



## CITY OF SAN JUAN BAUTISTA

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## PLANNING DEPARTMENT

Phone:(831) 623-4661

### **APPLICATION REQUIREMENTS FOR DESIGN REVIEW PERMIT-MINOR PROJECTS**

The Design Review Permit for Minor Projects is for property owners proposing new construction or improvements totaling less than 1,000 square feet, including renovation, rehabilitation, repair, re-roofing, and repainting projects.

#### **APPLICATION REQUIREMENTS:**

- ❑ Required processing fee of \$500 (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 building elevations (drawn to scale) that note the proposed repairs and modifications to the structure. Existing and proposed building materials and colors should be noted.
- ❑ Other plans that the City Planner determines as necessary to review the project, such as a site plan, floor plans, sections, and details. Please contact the Planning Department to determine if additional plans will be required:
- ❑ Color samples or colored renderings for display at public hearings.
- ❑ Answers to the questions listed on the following page.
- ❑ Photographs of the building.
- ❑ Agreement to Pay Processing Fees form.
- ❑ 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". City staff is responsible for this task.

#### **APPLICATION REQUIREMENTS FOR REPAINT OR RE-ROOF PROJECTS:**

- ❑ No fee required. NOTE – as determined by the City Planner, a processing fee of \$50.00 (repaint) or \$250.00 (re-roof) is required if repaint or re-roof is not consistent with the City Design Guidelines.
- ❑ 1 copy of the building elevations that note the color applications of the building or roof materials
- ❑ Color samples, colored renderings or roof material samples for display at public hearings.
- ❑ Answers to the questions listed on the following page.
- ❑ Photographs of the building.
- ❑ Agreement to Pay Processing Fees form (NOTE – this must be signed in the event that a fee is collected).

