



# RESIDENTIAL ARCHITECTURAL PERMIT



**Residential Architectural Permits are required for one to three residential units, including new residences and second-story additions to existing residences.**

Residential Architectural Permits are reviewed by staff and approved by the Zoning Administrator. When designing a new residence, multifamily residence (up to three units) or a second-story addition to an existing residence, the following elements should be considered:

- ✓ Compliance with the **zoning requirements** (lot coverage, setbacks, height, minimum lot size, etc.) applicable to your zoning district. (Please see the 'Site Requirements' information sheet). In the early stages of your project, a preliminary *site plan* should be reviewed with a member of the Planning Staff to ensure that zoning requirements have been correctly interpreted.
- ✓ The **new siding, trim, windows and roofing should match** those of the existing home. If not, the architectural treatment of the home should be consistent throughout.
- ✓ **Placement of new windows and walls** should encourage visual and sound privacy between houses.
- ✓ Location and type of **easements** on or adjacent to the property should be shown on plans.
- ✓ **Heritage trees\*** should be preserved. Removal and/or pruning of Heritage Trees shall be done per the requirements of the Redwood City Tree Preservation Ordinance.
- ✓ **Neighborhood character** and patterns, such as existing front yard setbacks on the block, height of existing buildings and architecture should be taken into consideration.
- ✓ A **Density bonus** can be obtained for residential projects, as long as the requirements of Article 32.19 (Affordable Housing Density Bonuses) can be met.
- ✓ **Sidewalk, curb, and gutter** may have to be repaired to meet city engineering standards.

## ARCHITECTURAL PERMIT SUBMITTAL



The following material is required in order to submit a complete application for a **Residential Architectural Permit**:

1. One set of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Site Plan shall show all existing and proposed structures, driveways, trees, streets, required setbacks and property lines.

\* A tree having a single trunk of a circumference of 38 inches or more measured at any point between six inches and 36 inches above ground level or any woody plant which has been found to have special heritage significance as deemed by the Park and Recreation Commission.

2. One set of **Elevations** drawn to scale (recommended scale ¼" or 1/8") showing all four sides of the dwelling, indicating maximum height from the natural grade, and including the proposed type of siding material, roofing material, size and location of windows and doors, size and type of trim, and proposed colors. For room additions, please indicate if the siding, roofing, and trim materials as well as colors will match those of the existing residence.
3. One set of **Floor Plans** showing the uses of each room or space (recommended scale 1/4" or 1/8"), including the location and number of on-site parking.
4. Color photographs of the street frontage(s) of the existing site will facilitate the processing of the application.
5. Letters from neighbors acknowledging that they have seen the plans for the proposed residential addition. For second-story additions, Planning staff will determine which property owners/tenants the applicant shall contact.
6. Completed application form.
7. FEE - \$50.00

NOTE: All drawings provided shall be folded to approximately 8-1/2 x 11" or rolled if there are more than five pages in each set.



## **FREQUENTLY ASKED QUESTIONS**

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### ***Do I need additional permits/approvals once my Residential Architectural Permit is approved?***

**Yes.** A Building Permit is required prior to construction. Please consult with our Counter Staff regarding the Building Permit requirements. Other permits/approvals may also be required by Community Development Services (i.e. Grading Permit, Encroachment Permit) or the Public Works Division (i.e. Tree Removal/Pruning Permit).

### ***How long will my Residential Architectural Permit review take?***

If the application is complete and clear, the review usually takes between 2 to 4 weeks.

### ***My project is on a strict timeline; can I submit for Residential Architectural Permit review and Building Permit review at the same time?***

**Yes.** However, Planning Staff does not encourage concurrent submittal, since changes can be required during Architectural Permit review which may affect your Building Permit plans (i.e structural plans, etc.). It is best to first obtain your Architectural Permit approval and then proceed to the Building Permit review.

Community Development Services - **PLANNING AND REDEVELOPMENT**

1017 Middlefield Road, Redwood City, CA 94064 – PH: (650) 780-7234 FAX: (650) 780-0128

WEB: [www.redwoodcity.org](http://www.redwoodcity.org)

E-MAIL: [planning@redwoodcity.org](mailto:planning@redwoodcity.org)