

DESIGN REVIEW



THE CITY OF
NOVATO
CALIFORNIA

WHEN REQUIRED OR RECOMMENDED

Design Review is required for all commercial, office, industrial and most residential construction. Please refer to the handout titled A Single-family Design Review for application requirements for nonexempt, single family homes. The purpose of Design Review is to evaluate the architectural, landscape and site design aspects of the project to promote, maintain and enhance the visual quality and character of Novato. Information regarding Design Review can be found in Section 19.42.030 of the Novato Municipal Code - Zoning Ordinance (available on-line at www.cityofnovato.org).

TECHNICAL ADVISORY COMMITTEE

You may request a preapplication review of your project by staff of the Planning Division, Engineering Division, Police Department, and Novato Fire Protection District. This process takes about three weeks but can save time later by resolving issues early in the review process. Please see the separate information sheet titled "Technical Advisory Committee (TAC) Review."

APPLICATION

The submittal requirements for a Design Review application are listed on the following pages. Incomplete applications are often the major cause of delays in processing. Please submit each of the items listed but by all means call the Department of Community Development if you have any questions. **We recommend that you submit three copies for staff to review for completeness prior to submitting the multiple copies required.**

A planner will be assigned to review the application for completeness, within 30 days.

ENVIRONMENTAL REVIEW

Design Review applications may be subject to an Environmental Review process, as required by the California Environmental Quality Act (CEQA). If staff advises you that your project requires an Initial Study, please refer to the separate handout titled "Environmental Review" which contains submittal requirements for an Environmental Data Submission. The Environmental Data Submission is reviewed for completeness with the other project application materials.

SCHEDULING

When it has been determined that a complete application has been submitted, copies of the plans are sent to reviewing agencies and departments. Once reviewing agencies have responded, the project is scheduled for a public hearing before the Design Review Committee. Some minor Design Review applications can be acted on by the Community Development Director.

Notices of the Design Review Committee hearing or Community Development Director's action are mailed to neighboring property owners ten days prior to the hearing or scheduled action.

If an Environmental Review process is required, such documentation must be prepared and available to the public prior to the public hearing on the application.

ACTION

Staff will evaluate the application for compliance with zoning and/or previous related actions and prepare a staff report with recommendations to the Design Review Committee or Community Development Director.

At the Design Review hearing, the Committee will hear all appropriate testimony and, in accordance with the criteria set forth in the Zoning Ordinance, will act to approve, approve with conditions, deny the application, or continue the hearing for additional information or redesign.

If scheduled for action by the Community Development Director, no public hearing is required. You will receive a copy of the Director's action.

State law has established a six-month time limit from the date an application is deemed complete for action on projects not requiring an Environmental Impact Report (EIR). In Novato, Design Review applications are usually acted on within one to three months. If an EIR is required, action on the EIR and project must occur within one year from acceptance of the application.

RESULT

Actions by the Design Review Committee or Community Development Director are final unless appealed in writing within ten days of the date of action, accompanied by the required filing fee (see Fee Schedule).

Building permit applications may be submitted and reviewed following the Design Review approval but cannot be issued until after the appeal period has expired.

Note: You may request to receive notice of any proposal to adopt or amend any of the following: the Novato General Plan, a specific plan, or chapters of the Municipal Code affecting development. Please use the separate form titled "Request for Notification of General Plan or Municipal Code Amendments."

DESIGN REVIEW - SUBMITTAL REQUIREMENTS

In order to file an application for Design Review, you must submit the information listed below. **It is recommended that you submit three copies for staff to review for completeness prior to submitting the multiple copies required.** All plans must be folded, in sets, no larger than 9" x 12". Maximum sheet size is 24" x 36".

1. A completed Application for Zoning/Planning Action, cost recovery agreement, indemnification agreement and application deposit (see Fee Schedule).
2. Ten copies of site plans (scaled, drawn, and dimensioned) to **accurately** show:
 - a. Vicinity map.
 - b. All property lines, streets (with center lines) and easements (existing and proposed).
 - c. All proposed frontage improvements including elevations.
 - d. All structures to be removed.
 - e. Location and outside dimensions of all buildings and structures.
 - f. Location and size of all parking spaces including striping, curbing, wheel stops, and any structural supports or enclosures that may affect vehicular movements.
 - g. Location of all driveways, walkways, trails, and outside stairs and landings.
 - h. Loading and storage areas.
 - i. Location and type of all exterior lighting, including street lighting if applicable.
 - j. Location of mailboxes and trash areas.
 - k. Location and size of all mechanical and utility equipment including power and telephone equipment, meters, and transformers.
 - l. Landscape plans in construction detail showing the location, type (both botanical and common name), and size of plant materials; estimated height and spread at maturity; the area and type of top dressing; tree staking; soil mix; planting area separators; fencing; area lighting; trimming of existing trees; and all other improvements related to site work to be covered by the landscaping contract.
 - m. Location and height of all retaining walls.
 - n. Drainage plan.
 - o. Topography showing existing and proposed contours at sufficient intervals to show height and angle of all cut and fill slopes and the basic topographic features of the site including street frontage improvements. Grade of all driveways and streets shall be shown.
 - p. Any other element of the project appropriate for inclusion in site plan (i.e., pool, patio, tot lot, tennis courts, etc.).
 - q. Location, diameter, and dripline of all existing trees 14 inches or more in circumference.
 - r. North should be at the top of the plan if practicable.
 - s. Statements calling out
 - (1) Unit count (for residential projects) with breakdown by bedroom count.
 - (2) Parking calculations related to each type of use involved and a total count.

3. Ten copies of architectural drawings (scaled, drawn, and dimensioned) to **accurately** show:
 - a. Elevations showing height and width of all exterior walls including outside finished grade lines labeled north, south, east, and west.
 - b. Height, configuration, slope, and overhangs of roof
 - c. All rooftop equipment including proposed enclosures or screening.
 - d. Type of exterior treatment including trim. Indicate size of trim and siding if applicable.
 - e. Size and location of doors, windows, or similar openings.
 - f. Stairs, landings, railings, chimneys, decks, balconies, or similar attachments or projections.
 - g. Enclosure design for utility meters and trash areas.
 - h. Design of fencing and all exposed retaining walls.
 - i. Type and character of all street furniture such as benches, waste receptacles, lighting, etc.
 - j. Finished floor elevations.
 - k. Type, size, appearance, and location of all signing.
 - l. Floor plans.
 - m. Architectural elevations as viewed from the street frontage, the relationship of proposed building(s) to adjacent structure(s). Photographs with the proposal superimposed may be substituted.
 - n. Architectural sections through the proposed building(s) and to adjacent buildings, streets, retaining walls or other prominent features to illustrate how the proposed building(s) fit the site (cut or fill grading) and the relationship of building height and mass to adjacent properties/structures.
 - o. Architectural section for multi-unit and all nonresidential projects, illustrating the materials and detailing proposed for exterior building facades (i.e., trim, wainscoting, mullions, roof overhang, foundation, treatment, etc.)

4. Sample board (maximum 2' x 2') with the type, texture, and color of exterior materials.

Demonstrate compliance with the Art Program - Division 19.21 of the Zoning Code.

Any other information required as a condition of Master Plan, Precise Development Plan or Tentative Map approval.

Additional information as determined necessary by the Director to conduct a review.

Any proposed exceptions to Chapter 5 (Development Standards Ordinance) of the Novato Municipal Code.

Ten copies of an Environmental Data Submission unless exempt from Environmental Review (see handout titled "Environmental Review").

For further information please contact the City of Novato Department of Community Development at:

- **922 Machin Avenue, Novato, CA 94945**
- **(415) 897-4341**
- **www.novato.org**