



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone:(831) 623-4661
Fax: (831) 623-4093

APPLICATION REQUIREMENTS FOR DESIGN REVIEW PERMIT-MAJOR PROJECTS

The Design Review Permit for Major Projects is for property owners proposing new construction or improvements totaling 1,000 square feet or more.

APPLICATION REQUIREMENTS:

- ❑ Required processing deposit of \$1,000 (Additional fees for permit processing may be charged to the applicant).
- ❑ Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). Contact the City Planning Department to determine applicability.
- ❑ Planning Application Cover page.
- ❑ 8 copies of the development plan set, drawn to scale at 1/8" – 1' minimum. A licensed architect, engineer, contractor, or registered building designer is required to prepare the development plan set, unless such requirement is waived by the Planning Commission. The following plans must be included:
 - ❑ Site Plan to include:
 - ❑ Applicant's name, address, and phone number
 - ❑ Vicinity map showing an overview of the project location in San Juan Bautista
 - ❑ North Arrow and Scale
 - ❑ Assessor's Parcel Number (s) of the project site
 - ❑ Property lines and dimensions of the site and surrounding properties
 - ❑ Existing easements
 - ❑ Dimensions of all existing structures, parking areas, driveways, fences, walls, etc.
 - ❑ Building setbacks (rear, front, and side) clearly identified
 - ❑ Location of existing and proposed trash enclosures
 - ❑ Location of existing and proposed drainage facilities
 - ❑ Location of existing and proposed gas, electric, water, sewer, and telephone facilities
 - ❑ Location, size, and type of all existing trees
 - ❑ Proposed buildings, structures, trees, walls, fences, etc. which will be removed from the site.
 - ❑ Location and configuration of all proposed buildings and intended uses
 - ❑ Proposed on-site parking spaces, loading areas, and circulation areas
 - ❑ Landscape Plan
 - ❑ Floor Plan(s)
 - ❑ Elevations (front, rear and side views) of proposed structures
 - ❑ Other plans that the City Planner determines as necessary to review the project, such as grading plans, drainage plans, site sections, and details. Please contact the Planning Department to determine if additional plans will be required.

- ❑ Project Description form.
- ❑ Environmental Information form.
- ❑ Color samples or colored renderings for display at public hearings.
- ❑ Typed mailing labels address to the property owners as shown on the most recent Assessor's roll and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant". This information can be obtained from any title company.
- ❑ Photographs of the building.
- ❑ Agreement to Pay Processing Fees form.
- ❑ Other materials that the City Planner determines as necessary to review the project, such as noise, traffic, and geologic studies. Please contact the Planning Department to determine if additional materials will be required.

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.