REVIEW APPLICATION SUBMITTAL REQUIREMENTS

Development Projects: Development/Project Review Application and all of the following:

- 7 copies Dimensioned Site Plan, **DRAWN TO SCALE**
- 7 copies Exterior elevations (all four elevations) showing all materials, colors, textures and dimensions, including roofing and other design details
Specifically:
 - Door details
 - Window details
 - Lighting Fixtures
 - **COLORED** Elevations (these can be of reduced size)
- 7 sets Color photographs (at least four) of the site and surrounding area
- 7 copies Landscape plans and irrigation plans (if applicable)
- 7 copies Lighting plan & trash enclosure design (if applicable)
- 7 sets Color and material sample (brochure copy/photo). Bring physical sample to meeting.

The application fee of \$308.00

Sign Applications: Sign Application and all of the following:

- 7 copies Elevation of sign(s), indicating dimensions of sign face and all supporting structures; sign materials, method of lighting and colors. **DRAWN TO SCALE.** *Also note letter height.*
- 7 copies Building elevation, showing location of proposed sign(s) on the building. *Indicate linear feet of building frontage.*
- 7 copies Dimensioned Site Plan denoting sign location, **DRAWN TO SCALE**
- 7 copies Color photographs (at least 4) of site and surrounding area.
- 7 copies Color and material exhibits of proposed sign(s).

The application fee of \$100.00

Board of Architectural Review meetings are held on the **SECOND THURSDAY** of each month and begin at **6:30 p.m.** *The applicant or the owner must be present at the Board of Architectural Review meeting, or the matter will be rescheduled for a later date.*

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!

2012 Board of Architectural Review Meetings/Deadlines

Please note that submitting application requirements prior to the deadline date does NOT guarantee placement on that month's agenda. Your item will be agendized on a first come, first served basis, and due to time constraints, may not be scheduled for review until the following month.

**All application materials must be submitted by 12:00 NOON on application deadline date. Meetings are held at 6:30 PM in the Council Chambers at 1644 Oak Street, Solvang, CA 93463.*

MONTH	APP. DEADLINE*	MEETING
JANUARY	Tuesday, Jan. 3	Jan. 12
FEBRUARY	Jan. 30	Feb. 9
MARCH	Feb. 27	Mar. 8
APRIL	Apr. 2	Apr. 12
MAY	Apr. 30	May 10
JUNE	June 4	June 14
JULY	July 2	July 12
AUGUST	July 30	Aug. 9
SEPTEMBER	Tuesday, Sept. 4	Sept. 13
OCTOBER	Oct. 1	Oct. 11
NOVEMBER	Oct. 29	Nov. 8
DECEMBER	Dec. 3	Dec. 13

**City of Solvang
APPLICATION FOR
BOARD OF ARCHITECTURAL REVIEW**

Planning Received

BAR Approval

Land Use Clearance

SITE ADDRESS: _____ APN: _____

Zone: _____ Parcel Size: _____ (Gross) _____ (Net)

TYPE OF WORK: *(Check all that apply)* _____ **RESIDENTIAL** _____ **COMMERCIAL**

- | | | |
|--|---|--|
| <input type="checkbox"/> 2 nd Unit
<input type="checkbox"/> Addition
<input type="checkbox"/> Amend. Conditions
<input type="checkbox"/> Change of Use
<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Demolition
<input type="checkbox"/> Development Plan
<input type="checkbox"/> Electrical
<input type="checkbox"/> Exterior Alteration
<input type="checkbox"/> Final Map
<input type="checkbox"/> General Plan Amend.
<input type="checkbox"/> Grading
<input type="checkbox"/> Interior Remodel
<input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Mechanical
<input type="checkbox"/> NEW Structure
○ Commercial
○ Residential
<input type="checkbox"/> Paint Approval
<input type="checkbox"/> Patio/Trellis
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Retaining Wall
<input type="checkbox"/> Re-Roof
<input type="checkbox"/> Re-Zone
<input type="checkbox"/> Road Naming
<input type="checkbox"/> Shed/Accessory Bldg
<input type="checkbox"/> Signage
<input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Tenant Improvement
<input type="checkbox"/> Tentative Sub. Map
____ Vesting
<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Time Extension
<input type="checkbox"/> Variance
<input type="checkbox"/> Water Heater
<input type="checkbox"/> Other: _____

<input type="checkbox"/> Architectural Review |
|--|---|--|

PROJECT DESCRIPTION SUMMARY: *(Description must include all work under this permit. Be very descriptive and include all aspects of project. Attach additional pages if necessary.)*

Proposed Work Area (Square Feet): _____ **Estimated Work Value: \$** _____

PLEASE CIRCLE PRIMARY CONTACT

Property Owner(s) of Record: _____ Phone: _____

Email: _____ Mailing Address: _____

Business Owner: _____ **Phone:** _____

Email: _____ **Mailing Address:** _____

Authorized Agent: _____ **Phone:** _____

Email: _____ **Mailing Address:** _____

SIGNATURES:

Property Owner _____ **Applicant** _____ **Date** _____