



SINGLE-FAMILY DESIGN REVIEW

WHEN REQUIRED

Design Review is required for new, significant additions or second-story additions to single-family homes and for homes located on sloped property. 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. The City's Design Review process is separate from the private architectural review by homeowners associations required in many subdivisions.

PREAPPLICATION

Prior to making your application, you should obtain a copy of any design guidelines for your subdivision from the Department of Community Development Planning Division. These are usually contained in a precise development plan approval and will establish setback requirements, allowable building materials and colors, and other special requirements. Additionally, as applicable, the Hillside and Ridgeline Protection Standards of the Zoning Code or the Second Floor Residential Design Review Guidelines should be reviewed.

APPLICATION

The submittal requirements for a Design Review application are listed below. Incomplete applications are often the main 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. A Planner will be assigned to review the application and a completeness check will be made within 30 days.

SCHEDULING

When it has been determined that a complete application has been submitted, copies of the plans are sent to reviewing agencies and departments. Story poles may be required to be installed in compliance with the City's Story Pole Policy. The proposal is then scheduled for action by the Community Development Director. The action is usually about six to eight weeks after the application is determined to be complete.

Notices of the application are mailed to surrounding property owners ten days prior to the scheduled action. It is recommended that you communicate with your neighbors in advance of the mailed public notice to discuss your proposal with them.

ACTION

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

The Director will, in accordance with the criteria set forth in the Zoning Ordinance, act to approve, approve with conditions, or deny the application. You will receive a copy of the Director's action.

RESULT

The Community Development Director's action is final unless appealed in writing within ten days of the date of action. (See Fee Schedule for appeal fee.)

Building permit applications may be submitted and reviewed after the Director's action, but they cannot be issued until 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."

SINGLE-FAMILY DESIGN REVIEW SUBMITTAL REQUIREMENTS

In order to file an application for Design Review, you must submit the information listed below. All plans must be folded, in sets, no larger than 9" x 12".

1. A completed Application for Zoning/Planning Action.
2. Four copies of plans (scaled, drawn, and dimensioned) to ACCURATELY show:
 - a. Vicinity map showing relationship to surrounding streets, lotting pattern and adjacent homes.
 - b. All property lines, streets (with center lines) and easements (existing and proposed).
 - c. All existing and proposed frontage improvements including elevations.
 - d. All structures to be removed.
 - e. Location and outside dimensions of all buildings and structures.
 - f. Location of all driveways, walkways, trails, and outside stairs and landings.
 - g. Location and height of all retaining walls.
 - h. Conceptual drainage plan.
 - i. Topography showing existing and proposed contours at intervals no greater than five feet (two feet for hillside properties) 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. For hillside properties see Section 19.26 of the Novato Municipal Code.
 - j. Any other element of the project appropriate for inclusion in site plan (i.e., pool, patio, tot lot, tennis courts, etc.).
 - k. Location, diameter, and dripline of all existing trees 3 inches or greater in diameter.
 - l. North should be at the top of the plan if practicable.
 - m. Floor plans.
3. Four copies of architectural drawings (scaled, drawn, and dimensioned) to accurately show:
 - a. Architectural 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.
 - d. Type of exterior treatment and materials and colors for siding, roofing, windows, garage door, and trim.

- e. Size and location of doors, windows, or similar openings.
 - f. Stairs, landings, railings, chimneys, decks, balconies, or similar attachments or projections.
 - g. Design of fencing and all exposed retaining walls.
 - h. Finished floor elevations.
 - i. 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.
4. Filing Fee (see Fee Schedule).
 5. Four copies of any other items required to be submitted by condition of approval of master plan, precise development plan, or tentative map.
 6. Title report.

I hereby certify that I have checked the attached plans against this list and that all items are shown on the plans.

Name (printed)

Signature

Date

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

- **922 Machin Avenue, Novato, CA 94945**
- **(415) 899-8989**
- **www.novato.org**