



## City of Santa Paula Planning Department Information Bulletin No. 5 What is Design Review?

### What is Design Review?

Design Review is a review process within the Planning Department to ensure that the design and exterior architectural treatment of proposed buildings complement the design or exterior architectural treatment of existing buildings in the immediate neighborhood and do not conflict with existing development in any manner that would cause a substantial depreciation of property values in the neighborhood. The project is reviewed by staff, not the Planning Commission.

### What projects need Design Review?

1. All commercial and industrial developments
2. Fences and walls in commercial and industrial zones
3. All signs (new and changes to existing signs)
4. All multifamily residential projects
5. Second dwelling units (Granny Flats, Guest Houses, etc.)
6. Carports
7. Single family residences if concurrent with a tentative subdivision map
8. Any educational structure
9. All projects requiring a discretionary permit such as a Conditional Use Permit or Planned Development permit.

### What do I need for Design Review?

In addition to a complete application and payment of fees, projects subject to Design Review are required to have the following materials submitted to the Planning Department:

1. A site plan
2. An existing and proposed floor plan
3. A preliminary landscaping plan (for multifamily and commercial/industrial projects).
4. Exterior Elevations of all new buildings and/or additions.
5. Preliminary drainage plan
6. Any additional data needed by City staff to accurately assess your project

Within 30 days of filing the application staff will inform you via mail if your project has been, approved, conditionally approved, denied or if revisions need to be made to the proposed project and resubmitted.

### How much does it cost?

Contact the Planning Department for a list of current fees. You can also obtain planning fee information by going to the City's website where you can download the fee schedule, application form, and submittal requirements.

### How long does the Design Review process take?

Depending on the scope and size of the project it can take a few months to obtain approval from the Design Review Committee. You can expedite your project by ensuring that all necessary information is provided when you submit your plans and by engaging in Concept Review with a planner before making a formal application for review. On the back of this page is a flow chart showing a schematic of the review process.

### How can I obtain more information?

For zoning information and to learn more about the Design Review process contact a planner at **805.933.4214** or stop by our office at **200 S. 10<sup>th</sup> Street in Santa Paula**. You can also visit us on the web at [www.ci.santa-paula.ca.us/planning](http://www.ci.santa-paula.ca.us/planning) to review Chapter 16.226 of the Development Code.