



## City of Santa Paula Planning Department Information Bulletin What is Design Review?

5

### What is Design Review?

The purpose and intent of design review is to:

- a) Promote orderly, attractive, and harmonious development throughout Santa Paula;
- b) Recognize neighborhood character and environmental limitations in development;
- c) Ensure that the design and exterior architectural treatment of proposed structures complement the design or exterior architectural treatment of existing structures in the immediate neighborhood and do not conflict with existing development in any manner that would cause a substantial depreciation of property values in the neighborhood; and
- d) Promote the general welfare by preventing establishment of uses or erection of structures having qualities which would not meet the specific intent clauses or performance standards of this Title 16, or which are not properly related to their sites, surroundings, traffic circulation, or environmental setting.
- e) Assure conformance with the provisions of this Title 16 and in particular, for conformance with the design, land use regulations and development standards set forth in Chapters 16.07 through 16.76 and the Design Review Guidelines set forth in City Council Resolution 5298.

### What Projects need Design Review?

All exterior alterations requiring a building permit, except for single-family homes on existing residentially zoned legal lots; additions to single-family homes on residentially zoned legal lots; non-habitable accessory structures other than carports on single-family residential lots; interior modifications to a building or structure that do not result in a change to the exterior appearance of the building or structure. For any development proposal requiring a discretionary permit, design review shall be conducted in conjunction with the discretionary permit application.

### What do I need for Design Review?

In addition to a complete application and payment of fees, projects subject to Design Review are required to have the following materials submitted to the Planning Department:

1. A site plan
2. A landscape plan
3. Architectural drawings or sketches
4. Drawing of all signs
5. Grading a drainage plans
6. Any additional data needed by City staff to accurately assess your project

Within 30 days of filing the application staff will inform you via mail if your project has been, approved, conditionally approved, denied or if revisions need to be made to the proposed project and resubmitted.

### How much does it cost?

Contact the Planning Department for a list of current fees. You can also obtain planning fee information by going to the City's website where you can download the fee schedule, application form, and submittal requirements.

### How long does the Design Review process take?

Depending on the scope and size of the project it can take one to two months to obtain approval from the Design Review Committee. You can expedite your project by ensuring that all necessary information is provided when you submit your plans and by engaging in Design Review with a planner prior to submitting.

**CONCURRENT PLAN REVIEW PROCESS**  
**DESIGN REVIEW (SPMC Chapter 16. 226) & BUILDING PERMIT REVIEW**

