

CITY OF SELMA
ARCHITECTURAL DESIGN REVIEW APPLICATION

Telephone# (559)891-2209 - FAX# (559)898-0338

Please type or print. (Attach additional sheets, if necessary.)

APPLICANT: _____ **PHONE:** _____
FAX: _____ **E-MAIL:** _____

ADDRESS: _____

OWNER: _____ **PHONE:** _____
FAX: _____ **E-MAIL:** _____

ADDRESS: _____

PROPOSAL: _____

LOCATION AND ADDRESS: _____

EXISTING USE OF PROJECT SITE: _____

CURRENT ZONING: _____

APPLICANT'S CERTIFICATE

I/(We) _____, acting as [owner(s)/lessee(s)/agent of the aforementioned] of the property described in the above and foregoing application, state that (I) (we) have read said application and know the contents thereof and that the statements therein contained are true of (my) (our) own knowledge; except those matters which are therein stated as information and belief as to those matters (I) (we) believe to be true.

Signature: _____

Title: _____

FOR STAFF ONLY:			
Application received by: _____			Date: _____
Fee Received: _____	Amount: _____	Date: _____	Receipt No.: _____
SUBMITTAL No. _____			

PLEASE ENSURE THAT THE FOLLOWING ITEMS AND INFORMATION ARE INCLUDED WITH YOUR SUBMITTAL:

- _____1. Show all existing and proposed structures in the form of a site plan.
- _____2. Four (4) copies of complete elevations for all existing/proposed structures.
- _____3. Four (4) copies of color elevations and color pallet.
- _____4. Fee of \$1,095.00.
- _____5. Provide digital copies of all elevations, site plans (bitmap or pdf).

ALL MAPS SHALL BE FOLDED TO 8½ X 11 INCHES IN SIZE. Please note that additional information or items may be required for review.

NOTES TO THE APPLICANTS:

1. All businesses require a Business License to be filed with the Finance Department.
2. Remodeling may require a Building Permit and or grading permit. Grading Permits are issued by the Public Works Department and Building Permits are issued by the Building Department.
3. All new construction will require building permits and may require a grading permit.
4. Other permits from the Fresno County Health Department, San Joaquin Air Quality District and other agencies may be required.
5. Required items necessary to review your plans may vary depending on the project and the level of review required. Please consult with staff to determine what plans will be necessary as part of your submittal.

**CITY OF SELMA
ARCHITECTURAL DESIGN REVIEW PROCEDURE**

PLEASE READ CAREFULLY PRIOR TO FILING YOUR SITE PLAN

- STEP 1.** Applicant may submit an application for staff review with the filing fee. Submittal forms for the application review may be obtained at the Selma City Hall Annex.
- STEP 2.** Applicant completes Architectural Design Review Application in acceptable manner.
- STEP 3.** Applicant submits four (4) copies of the maps and application, fees to the Planning Department. A case number is assigned to the application.
- STEP 4.** City staff and other interested agencies make initial review and requests additional data if required from the applicant through the Planning Department.
- STEP 5.** The application is reviewed for California Environmental Quality Act compliance. A project if subject to CEQA, may be required to have a notice of exemption, negative declaration or an Environmental Impact Report prepared for it.
- STEP 6.** The project is approved, conditionally approved or denied by the Planning Director and the applicant/property owner is notified of the decision.
- STEP 7.** The applicant reviews the conditions and may, within ten days, file an appeal of the Director's decision to the Planning Commission.
- STEP 8.** The applicant submits four (4) copies of plans to be stamped by the Planning Department.
- STEP 9.** The applicant procures all required grading permits, building permits, business licenses and similar permits as required.

Attachment: Architectural Design Review Application

NOTE: The applicant is responsible for any additional charges.