

DESIGN REVIEW WORKSHOP

Novato Municipal Code Sections 19.42.030D; 19.42.060E2 & F2

WHEN REQUIRED OR RECOMMENDED

A Design Review Workshop (Workshop) is required for projects proposed with a Master Plan and Precise Development Plan. For new commercial, industrial, multi-family projects, and residential subdivisions, it is typically recommended that a workshop be requested. The purpose of the workshop is to evaluate the site design and architectural concepts of a project at an early stage to determine the compatibility of the proposal with the site, surrounding neighborhood land uses and improvements and applicable city standards. Such concepts include:

- Access and circulation (vehicular and pedestrian)
- Building placement
- Building massing
- Architectural style
- Grading
- Landscaping and tree removal

Information regarding Design Review can be found in Section 19.42.030 of the Novato Municipal Code; Zoning Ordinance (on-line at www.ci.novato.ca.us). The submittal requirements and instructions for a Workshop are listed on the next page.

SCHEDULING

When it has been determined that adequate information to conduct a Workshop has been submitted, the project will be scheduled for a public workshop before the Design Review Committee. Courtesy notices are mailed to neighboring property owners ten days prior to the Workshop being held.

ACTION

Staff will evaluate the proposal for compliance with applicable regulations and prepare a staff report with an analysis to the Design Review Committee.

At the Workshop, the Committee will hear comments from those present and, at the conclusion of the meeting, provide direction to the applicants on the merits of the project.

DESIGN REVIEW WORKSHOP - SUBMITTAL REQUIREMENTS

In order to request a Workshop, the information listed below must be submitted. It is recommended that a copy of the information be submitted for staff review prior to submitting the multiple copies required. All plans (max. sheet size 24 x36) must be folded, in sets, no larger than 9 x 12. A completed Application for Zoning/Planning Action, cost recovery and indemnification agreements and application deposit (see Fee Schedule) and ten copies of the following shall be submitted:

1. Vicinity map.
2. Context maps, that include an aerial map, showing the project site and the immediate surrounding neighborhood. Include neighboring building locations and sizes.
3. Topographic map / preliminary grading plan showing existing and proposed contours at intervals no greater than five feet (two feet for hillside properties) to show height and angle of cut and fill slopes (and quantities of material) , retaining walls and the basic topographic features of the site. For properties with an average slope greater than 10 percent, review the standards of Sect. 19.26 (Hillside and Ridgeline Protection) of the Municipal Code.
4. A scaled site plan showing the following
 - Property lines, streets, easements, existing structures,
 - Proposed street dedications improvements.
 - Type, size, diameter and dripline of all existing trees.
 - Outside dimensions of all buildings and structures.
 - Location and size of all driveways, parking spaces and loading areas.
 - Parking calculations related to each type of use and total parking required.
 - Elements of the project such as accessory structures, fencing, pool, patio, etc.
 - Concept drainage and landscape plans.
5. Architectural concept drawings, scaled to show the height and massing of structures.
6. Building elevations as viewed from the street frontage illustrating the relationship of proposed building(s) to adjacent structure(s). Photographs with the proposal superimposed may be substituted.
7. 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.
8. Any pertinent information required as a condition of an existing Master Plan, Precise Development Plan or Tentative Map approval.

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

- 75 Rowland Way, #200, Novato, CA 94945-5054
- (415) 899-8989
- www.ci.novato.ca.us