DESIGN REVIEW

Save this handout for your reference

The Design Review Commission meets on the second and fourth Wednesday of each month at 4:00 pm, generally in the City Council Chambers.

1. CONSULT WITH A PLANNER

a. Bring a rough site plan to the Community Development Department and speak with a Planner about development standards and permits that are required for your project.
b. If Design Review or another planning permit is required, your project may be subject to the California Environmental Quality Act (CEQA). This is a State Law that requires the preparation of an environmental document if your project is not found to be exempt. Staff can advise you of how to comply with CEQA.
c. If your project is large or complex, the planner may recommend a preliminary review (See below).

2. PRELIMINARY REVIEW (optional)

a. The Design Review Commission strongly encourages applicants to submit an application for preliminary review of any project.
b. The Commission will provide preliminary review of plans in order to give the applicant initial comments and suggested revisions to projects.
c. There is no fee for preliminary review.
d. The applicant can submit preliminary plans which are not complete but should note that the Commission will be able to provide more thorough comments if all of the materials and detail that is required for a complete application are submitted (see #3 below).
e. The submittal deadline is the same as with regular applications (see #3 below).

3. SUBMIT AN APPLICATION

a. Applications must include all required materials and fees in order to be complete. See attached Design Review Application Submittal Checklist.
b. Applications must be submitted at least twelve days before a meeting in order to be considered as an agenda item for that meeting. Submittal by the deadline does not guarantee that an application will be scheduled for the next meeting. Applications that are not submitted until the deadline do not allow time for staff to review the application and to advise you of any necessary corrections or additional information.
c. Applications found not to be complete or which raise questions as to compliance with zoning standards, are not placed on an agenda until these questions are resolved.
d. The number of items which can be placed on each agenda is limited; items are selected based on the order in which they are submitted to the Department.
e. Plans submitted for design review are separate copies from those submitted for other planning permits (use permits, variance, etc.) or building permits. Note that you can usually get several of the design review copies back after the Design Review Commission meeting if you ask for them.

City of Arcata Community Development Department 822-5955

4. ATTEND THE DESIGN REVIEW COMMISSION MEETING

a. You will receive an agenda in the mail several days before the meeting.
b. The Design Review Commission generally will not review a project if the applicant or a representative is not at the meeting to discuss the project or answer questions.
c. The Commission will take an action on your project at the meeting. They will do one of the following:
   1. Continue the hearing to a future meeting in order to allow the applicant to make changes or provide more information on the project. The applicant can request that the item be continued to any future meeting.
   2. Approve the project either as submitted or with conditions of approval.
   3. Deny the project and state reasons for denial.
d. If the project is continued, the applicant is responsible for providing the requested information or revised plans prior to the submittal deadline for the next meeting.
e. If the project is approved, staff will prepare an Action of the Design Review Commission, which will include any conditions of approval. The Action Notice will be sent to you within several days of the approval.

5. OBTAIN BUILDING PERMITS

a. All Actions of the Design Review Commission have an appeal period of ten working days. A building permit cannot be issued until the end of the appeal period.
b. All plans submitted for building permits must reflect changes that are required by the Design Review Commission.
c. During construction you should inform staff of any deviations from the approved plans that are necessary. Staff will determine if the changes require an amendment to the Design Review Approval. This will save time when staff is conducting a final inspection. If an amendment is required you will save time by submitting an application early so that the process can be completed prior to the final inspection.
d. When the project is completed you must schedule a Design Review inspection. Staff will visit the project site to see that the completed project is consistent with the Design Review approval and all conditions have been met. The Building Department cannot give a final sign off or issue a Certificate of Occupancy until the project is consistent with the Design Review Approval.

Save this handout for your reference

Historic and Design Review Application Checklist

Visit the Community Development Department page at www.cityofarcata.org. Select the Land Use Code from the menu and then see Section 9.72.040 for complete Historic and Design Review permit regulations.

- ☐ Preliminary Review Option: Applicants can pay a fee to get the permit review process started rather than waiting until all required items are submitted for staff to begin review of your project.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

Provide eight copies of the following (additional copies may be required for agency distribution):

- ☐ Application form with signatures of all owners of the affected parcel.
- ☐ Application fee deposit as indicated on the application form.
- ☐ Location Map with parcel address.
- ☐ Plot Plan (See Plot Plan Checklist).
- ☐ Solar Siting Analysis of adjacent buildings and tress (§ 9.56).
- ☐ Building Elevations (labeled north elevation, south elevation, east elevation, and west elevation).
- ☐ Floor Plans (including windows, skylights, solar orientation of rooms, and north arrow).
- ☐ Landscape Plan (See Landscape Plan Checklist and § 9.34).
- ☐ Fences and screening descriptions including elevations, colors, and location on Plot Plan (§ 9.30.030).
- ☐ Sign descriptions including elevations specifying dimensioned sizes, design, color, and location on Plot Plan (§ 9.38).
- ☐ Indication if this is a partial or complete reuse of the site.
- ☐ If the project falls within a Neighborhood Conservation Area (NCA) Combining Zone, evidence that the project meets the requirements of § 9.28.060.D.1.
- ☐ Demonstration that the proposed project meets the Resource Conservation measures (§ 9.54).
- ☐ To request an exemption from the California Environmental Quality Act (CEQA), submit justification and evidence to support a CEQA exemption; or
- ☐ For projects not exempt from CEQA, submit a CEQA checklist. See staff for a Negative Declaration or Environmental Impact Report determination.
- ☐ All Plans must be:
  - To Scale (Use a standard architect's or engineers scale)
  - Detailed
  - Complete
  - Accurate
  - Clear
  - Assembled (collated, stapled, and folded).
- ☐ Photographs, renderings and other visual information necessary to illustrate your project.
- ☐ Additional information as required by Community Development Staff.

DRAFT – Subject to changes based upon new Land Use Code. Applications may require additional information for continued processing.