



Design Review

APPLICATION + SUBMITTAL REQUIREMENTS

THIS APPLICATION MAY ALSO BE USED FOR DESIGN REVIEW AMENDMENTS

DESIGN REVIEW IS REQUIRED FOR MOST DEVELOPMENT PROJECTS, WITH THE PROCESS VARYING BASED ON THE PROJECT'S SIZE & COMPLEXITY. THE PURPOSES OF DESIGN REVIEW IS TO ENSURE CONSISTENCY WITH THE GENERAL PLAN, ZONING CODE, TO PROMOTE HIGH QUALITY DESIGN & A HARMONIOUS RELATIONSHIP OF BUILDINGS, TO PRESERVE THE UNIQUE CHARACTER & AMBIANCE OF CALISTOGA, TO ENSURE COMPATIBILITY OF NEW DEVELOPMENT WITH EXISTING DEVELOPMENT, & TO PROMOTE THE PRESERVATION OF HISTORIC STRUCTURES (CMC § 17.41.010).

APPLICATION SUBMITTAL AND REVIEW (CMC 17.41.030)

- WITHIN 30 DAYS OF RECEIPT OF APPLICATION, THE CITY SHALL NOTIFY THE APPLICANT AS TO WHETHER THE APPLICATION IS COMPLETE.
- IF THE APPLICATION IS DETERMINED TO BE INCOMPLETE, THE CITY SHALL INFORM THE APPLICANT OF ADDITIONAL INFORMATION REQUIRED OR THE PROCEDURE BY WHICH SUCH APPLICATION CAN BE MADE COMPLETE.
- UPON RECEIPT OF ADDITIONAL MATERIALS, A NEW 30-DAY PERIOD SHALL BEGIN DURING WHICH THE CITY SHALL DETERMINE THE COMPLETENESS.
- ONLY AN APPLICATION FOR DESIGN REVIEW WHICH HAS BEEN DETERMINED TO BE COMPLETE SHALL BE PROCESSED PURSUANT TO THE REQUIREMENTS OF THIS TITLE.
- THE FILING OF THE APPLICATION SHALL NOT PRECLUDE THE SECURING OF ADDITIONAL INFORMATION FROM THE APPLICANT NECESSARY FOR PROPER CONSIDERATION NOR DOES IT INSURE THAT THE APPLICATION COMPLIES WITH THE LAW AND WITH THE REQUIREMENTS OF THIS TITLE.
- IF OTHER APPROVALS ARE REQUIRED BY THIS TITLE, ADDITIONAL APPLICATION(S) MAY BE FILED & PROCESSED CONCURRENTLY WITH THE RELATED ENTITLEMENT REQUEST(S), & SHALL BE ACTED UPON SIMULTANEOUSLY BY THE DECISION-MAKING AUTHORITY.

SUBMITTAL CHECKLIST

NOTE: PLEASE CHECK WITH STAFF IF YOU HAVE QUESTIONS ABOUT ITEMS ON THIS LIST

- | | | |
|--|--|--|
| <input type="checkbox"/> COMPLETED & SIGNED GENERAL PLANNING APPLICATION | <input type="checkbox"/> BUILDING ELEVATIONS | <input type="checkbox"/> WALL/FENCING PLAN |
| <input type="checkbox"/> APPLICATION FEE/INITIAL DEPOSIT | <input type="checkbox"/> SITE PLAN | <input type="checkbox"/> SITE PHOTOS |
| <input type="checkbox"/> PROJECT NARRATIVE | <input type="checkbox"/> FLOOR PLANS | <input type="checkbox"/> CONTEXT PLAN |
| <input type="checkbox"/> TITLE REPORT (LESS THAN 6 MONTHS OLD) | <input type="checkbox"/> GRADING & DRAINAGE PLAN | <input type="checkbox"/> ARBORIST REPORT |
| <input type="checkbox"/> ENVIRONMENTAL REVIEW FORM | <input type="checkbox"/> ROOF PLAN | <input type="checkbox"/> MATERIALS BOARD |

SUBMITTAL REQUIREMENTS

NOTE: SUBMITTAL OF A GENERAL PLANNING APPLICATION IS REQUIRED IN ADDITION TO THIS APPLICATION

- (1) HARDCOPY OF ALL APPLICATION MATERIALS IN 11"X17" SIZE
- PDF OF ALL APPLICATION MATERIALS EMAILED TO planning@calistogaca.gov

FINDING REQUIREMENTS (CMC 17.41.050)

PURSUANT TO SECTION 17.41.050 OF THE ZONING CODE, SPECIFIC FINDINGS ARE REQUIRED TO SUPPORT THE APPROVAL OF DESIGN REVIEW. THE PURPOSE OF THE FINDINGS IS TO DESCRIBE HOW A PROPOSED PROJECT IS CONSISTENT WITH THE GENERAL PLAN & MUNICIPAL CODE, DOES NOT NEGATIVELY IMPACT SURROUNDING PARCELS & CONTRIBUTES POSITIVELY TO THE COMMUNITY IN GENERAL. THE FOLLOWING ARE THE FINDINGS THAT ARE REQUIRED TO BE MET BY ANY PROPOSED PROJECT:

- IS IN ACCORD WITH THE GENERAL PLAN AND ANY APPLICABLE PLANNED DEVELOPMENT.
- IS IN ACCORD WITH ALL APPLICABLE PROVISIONS OF THIS TITLE.
- IS CONSISTENT WITH ANY ADOPTED DESIGN REVIEW GUIDELINES TO THE EXTENT POSSIBLE. (TO PROVE CONSISTENCY, PLEASE COMPLETE THE DESIGN REVIEW GUIDELINES MATRIX WORKSHEET).
- WILL NOT IMPAIR OR INTERFERE WITH THE DEVELOPMENT, USE OR ENJOYMENT OF OTHER PROPERTY IN THE VICINITY.



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THE FOLLOWING LIST OUTLINES THE SPECIFIC REQUIREMENTS FOR EACH OF THE SUBMITTAL CHECKLIST ITEMS.

SITE PLAN REQUIREMENTS:

- PROPERTY ADDRESS & ASSESSOR'S PARCEL NUMBER(S)
- NAME & ADDRESS OF PROPERTY OWNER & DEVELOPER (IF APPROPRIATE)
- NAME & ADDRESS OF THE PLAN PREPARER
- DATE PLANS WERE PREPARED
- NORTH ARROW & SCALE
- VICINITY MAP
- LEGAL BOUNDARIES OF THE SITE
- LOCATIONS & NAMES OF ADJACENT STREETS
- ON-SITE & ADJOINING EASEMENTS (WITH SIZE & TYPE CALLED OUT)
- PROJECT SUMMARY DATA, INCLUDING: SITE AREA (IN SF/AC), PROPOSED SITE COVERAGE, REQUIRED & PROPOSED PARKING SPACES, OPEN SPACE PER DWELLING UNIT
- EXISTING BUILDING LOCATIONS, PAVING, FENCES, DITCHES, UTILITY LINES, & A NOTATION OF WHETHER EXISTING FEATURES WILL BE REMOVED OR MAINTAINED
- PROJECT ACCESS LOCATIONS & DIMENSIONS OF ON-SITE PARKING SPACES & BACKUP/TURNAROUND AREAS; INTERNAL VEHICULAR & PEDESTRIAN CIRCULATION; BICYCLE PARKING. THE PLAN MUST DEMONSTRATE ADEQUATE FIRE DEPARTMENT VEHICLE ACCESS.
- LABEL TREES CONSISTENT WITH AN ARBORIST'S REPORT. LABEL TREES TO BE REMOVED WITH AN "R" & TREES TO BE PRESERVED WITH A "P." IN ADDITION, SHOW TREES IN ANY ADJACENT RIGHT-OF-WAY WITHIN 30 FEET OF THE AREA PROPOSED FOR DEVELOPMENT & ON ADJACENT PROPERTIES THAT HAVE TREES WITH DRIP LINES OVER THE PROJECT SITE.

FLOOR PLAN REQUIREMENTS:

- LABEL ALL ROOMS.
- SHOW ALL WINDOWS & DOORS.
- CLEARLY SHOW WALLS TO REMAIN & THOSE PROPOSED FOR DEMOLITION.
- CLEARLY SHOW ALL PROPOSED USE AREAS & ANY IMPROVEMENTS PROPOSED.

BUILDING ELEVATIONS:

- TO SCALE, FOR ALL FOUR SIDES OF EACH NEW OR ALTERED BUILDING & STRUCTURE DEPICTING:
- THE DESIGN OF ALL STRUCTURES. NOTE WIDTHS OF DESIGN ELEMENTS (SUCH AS FASCIA BOARDS & WINDOW TRIM)
- FINISH MATERIALS & COLORS OF ALL EXTERIOR SURFACES, INCLUDING ROOFS
- EXTERIOR MECHANICAL EQUIPMENT & SCREENING (DUCTWORK/UTILITIES THAT WOULD BE PUBLICLY VISIBLE)
- ROOF PITCH(ES)
- DETAILS OF ALL WINDOWS & DOORS (TYPE & MATERIALS)
- ADJACENT BUILDINGS & STRUCTURES, IN OUTLINE FORM
- HEIGHTS OF MAJOR BUILDING ELEMENTS AS DEFINED BY THE ZONING CODE
- TRASH ENCLOSURES

GRADING/DRAINAGE PLAN REQUIREMENTS: SHOW EXISTING/PROPOSED CONTOURS TO SHOW DRAINAGE PATTERNS & IMPACTS ON NEIGHBORING PROPERTIES WITH ONE-FOOT CONTOURS. THE DATE, ELEVATION DATUM & CITY OF CALISTOGA BENCHMARK SHALL BE INDICATED ON THE MAP, & THE SOURCE SHALL BE IDENTIFIED. SHOW DIRECTION & PATH OF EXISTING & PROPOSED DRAINAGE CHANNELS OR FACILITIES. INDICATE BUILDING PAD & FINISHED ELEVATIONS, RETAINING WALLS.

CONTEXT PLAN: SHOW (IN PLAN VIEW) PROPOSED IMPROVEMENTS IN RELATION TO EXISTING ADJACENT & NEARBY STRUCTURES.

PRELIMINARY LANDSCAPE PLAN: LANDSCAPE & IRRIGATION PLAN PREPARED PER THE STATE'S WELO LANDSCAPE ORDINANCE.

FENCE/WALL PLANS: AS APPLICABLE, INCLUDING FINISH MATERIALS & COLORS, IF NOT INCLUDED ON LANDSCAPE PLAN

WATER & WASTEWATER ANALYSIS: ESTABLISHING BASELINE USE/VOLUME OR EXISTING & PROPOSED. REPORT SHALL INCLUDE REPORT PREPARERS NAME, DATE STUDY WAS COMPLETED, EXISTING WATER & WASTEWATER BASELINE, PROPOSED WATER & WASTEWATER DEMAND, BASED ON THE LATEST STANDARD USE TABLE, & WATER USE RECORDS FOR THE PAST 5 YEARS.

ARBORIST REPORT: AN ARBORIST REPORT IS REQUIRED IF THE PROJECT SITE INCLUDES ANY TREE WITH A DIAMETER MEASURED ABOVE EXISTING GRADE 4.5 FEET AT BREST HEIGHT THAT IS GREATER THAN 12 INCHES, ANY NATIVE OAK WITH A DBH GREATER THAN SIX INCHES & ANY VALLEY OAK (INCLUDING SEEDLINGS/SAPLINGS).