



SUBMITTAL REQUIREMENTS

Single-Family Home Architectural Permit



Submit **one electronic copy** (pdf format) of all materials and plans to planning@redwoodcity.org. All plans shall be drawn to scale and completely dimensioned. This planning application is **ONLY** for single-family, duplex, and triplex residential projects.

The following are the minimum items required for submittal.

MATERIALS

- Application Signed by Property Owner or Authorized Agent
- [Application Fee](#)
- [Neighbor Notification Forms](#)

PLANS

- EXISTING & PROPOSED SITE PLAN** (Reference Page _____)
 - Existing & proposed structures (footprint & setbacks)
 - Structures on adjacent properties
 - Parking, driveways, & paved areas
 - Existing on-site trees (location and size)
- FLOOR PLANS** (Reference Page _____)
- BUILDING ELEVATIONS** (Reference Page _____)
 - Maximum building heights, measured from nearest finished grade with roof pitch
 - Material details, including roof, wall, trim & windows
- ROOF PLAN** (Reference Page _____)
- COLORED ELEVATIONS or RENDERINGS** for new homes (Reference Page _____)
- STREETSCAPE ELEVATION** (Reference Page _____)
 - Include frontage elevations of the proposal & buildings on either side, drawn to scale.
- PROJECT DATA** (Reference Page _____)
 - Include existing and proposed lot coverage, existing and proposed floor area ratio, required and proposed setbacks, height, pervious area (front yard & overall lot,) & parking.

- CONTEXT PLAN** (Reference Page _____)
 - Property lines, building footprints and driveway locations of all adjacent homes (see [Neighbor Notification Forms](#) as a guide)

Additional information listed below may also be required – please check with a planner.

HILLSIDE (>15% Average Lot Slope)

- TOPOGRAPHIC SURVEY** (Reference Page _____)
 - Existing topography with contour lines
- CONCEPTUAL LANDSCAPE PLANS** (Reference Page _____)
 - Existing trees to be preserved with tree drip line & all proposed landscaping with sizes
 - Surface material locations & finishes
- DELINEATION OF PROJECT AREA** (Reference Page _____)
- SOILS REPORT**

HISTORIC (Pre-1940s, Historic District, or Historic Structures) *

The City will prepare a [Historic Resources Report](#) from a qualified historian upon receipt of a deposit.

- Report will evaluate the home based on federal, state and local criteria.
- If the report finds that the home qualifies as a federal, state or local resource, the house cannot be demolished and there may be limits on the type of addition or modification permitted.

* To determine when your home was built, visit webgis.redwoodcity.org



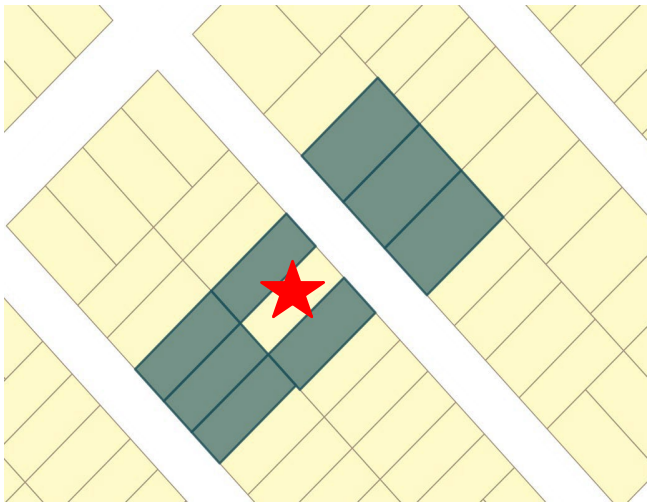
Neighbor Notification

When is Neighbor Notification Required?

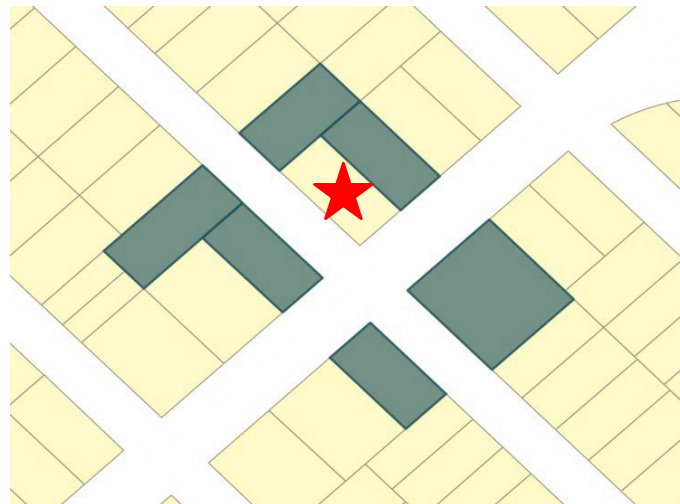
- New 2-story single-family homes, duplexes, and triplexes
- Second story additions for existing single-family homes, duplexes, and triplexes

Who Needs to Be Notified?

Adjacent property owners and/or tenants must be notified of the project prior to application submittal. Examples of “adjacent” are shown on the sample maps below – any property that shares a property line, a corner, or is across the street from the subject property should be notified. For properties with more than 5 units on a single site, notice to the property manager and property owner may be sent in lieu of individual notification to each tenant.



Example A – Interior Lot



Example B – Corner Lot



Subject Property

Shaded properties must be sent a notice and a copy of proposed plans

How Do I Notify Them?

A Notice of Application (see reverse) and a copy of the proposed plans should be shared with property owners and tenants and signed to acknowledge notification. If the owner lives at a different address, you must notify the owner via certified mail and send a Notice of Application and a copy of the proposed plans. Submit all signed Notice of Applications and the receipts of the certified mail with your application for an Architectural Permit.



Notice of Application to Expand a Neighboring Home or Construct a New Home

Review Timeline. Within thirty (30) days of application submittal and fee payment, the Director shall determine whether an application is complete. If the application is incomplete, the Director shall provide written notification to the application listing the information or fees necessary to complete the applications. After an application is deemed complete, a decision shall be made on the permit application. Neighbor notification is required prior to application submittal. ([Section 41.3 of the Zoning Code](#)).

Appeals Information. Any affected person may appeal a decision within fifteen (15) days of the Zoning Administrator or Planning Commission action. See 'Appeals on Planning Decisions' form or contact the Planning staff for more information ([Section 41.7 of the Zoning Code](#)).

Owner Name(s):	
Address:	
Description of the Proposed Project:	

This notice and a copy of the plans have been provided to me as a courtesy and I have reviewed the plans relating to the project described above.

Neighbor's Name: _____

Neighbor's Address: _____

Neighbor's Email: _____

- I am the **Property Owner** **Tenant**
I am **Interested** – Please keep me updated on the project (*email required*)
 Not interested – Please do not update me on the project

Acknowledgement Signature

Date

*This is a required format for the required notice to neighboring property owners and residents.
This form is for informational purposes only and does not suggest approval of the project.
Visit <https://redwoodcity.agencycounter.us/> to set up automated alerts for projects in your area.*



TIPS FOR SUCCESS

Single-Family Home Architectural Permit

Are you planning on building your dream home in Redwood City?! Congratulations! Below are some tips before you get started.

Know how your project will be evaluated.

All new two-story homes and second-story additions require an [Architectural Permit](#). After submitting a complete [application](#), the Zoning Administrator will evaluate your project based on the required [findings](#). Make sure to read these in advance and ensure your project meets each finding, and consult with a Planner if you have questions. Proposed homes over 3,000 sq. ft. or over 0.45 FAR require a public hearing, and homes on a hillside may also require a public hearing.

Historical or not historical?

Redwood City has a long and celebrated history! Is your property a historic resource or within a historic district? Was your home built more than 50 years ago? If you answered yes to any of these, please check with planner to determine what can be done with your remodel. We may need a historic report to determine whether your home has historic value.

Get to know your neighbors.

An informed neighbor makes a happy neighbor. Get to know your neighbors and discuss your project with them during the preliminary design phase. Addressing their concerns early on will help to create a smooth review process.

Consider the neighborhood character.

Chances are, you're moving to this area because you like the character of the neighborhood. We do too! Is there a pattern within the block? Are most garages attached or detached? Are most homes one-story or two-story? Before you start on your design, think about what makes the neighborhood special and how your project can fit within the existing neighborhood context (see examples below).



Map it:

The City has a community mapping program at www.redwoodcity.org/gis. Find out details about your property, existing utilities, neighborhood, land use, and more! Just enter your address and go.

Use the Guide:

The City encourages you to consult the Residential Design Guide for best design practices in home massing, design, and details in the design development of your residential project.

www.redwoodcity.org/designguidelines

Know the code:

The City provides resources online at www.redwoodcity.org. Find zoning, fire, engineering, and building requirements.

Meet the planners:

You can make an appointment to meet with a planner. We're here to help! <https://10to8.com/book/cityofredwoodcity/>



Planning Application

OFFICE USE ONLY

FILE NUMBER: _____

Project Address: _____ **Assessor Parcel #:** _____

Zoning: _____ **Present or Previous Use of Property:** _____ **Year Built:** _____

Prior Residential Uses (within the last 5 years) – permitted or unpermitted: **YES – # of Units:** _____ **NO**

Description of Proposal – Describe scope of work, including existing and proposed uses/ building types (ex. demolish existing one-story residence and construct a new two-story residence with detached garage). For non-residential, specify the proposed use of the building and/or operations of the business; include hours of operation and number of employees. Indicate if the site has had any existing housing unit(s), permitted or unpermitted, within 5 years prior to submitting of this application, and is proposed to be demolished or has been demolished. If so, complete a [Unit Replacement and Relocation Form](#).

Applicant: _____ Property Owner Lessee Agent of Owner Other: _____

Mailing Address: _____ **City/State/Zip:** _____

E-mail: _____ **Phone:** _____

Property Owner Name: _____

Owner Address: _____ **City/State/Zip:** _____

E-mail: _____ **Phone:** _____

APPLICATION TYPE (check all that apply)

DEVELOPMENT

- Architectural Permit (AP)
- Downtown Planned Community (DPC)
- Planned Community (PC)
- Planned Development Permit / Amendment (PD/PDA)
- Use Permit (UP)
- Variance (V)
- Reasonable Accommodations (RA)

LAND SUBDIVISION

- Lot Combination/ Merger
- Lot Line Adjustment
- Subdivision
- Tentative Map / Vesting
- Preliminary Design Map

GENERAL PLAN / ZONING

- General Plan Amendment (GPA)
- Zoning Map/Text Amendment

OTHER

- Sign Permit / Exception (SP)
- Zoning Verification Letter (ZP)
- Mills Act Request (MA)
- Other: _____

OFFICE USE ONLY

Fees: _____

Date Accepted: _____

Planner Intake: _____

Cost Recovery: _____

Date Complete: _____

I _____ (“Applicant”) submit this Planning Application for _____ (“Property”), understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, I hereby agree to and shall defend, indemnify, and hold harmless Redwood City (“City”), its officers, agents, and employees:

- (1) From any and all claims, actions, proceedings or liability of any nature whatsoever, (including attorney’s fees and cost awards) (collectively referred to as proceeding), arising out of, or in connection with, the City’s review or approval of the proposed project, or the acts or omissions of the Applicant, its agents, employees or contractors. This obligation shall also extend to any effort to attack, set aside, void, or annul any action or decisions of the City in connection with this application, including any contention the project approval is defective because a City ordinance, resolution, policy, standard, or plan is not in compliance with local, state or federal law, and also including any challenge or objections to approvals or certifications under the California Environmental Quality Act (CEQA) and/or any mitigation monitoring program but excluding any subdivision approval governed by Government Code Section 66474.9(a). This indemnification shall include damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney’s fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing the proceeding. If the defense right is exercised, the City Attorney shall have the absolute right to approve any and all counsel employed to defend the City. The modification of the proposed project by the applicant or the imposition of conditions by the City shall not alter the effectiveness of this indemnity obligation. The City will promptly notify Applicant of any claims and will cooperate in the defense; and
- (2) From any proceeding seeking damages for property damage or personal injuries resulting from development authorized by the City pursuant to this application; and
- (3) For all costs incurred in additional investigation and/or study of, or for supplementing, preparing, redrafting, revising or amending any document (e.g., a negative declaration, EIR, specific plan or general plan amendment), if made necessary by the proceeding and if Applicant desires to pursue securing these approvals, after initiation of such proceeding, which are conditioned on the approval of such documents; and
- (4) Applicant and their successors and assigns, hereby agree to indemnify Redwood City for all of the City’s costs, fees, and damages which the City incurs in enforcing the indemnification provision set forth herein.

My (our) signature(s) on this Planning Application constitutes my acknowledgement that all materials submitted as part of this Planning Application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.

For Cost Recovery projects, I (We) hereby agree to pay all costs associated with the review and processing of the requested application(s). Deposits paid at the time of application are estimates. Should the deposit not be sufficient, the City will request additional funds to cover projected costs. No interest shall accrue on deposits. Any unexpended funds will be returned to the applicant.

I (We) agree to comply with all City ordinances and State laws relating to building construction or any and all aspects of the project proposed in this Planning Application and authorize representatives of the City and Advisory Agencies to enter the Property at reasonable times for inspection purposes related to the project for which this application is submitted.

I declare under penalty that I am the Applicant and that the foregoing statements and answers and all data information, documents and evidence herewith submitted are to the best of my knowledge and belief, true and correct.

Signature of Applicant

Date

Owner Consent

I hereby certify that I am the owner of record of the Property, which is the subject of this Planning Application, or am authorized to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the attached documents.

I hereby consent to the filing of this Planning Application for the Property for review and/or processing by the City and by signing below I certify that the foregoing statements are true and correct.

Signature of Legal Property Owner or Agent

Date