

Planning Department

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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

Sign Ordinance Section 11-13-5

D. Sign Review Criteria/Findings

1. In reviewing a sign permit application the following criteria shall be considered:
 - a. The sign is in proportion to and visually consistent with the architectural character of the building.
 - b. There is no needless repetition, redundancy, or proliferation of signing.
 - c. The sign does not compete for attention with other signs in the area.
 - d. The sign does not obscure from view or unduly detract from existing signing.
 - e. The size, shape, color, and placement of the sign and any lighting is compatible to and harmonious with the building which it identifies and with the area in which it will be located.
2. If the sign permit application satisfies the above criteria and complies with the other provisions of this chapter, it shall be approved.



SIGN REVIEW APPLICATION

Planning Received

BAR Approval

Land Use Clearance

NAME OF BUSINESS: _____

GENERAL INFORMATION:

Site Address: _____ APN: _____

Zone District: _____ Building Frontage (Linear Ft): Dominant: _____ Subordinate: _____

PROJECT DESCRIPTION SUMMARY: *(Describe number, colors, and type of signage proposed)*

Sign Construction Materials: _____

Sign Type(s): *(Please check all that apply)*

- Hanging Projecting Awning Umbrella Chalkboard Pole
- Wall Sign Ground Temporary Bench Directory Window

PLEASE CIRCLE PRIMARY CONTACT

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

Email: _____ Mailing Address: _____

Business Owner: _____ Phone: _____

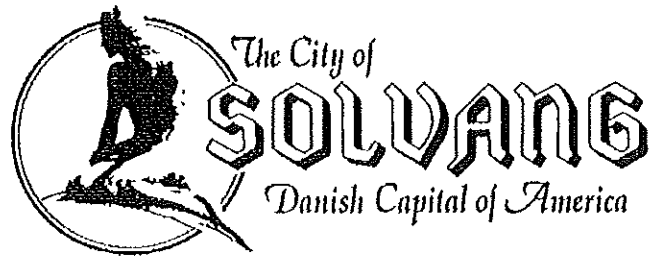
Email: _____ Mailing Address: _____

Authorized Agent: _____ Phone: _____

Email: _____ Mailing Address: _____

SIGNATURES:

Property Owner _____ Applicant _____ Date _____



The following sheets are an example of a complete sign submittal. They do not have to be professionally done, however, they do need to accurately depict your proposal.

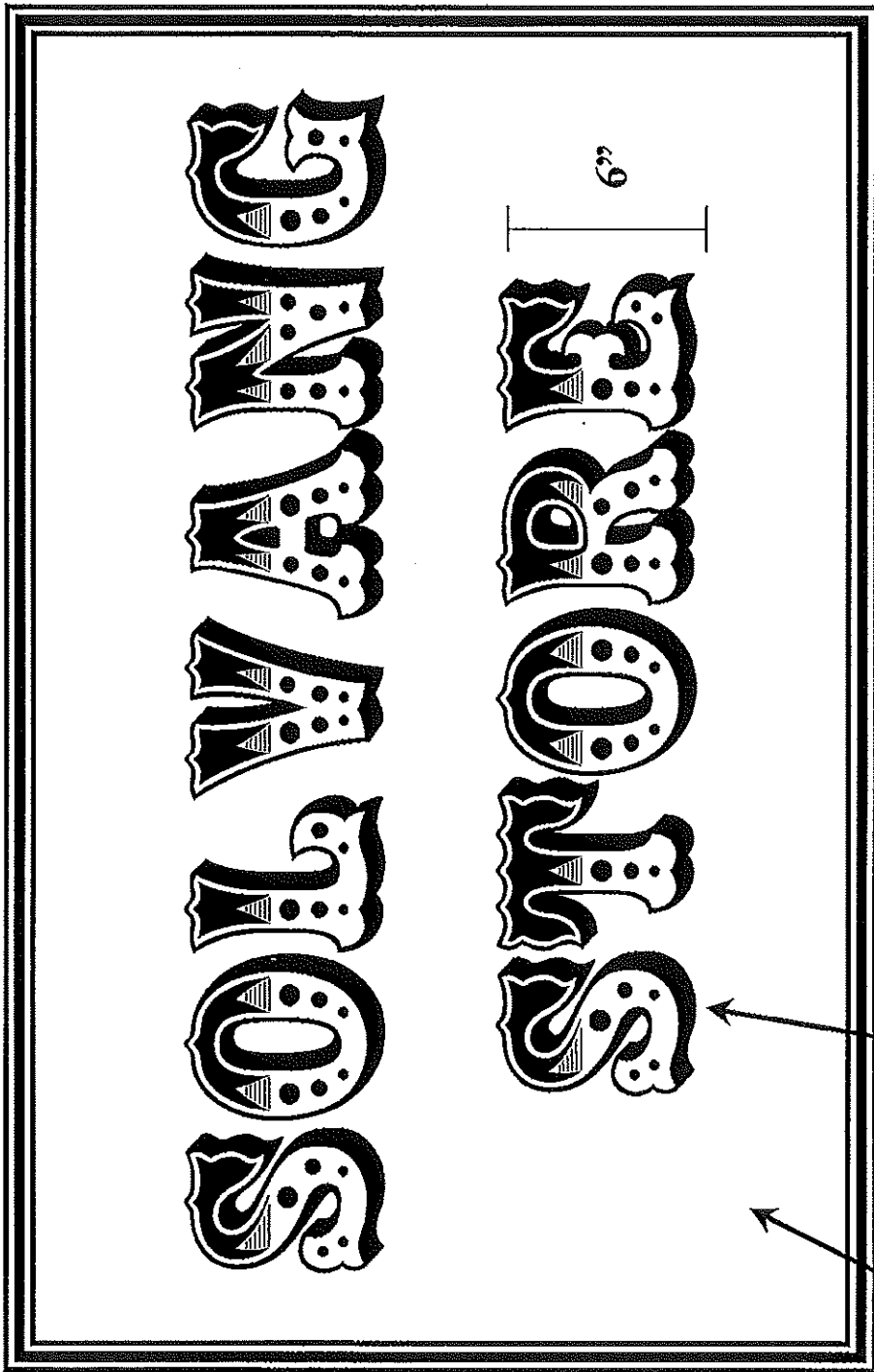
Also, please be sure to provide color samples proposed for your sign. Since there are hundreds of shades of “brown”, paint chips (found at any local hardware store) are typically used to indicate specific color shades.

Please feel free to contact the Planning Department with any questions as you put your sign proposal together. We are more than happy to help!

Planning Staff
805-688-4414

Attach
Paint
Chip
Sample

24"

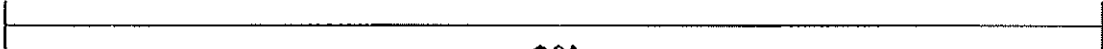
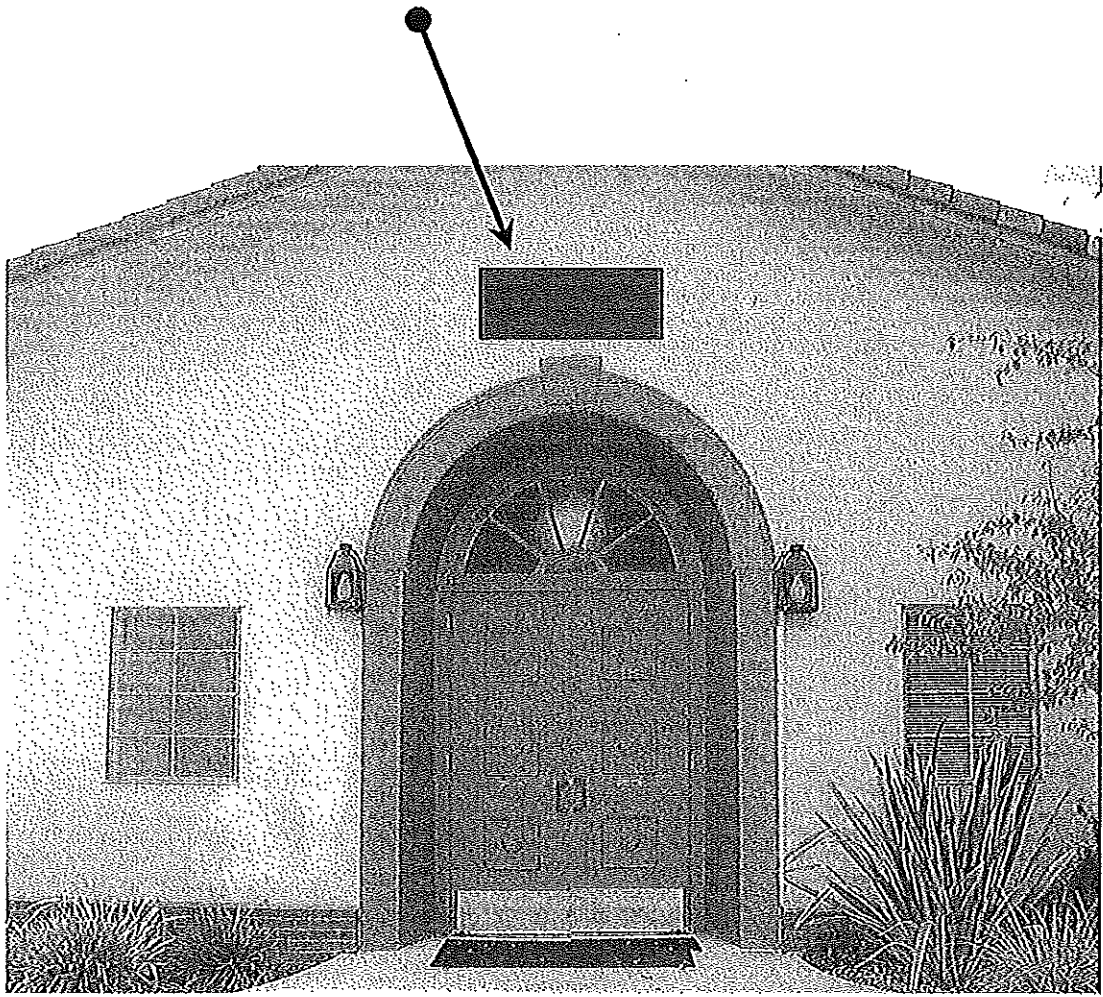


36"

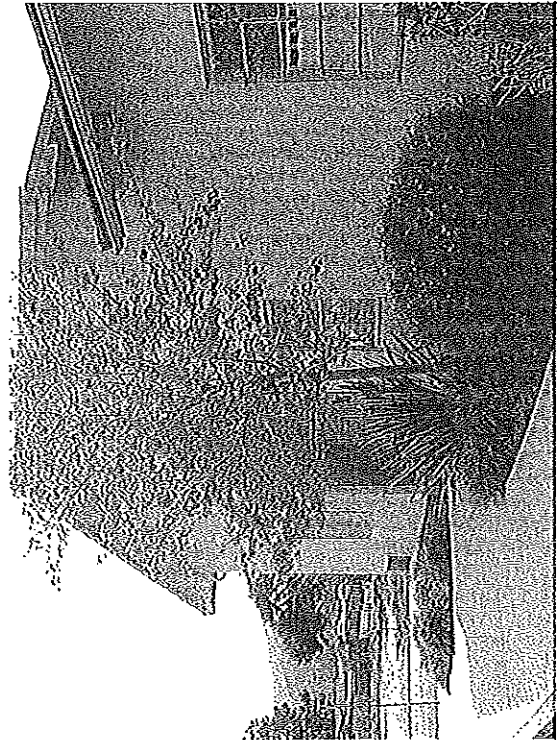
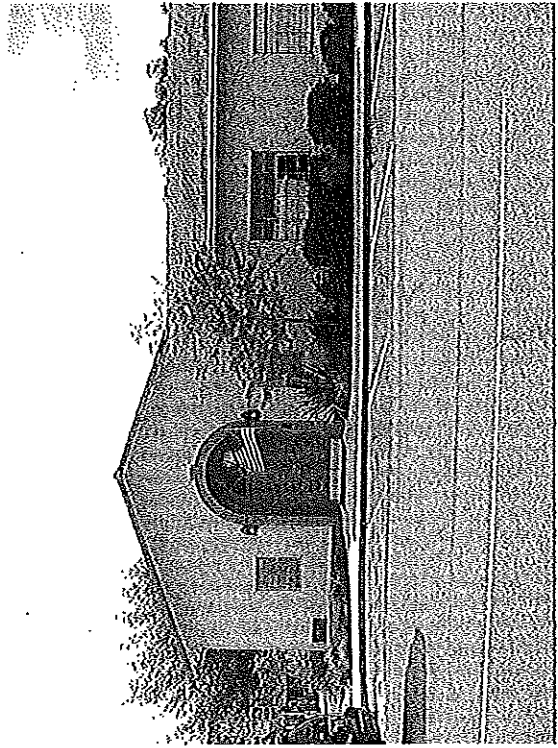
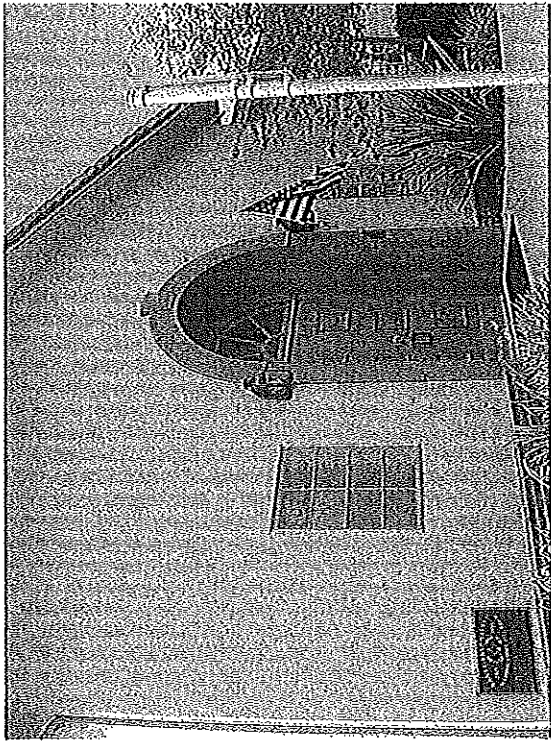
Gold Leaf
Lettering

Brown

Sign Location



20'



Oak Street

Second Street

Sign Location



150'

60'

SITE PLAN