



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### SITE AND DESIGN REVIEW – MINOR PROJECTS

The Design Review Permit for Minor Projects is for property owners proposing new construction or improvements totaling less than 1,000 square feet, including renovation, rehabilitation, repair, re-roofing, repainting or proposed uses changed per permitted uses allowed in Section 11-02-050 zoning district.

#### **APPLICATION REQUIREMENTS:**

- ❑ Required processing fee of \$603.75 (Additional fees for permit processing may be charged to the applicant depending on the proposed uses or improvements).
- ❑ All items described and specified by Chapter 10-2, Article 4 & 5 of the City Municipal Code (refer to the attached sheets or to the City Website).
- ❑ 262.50 fee for a Notice of Exemption (NOE), or
- ❑ CEQA Review (IS/MND or EIR). The applicant shall either submit an appropriate level CEQA document (IS/MND or EIR) prepared for the project by the applicant, to the City for peer review and processing OR submit a deposit in the amount of \$5,300 to be used for the preparation of an appropriate CEQA document. Fees will be charged to the applicant on a Time and Materials basis, using approximately \$222.00 per hour.
- ❑ Notice of Determination (NOD). An additional fee is charged by the California Department of Fish and Game for their review of all environmental documents: Check with the California Department of Fish and Game for the fee. There is also a County Recording fee. Fees are updated each year. Check with County Recorders Office for exact fees.
- ❑ Planning Application Cover page (not required if filed with previous application)
- ❑ 8 copies of the building elevations (drawn to scale) that note the proposed repairs and modifications to the structure. Existing and proposed building materials and colors should be noted if improvements are proposed.
- ❑ Exterior Photographs of the building.
- ❑ Typed mailing labels address to the property owners as shown on the most recent Assessor's roll and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of

rental units will be addressed to "Occupant". City staff is responsible for this task.

**APPLICATION REQUIREMENTS FOR REPAINT OR RE-ROOF PROJECTS IF PROPOSED.**

- ❑ No fee required. NOTE – as determined by the City Planner, a processing fee of \$50.00 (repaint) or \$250.00 (re-roof) is required if repaint or re-roof is not consistent with the City Design Guidelines.
- ❑ 1 copy of the building elevations that note the color applications of the building or roof materials
- ❑ Color samples, colored renderings or roof material samples for display at public hearings.
- ❑ Answers to the questions listed on the following page.
- ❑ Photographs of the building.
- ❑ (NOTE – if paint or re-roof is not consistent with the City Design Guidelines typed mailing labels address to the property owners as shown on the most recent Assessor's roll and occupants of all units located on properties within 300' of the project site's property lines is required. Mailing labels for occupants of rental units will be addressed to "Occupant". City staff is responsible for this task.)

**QUESTIONS:**

1. Please describe the project in detail (indicate the extent of work, and the materials to be used and/or replaced:
  
  
  
  
  
  
  
  
  
  
2. Please describe the building materials use on existing buildings in the vicinity of the site:
  
  
  
  
  
  
  
  
  
  
3. Please provide any other information that may be relevant to this application:

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.