



# CITY OF BELL

6330 Pine Avenue. Bell, California 90201 • Ph: (323) 588-6211 • Fax: (323) 771-9473

## Architectural Review Board Information Packet

The purpose of the Architectural Review Board (A.R.B.) is to insure and promote the orderly and compatible development of real properties located within the City and to ensure compliance with the provisions of the City's Zoning Code, the City's General Plan, and other applicable laws pursuant to the Bell Municipal Code Section 2.64.

All projects which require the issuance of a Building Permit must be reviewed by the Architectural Review Board prior to submitting the project to the Planning Commission, City Council or Building and Safety Division for Plan Check; or Planning Commission and City Council for discretionary action.

Building activities that will not require A.R.B. approval will receive an informal plan review. Those building activities include but are not limited to:

- re-roof
- fences and walls
- interior remodeling, provided that no new uses are proposed

A complete A.R.B. application, architectural plans and required information along with the appropriate filing fee(s) shall be submitted to the Planning Department. Filing fees are as follows:

### A. Major Projects (\$350.00)

- i. New residential projects.
- ii. Room additions 500 sq. ft. and more in size.
- iii. Second story room additions.
- iv. Project on commercial / industrially zoned properties including Tenant Improvements.
- v. Lot splits.

### B. Minor projects (\$50.00)

- i. Room additions less than 500 sq. ft. in size.
- ii. Signs, Re-face signs.
- iii. Porch, Patio, Patio Enclosures,
- iv. Roof Mounted A/C units or within setbacks.

**THE ARCHITECTURAL REVIEW IS APPROXIMATELY TWO WEEKS (TEN [10] Business Days).**

After the A.R.B. meeting, staff will prepare a letter which will outline conditions of approval. If revisions are minor in nature, plans can be corrected and then submitted for plan check. If comments are significant, the applicant must make revisions and re-submit to the Planning Department for A.R.B. reconsideration. The first re-check by the A.R.B. will be free of charge. Additional re-checks will cost \$50.00 each. Over the Counter planning review fees are available for an additional fee of twenty dollars for minor projects and one hundred dollars for major projects.

**I. PROJECT PLANS (submit three (3) copies)**

**A. Plot Plan**

- 1. Project description and summary**
  - a. land use zone.**
  - b. Area of lot.**
  - c. Square footage of new buildings or additions.**
  - d. Square footage of each existing building and garage.**
  - e. Use of existing and new buildings.**
  - f. Percentage of lot coverage.**
  - g. Percentage of landscaping provided on the lot.**
- 2. Shape and size of all existing and proposed buildings and/or room additions.**
- 3. Dimensions of lot, existing and new buildings and/or additions.**
- 4. Location of existing and proposed buildings on the property.**
- 5. Fences, walls and gates (new and existing)**
  - a. type and material**
  - b. height**
- 6. Trash enclosures**
  - a. size**
  - b. location**
  - c. materials**
- 7. Open space (common and private)**
  - a. location**
  - b. square footage**
  - c. type of fences and gates**
- 8. Public Improvements**
  - a. existing and proposed reconstruction of curbs, gutters and sidewalks**
  - b. existing and proposed driveway aprons**
  - c. existing parkway tree(s), fire hydrants, poles, etc.**
- 9. Parking**
  - a. guest parking**
  - b. garages**
  - c. driveways**
    - i. size**
    - ii. location**
- 10. Roof plan of new and existing buildings on the site.**
- 11. All other existing site improvements, covered patios, swimming pool, Jacuzzis, street lights, chimneys, air conditioning units, tool sheds, driveways, etc.**
- 12. North arrow and scale.**

**13. Floor Plan**

- a. Identify all rooms including garage.
- b. Indicate location of all existing and new windows and doors.
- c. Dimensions
- d. Indicate location of bathrooms and kitchen fixtures.
- e. Scale

**B. Elevations**

- a. orientation (north, south, east, west)
- b. complete elevations showing existing and new exterior building walls.
- c. Indicate existing and new architectural style and features, roof, roof pitch, etc.

**II. Photographs**

- A. showing exterior of existing buildings
- B. front, side and rear of lot
- C. public improvements in front of the lot.

**III. Material Samples**

- A. wood
- B. stucco
- C. brick
- D. tile
- E. block
- F. any other type of materials proposed on the building and/or sight.

**IV. SECOND STORY BUILDINGS**

List of names and addresses of all adjacent property owners. Information can be obtained from the Los Angeles County Tax Assessors Office. Two Locations:

Los Angeles County - 500 W. Temple Street  
Los Angeles, California

Norwalk - 12400 E. Imperial Highway  
Norwalk, California

- A. Vicinity map (See Exhibit "A" attached)
  - i. plot plan of adjacent properties
  - ii. approximate distance to property lines

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO INSURE THE PLANS ARE PROPERLY SCALED AND COMPLETED PRIOR TO SUBMITTAL.**

**NOTE:**

**INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED. PLAN CHECK, BUILDING PERMIT, SCHOOL AND OTHER FEES ARE NOT INCLUDED IN AND A.R.B. APPLICATION.**



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# CITY OF BELL

## Architectural Review Board APPLICATION

A.R.B. #: \_\_\_\_\_  
ZONE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
INITIALS: \_\_\_\_\_  
RECEIPT: \_\_\_\_\_

### ADDRESS OF PROJECT

(Direccion del Proyecto) \_\_\_\_\_

### DESCRIPTION OF PROJECT

(Descripcion del Proyecto) \_\_\_\_\_

### APPLICANT'S NAME, ADDRESS, AND TELEPHONE NUMBER

(Nombre, direccion y numero de telefono del solicitante)

### PROPERTY OWNER'S NAME, ADDRESS, AND TELEPHONE NUMBER

(Nombre, direccion y numero de telefono del propietario)

### APPLICANT'S SIGNATURE

(Firma del solicitante)

### OWNER'S SIGNATURE

(Firma del propietario)

### PLANS REQUIRED FOR DEVELOPMENT REVIEW (Three copies, unless, otherwise noted)

(Planos requeridos para examinar el proyecto (3 copias, o ver otras especificaciones))

Site Plan with general notes (3) \_\_\_\_\_

(Plano local con notas en general)

Material Samples (3) \_\_\_\_\_

(Muestras de material)

Floor Plan (3) \_\_\_\_\_

(Plano del terreno)

Photos of existing site (3) \_\_\_\_\_

(Fotos del lugar)

Elevations (3) \_\_\_\_\_

(Dibujo de las paredes exteriores del edificio)

\*\*\*\* PLEASE PROVIDE A COPY OF THE FULL SET OF PLANS IN A 8 1/2" BY 11" SIZE. \*\*\*\*

### NAME, ADDRESS & TELEPHONE NUMBER OF PROJECT'S ARCHITECT, LANDSCAPE

ARCHITECT & ENGINEER. (Nombre, direccion y numero de telefono del arquitecto, diseñador, o ingeniero)

Date of Review: \_\_\_\_\_ Approved: \_\_\_\_\_ Resubmit: \_\_\_\_\_

Resubmitted: \_\_\_\_\_ Approved: \_\_\_\_\_ Resubmit: \_\_\_\_\_

Resubmitted: \_\_\_\_\_ Approved: \_\_\_\_\_ Resubmit: \_\_\_\_\_

Special Requirements: Meeting: \_\_\_\_\_ CUP: \_\_\_\_\_ Zone Variance: \_\_\_\_\_