City of Monrovia
Planning Division
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SUBMITTAL REQUIREMENTS
NEIGHBORHOOD COMPATIBILITY
RESIDENTIAL DESIGN REVIEW

APPLICATION, FEES & REQUIRED MATERIALS

All applicable items, as determined by staff, are required at time of submittal.

1. **General Application**

2. **Project Review and Public Notification Requirements**

   Regardless of the type of development proposed, applicants are encouraged, but are not required, to meet with the immediate neighbors prior to submittal of an application.

Compatibility Review Category	Description	Review by	15-Day Project Noticing
Level 1	SFR Addition- rear, single story	Staff	None
Level 2	SFR Addition- front, single story	Staff	Sign
Level 3	SFR New – single story	DRC	Sign and 200' radius mailing
Level 4	Two story addition to a two story house	DRC	Sign and 400' radius mailing
Level 5	Two story addition to a single story house	DRC	Sign and 400' radius mailing
Level 6	New two story SFR	DRC	Sign and 400' radius mailing
Level 7	Multi-family not subject to a Conditional Use Permit	DRC	Sign and 400' radius mailing

3. **Application Fees:**

Review Category	Total Application Fee(s)*
Level 1	No Fee
Level 2	$191
Level 3	$677
Levels 4-5	$1082
Level 6	$1342
Level 7	$1232

*Total application fees include application fee, public noticing fee, and recovery fees provided that no other entitlement requests are required for project approval.

4. **Neighborhood Compatibility Worksheet**
Requirement may be waived for rear single-story additions to existing one-story and two-story homes.

5. **Materials Reference Sheet**
Provide color photos on an 8.5" x 11" sheet showing roofing material, siding, applied materials (e.g. stone, brick), trim, etc., and identify manufacturer and product specifications.

6. **Architectural Design Plans** *(see checklist below)*
a. Initial submittal: Three (3) full-size sets (24" x 36"), (11" x 17") size may be used if scaled and legible.
b. Once application is deemed complete, project levels 2-7 shall submit:
   - 7 additional half-sized plans
   - A digital copy of the front elevation or 3D rendering in .pdf or .jpg format for the onsite public posting notice (sign) if required

ARCHITECTURAL DESIGN PLANS

1. **Cover Sheet**

- ❑ Project Summary Tables (see no. 3 below)
- ❑ Table of Contents
- ❑ General Project Information (including project address, assessor parcel number(s), project description, general plan, zoning, property owner, design professionals)

2. **Site Plan** (⅛" = 1' scale)

- ❑ North arrow
- ❑ Footprint of proposed structures (including an outline of the second story), existing structures to remain and existing structures to be removed
- ❑ Required building setbacks
- ❑ Location, size, type and dripline of all existing trees greater than ten-inches in diameter at 48-inches above the existing grade, existing Oak trees subject to MMC § 17.20.040 and all existing landscape screening
- ❑ Location and type of all easements
- ❑ All property lines and edge of street paving
- ❑ Relative locations of structures on adjacent properties
- ❑ Hardscape (e.g. driveway, walkways, patios, pools)
- ❑ Air conditioning unit(s) and any other outdoor mechanical equipment
- ❑ Landscape area (existing and/or proposed)

3. **Project Summary Table** (use format below and print on first page of plans)

ZONING COMPLIANCE

	Existing	Proposed
LOT SIZE: Width Depth	_____square feet _____feet _____feet	_____square feet _____feet _____feet
DWELLING SIZE:	_____square feet	_____square feet
DWELLING SETBACKS: Front Front Average Setback Rear Right side (1st/2nd) Left side (1st/2nd)	_____feet _____feet _____feet _____feet/___feet _____feet/___feet	_____feet _____feet _____feet/___feet _____feet/___feet
ACCESSORY STRUCTURE SETBACKS: Front Rear Right side (1st/2nd) Left side (1st/2nd)	_____feet _____feet _____feet/___feet _____feet/___feet	_____feet _____feet _____feet/___feet _____feet/___feet
DWELLING HEIGHT:	_____feet	_____Feet
ACCESSORY STRUCTURE HEIGHT (DETACHED):	_____feet	_____Feet

SQUARE FOOTAGE BREAKDOWN

	Existing	Proposed
HABITABLE LIVING AREA: • *Measured to the outside surfaces of exterior walls;* • *Attached garages and other attached, enclosed accessory buildings shall be calculated as main building floor area.*	_____square feet (___%)	_____square feet (___%)
NON- HABITABLE AREA: • *Refer to Minimized Visible Garage requirements, MMC § 17.12.040(C).*	_____square feet (___%)	_____square feet (___%)

4. **Floor Plan** (¼" = 1' scale) showing existing and proposed development, dimensions and use of rooms.

5. **Roof Plan** (¼" = 1' scale)

   - ❑ Roof pitch
   - ❑ For additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure, and provide a roof area calculation

6. **Building Elevations** (¼" = 1' scale)

   - ❑ Proposed building elevations, including:
     NOTE: For additions/remodels, only affected building elevations are required. For a new house, all exterior elevations are required.
     - Roof height, plate height, and finished floor height from existing and finished grade on each side (call out height and topographic elevation)
     - Roof pitch
     - Exterior building materials, including architectural details (trim, siding, windows, etc.)

7. **Grading and Drainage Plan** (*⅛" = 1' scale)*
   NOTE: May be required based on evaluation by the Building Division and/or the City Engineer.

8. **City Action -** Findings that the review body must make for project approval in accordance with MMC 17.12.005. *(see example on page 5)*

9. **Floor Area Calculation Sample** *(see example on page 6)*

10. **Minimized Visible Garage Example** *(see example on page 7)*

CITY ACTION

In order to approve the application, the reviewing body must make four findings in accordance with Monrovia Municipal Code Section 17.12.005:

1. That the proposed development meets the zoning development standards applicable to the property.

2. That the orientation and design of the building(s) are appropriate to the size and configuration of the lot and provide a well-designed site layout.

3. That the proposed development is designed to be compatible with adjacent properties by reasonably minimizing impacts related to privacy and solar access.

4. That the proposed development is compatible with the character of the neighborhood in terms of scale, mass, height and design.

Following approval or denial of an application by DRC, there is a 10-day appeal period. During this time period, the applicant can appeal the decision to the Planning Commission.

Example - Floor Area Calculations

Maximum Dwelling Size in Residential Estate (RE) and Residential Low (RL) zones

- **Maximum Floor Area** of the main building shall be based on the net lot area and shall be determined using the following formula:
  - 40% of the net lot area for the first 5,000 SF of net lot area, plus an additional
  - 35% of the net lot area for the next 5,000 SF of net lot area, plus an additional
  - 15% of the remaining net lot area.
  - Attached garages and other attached, enclosed accessory buildings shall be calculated as main building floor area. If the garage is attached to the rear of the structure and is not visible from the street, then up to 400 square feet of the garage floor area may be added to the maximum floor area allowed for the primary structure.
  - Guest houses and attached garages are counted as accessory floor area
  - Floor area is measured from external walls (17.04.080)

EXAMPLE CALCULATION

RL/RE Graduated FAR				
Lot Size	**FAR1 = 40% of First 5,000 Square Feet**	**FAR2 = 35% of Second 5,000 Square Feet**	**FAR3 = 15% of Remaining Lot Area**	**Total Allowable House Size**
4,200 SF	4,200 x .4 = **1,680**	N/A	N/A	FAR1 = Total Allowable House Size **1,680 SF**
7,500 SF	5,000 x .4 = **2,000**	7,500 - 5,000 = 2,500 2,500 x .35 = **875**	N/A	FAR1 + FAR2 = Total Allowable House Size 2000 + 875 = **2,875 SF**
13,800 SF	5,000 x .4 = **2,000**	13,800 - 5,000 = 8,800 5,000 x .35 = **1,750**	13,800 - 5,000 - 5,000 = 3,800 3,800 x .15 = **570**	FAR1 + FAR2 + FAR3 = Total Allowable House Size 2000 + 1750 + 570 = **4,320 SF**

Maximum Dwelling Size in Residential Foothill (RF) zone

- **Maximum Floor Area** of the main building shall be based on the net lot area and shall be determined using the following formula:
  - 35% of the net lot area for the first 20,000 SF of net lot area, plus an additional
  - 10% of the remaining net lot area.
  - Attached garages and other attached, enclosed accessory buildings shall be calculated as main building floor area.
  - Floor area is measured from external walls (17.04.080)

EXAMPLE CALCULATION

RF Graduated FAR			
Lot Size	**FAR1 = 35% of First 20,000 Square Feet**	**FAR2 = 10% of Remaining Lot Area**	**Total Allowable House Size**
17,500 SF	17,500 x .35 = **6,125**	N/A	FAR1 = Total Allowable House Size **6,125 SF**
36,500 SF	20,000 x .35 = **7,000**	36,500 - 20,000 = 16,500 16,500 x .1 = 1,650	FAR1 + FAR2 = Total Allowable House Size 7,000 + 1,650 = **8,650 SF**

Example of Minimized Visible Garage

MINIMIZED VISIBLE GARAGE