

ARCHITECTURAL PERMIT - LARGE RESIDENTIAL

Large Residential Architectural Permits are required for all new residential development with four (4+) or more units and/or exterior remodels to existing residential developments with four (4+) or more units.

ARCHITECTURAL PERMIT SUBMITTAL

The following material is required in order to submit a complete application:

1. Six sets of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Site Plan shall show all the existing and proposed structures, off street parking and loading facilities, driveways, curb cuts, areas to be landscaped, existing trees, required setbacks, signs, lighting elements, fencing, and property lines, the footprint of development on adjacent properties, as well as other relevant structures. The Site Plan should also include a summary table of the proposed uses and their square footages.
2. Six sets of **Building Elevations** drawn to scale (recommended scale 1/4" or 1/8") showing all four sides including the proposed type of siding material, roofing material, size and location of windows and doors, size and type of trim, and proposed colors (a paint swath on the existing building may be required). For additions, please indicate if the siding, roofing and trim materials as well as colors will match those of the existing structure. Because signage has a strong impact on the appearance of buildings, signage information needs to be incorporated into elevations.
3. Six sets of **Sections** drawn to scale (same as elevations) per Planning Services direction.
4. Six sets of **Floor Plans** showing the uses of each room and/or space.
5. Six sets of conceptual **Landscaping Plans** showing the size, type, and location of plants (trees, shrubs, and groundcover areas). The finalized landscape plans shall also include planting details and proposed soil amendments, maintenance notes, and square footage of landscaped area. Please refer to the 'Landscaping Requirements' handout for more information (Please note that a separate permit for landscaping will also be required).
6. **Color photographs of the street frontage(s) and adjacent structures** of the existing site and all will facilitate the processing of the application.

Community Development – Planning Services

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NOTE: All drawings must be folded stapled sets to approximately 8 1/2" x 11".

7. Six sets of **colored elevations** of the proposed project or a full scale (1/4" or 1/8") colored elevation.
8. A physical display of **material types and color chips** to be employed in actual construction mounted on 8 1/2" x 11" board.
9. A **letter of authorization** to file the application from the property owner.
10. Completed **Application Form**.

11. **FEES:**

Additions and/or exterior modifications to multiple units on properties less than ¼ acre (10,890 sq. ft.)	\$1,000 fee
Additional fees will be required for landscape and irrigation plan review on properties less than ¼ acre. Please see "Landscaping Requirements" and "Fee Schedule".	
Additions and/or exterior modifications on properties greater than ¼ acre (10,890 sq. ft.)	\$5,000 deposit – actual cost
New residential units	\$5,000 deposit – actual cost

PROJECT REVIEW

Step 1 - Conceptual Review Process: The applicant must first have a pre-meeting with staff to insure that the application is complete.

Step 2 - Most Large Residential Architectural Permits are reviewed by the **Architectural Review Committee** (ARC). The ARC will review your project with regards to urban design, architecture, building massing, design, pedestrian circulation and all other applicable design considerations. This committee meets twice a month (every 2nd and 4th Tuesday of the month), therefore the processing time for your application depends on your date of submittal and the volume of projects being reviewed by the ARC at the time of submittal. Please see the 'Planning Project Review' information sheet for submittal details.

Furthermore, depending on the type and size of your project, **Environmental Review**, pursuant to the California Environmental Quality Act (CEQA), may also be required. In this case, your project would then be presented and reviewed by the **Planning Commission**.

Additional permits and/or approvals may also be required by Planning Services (i.e. Use Permit, Planned Development Permit, Sign Permit, etc.) or other departments, such as Engineering and Public Works. Once all planning approvals are obtained, a **Building Permit** will be required prior to construction.