

## ARCHITECTURAL PERMIT - RESIDENTIAL

**Residential Architectural Permits are required for sites with 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 conceptual design should be reviewed with a member of the Planning Staff to ensure that zoning requirements have been correctly interpreted and that the application is complete.
- ▶ For additions, the **new siding, trim, windows and roofing should match** those of the existing home, and/or, the architectural treatment of the home should be consistent throughout. For new developments, architectural design and materials should be compatible with the neighbourhood character.
- ▶ **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<sup>1</sup>** 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.

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### ARCHITECTURAL PERMIT SUBMITTAL

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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<sup>1</sup>, streets, required setbacks, property lines, and the footprint and window locations of development on adjacent properties. Topographical contour lines are required for all properties with slopes greater than 10%.

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<sup>1</sup> 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, Recreation and Community Services Department.

**Community Development – Planning Services**

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2. One set of **Building Elevations** drawn to scale (recommended scale 1/4") 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 **Sections** drawn to scale (same as elevations) per Planning Services direction.
4. One set of **Floor Plans** showing the uses of each room or space (recommended scale 1/4"), including the location and number of on-site parking.
5. **Color photographs of the street frontage(s) and adjacent structures** of the existing site will facilitate the processing of the application.
6. **Letters from neighbors** acknowledging that they have seen the plans for the proposed residential addition as determined by Planning staff.
7. Completed application form.
8. **FEE: \$620** for single family residences (on any size parcel) and multi-family units on properties of less than 1/4 acre. Actual cost, with a **\$5,000 deposit**, to review multi-family residences (2 or 3 units) on properties more than 1/4 acre (10,890 sq. ft.) in size. Properties with four or more units are subject to the Large Residential Architectural Permit. **A fee will be assessed on all returned checks.**

**NOTE: All drawings provided shall be folded to approximately 8-1/2 x 11". In some cases, additional information may be required by Planning Services to process your application, e.g., surveys, historical records, etc.)**

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## 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 4 to 8 weeks.

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

**No.** All Planning Permits shall be obtained first before an application for a Building Permit can be submitted.

## Residential Architectural Permit Checklist

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- One set of Site Plan (drawn to scale, 1/8" or 1/10", and completely dimensioned)
  - Property lines, required setbacks
  - Existing structures, footprint of building and window locations
  - Proposed structures, footprint of building and window locations
  - Adjacent properties, footprint of building, window locations, & driveway
  - Roof plan
  - Driveway, curb cuts
  - Street trees, planting strips
  - Trees
  - Topographical contour lines
  - Misc. (overhead utilities, arbors, pools, spas, retaining walls, sheds, etc.)
- One set of Building Elevations (drawn to scale, 1/4", and completely dimensioned) all four sides
  - Existing grade and proposed or finished grade
  - Property lines
  - Type of siding material (such as stucco, shingle, etc.)
  - Roof materials (such as composition, tile, shake, etc.)
  - Size, location, and trim detail for windows, doors, balconies, railings, etc.
  - Type of vents, gutters, downspouts
  - Proposed colors
- One set of Floor Plan (drawn to scale, 1/4", and completely dimensioned)
  - Label each room or space
  - Show furnace, water heater, washing machine and dry – where applicable
- Color photographs of the street frontage(s) including neighborhood dwellings
  - Photos of existing structure
  - Photos of adjacent structures
- Letters from adjacent neighbors (determined by Planning Services) acknowledging that they have seen proposed plans. For second story-additions, Planning staff will determine which property owners/ tenants the applicant shall contact.
  - Copy of notification letter
  - Copy of certified mail receipt – where applicable
- Completed Application
  - Contact information
  - Description of proposal
  - Property information
  - Signature of property owner
- Fee of \$620