



Design Review Information and Checklist – Small

No Taller than 2 Stories, 4 or Fewer Dwelling Units, No Historical Designation

DESIGN REVIEW. Design Review ensures that building and development projects comply the City's Land Use Code (LUC) standards, are of sound aesthetic and functional quality, and are compatible with the surrounding community. Permits are split between small and large projects, and required for signs under certain parameters. Design Review projects may be heard by the Zoning Administrator or Planning Commission.

The nature of Design Review generally means that several City Departments will be looking at plans and other information. This coordination within the City means that timing of your application should take that into consideration. Please note that a separate building permit is required in addition to Design Review.

Conditions of Approval are issued with the Design Review permit, and ensure that the project meets LUC and other City code requirements. Builders should be aware of these conditions and ensure they are met. Design Review permits expire after 24 months, but extensions may be requested. Design alterations, especially relating to Conditions of Approval, require a separate application, review, and approval.

The Process. After submission of an application and deposit, a planner will review the request against requirements of the Land Use Code, and the California Environmental Quality Act (CEQA). Additional information may be required if the project is subject to CEQA.

Information about the Design Review project is referred to affected City Departments, and often outside agencies.

Approval authority will be the Zoning Administrator or Planning Commission. This permit requires a public hearing.

CHECKLIST.

- Permit application and deposit
- Location map with parcel address
- Site plan with required information – see the Site Plan Checklist
- Existing and proposed floor plans *
- Existing and proposed building elevations *
- Photographs or other visual information which may be helpful

* Submit electronic copies of plans. Provide three hard copies (note that more may be required)

ADDITIONAL INFORMATION THAT MAY BE REQUIRED

- Landscape Plan (§9.34) – See Landscape Plan Checklist
- Fences, accessory structures, and any outdoor lighting, including elevations and location on Site Plan
- Copy of property title or deed
- CEQA Checklist if required

You are strongly encouraged to speak with Planning Staff at the number below if you have any questions.

City of Arcata – Community Development

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