



## **City of Calistoga Planning Division**

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### **Submittal Requirements for Design Review Applications**

The design review process is regulated by Calistoga Municipal Code Chapter 17.41, Design Review, the City's Residential Design Guidelines and applicable policies of the Calistoga General Plan. Design review is required for all development with some exceptions for accessory dwelling units and interior renovations. Depending on the project scope, design review may be subject to the review and approval of the Planning and Building Director or Planning Commission.

The purposes of design review are to secure the general purposes of this title and the Calistoga General Plan, to promote high quality design and a harmonious relationship of buildings, to preserve the unique character and ambiance of Calistoga, to ensure compatibility of new development with existing development, and to promote the preservation of historic structures.

A complete application will assist the City in evaluating projects in a timely manner. Please contact the Planning Division if you have any questions regarding submittal requirements, which may vary depending on your project.

Within 30 days of receipt of an application, the City will notify the applicant in writing as to whether the application is complete. If the application is incomplete, the applicant will be advised what additional information is needed to process the application. Upon receipt of the additional materials, a new 30-day period review for completeness begins.

Once an application is determined to be complete, it will take approximately four to six weeks to complete the process. This time frame may be longer if the project is subject to environmental review or an appeal is filed by the applicant or others.



## DESIGN REVIEW APPLICATION CHECKLIST

### Application Submittal Requirements

- \_\_\_\_\_ A completed **Planning Division Application** signed by all property owners holding a title interest
- \_\_\_\_\_ A **preliminary report** not more than 6 months old, prepared by a qualified title insurance company
- \_\_\_\_\_ Application **processing fee or deposit**
- \_\_\_\_\_ Detailed **written statement** describing existing site conditions and/or uses and the proposed project.
- \_\_\_\_\_ 2 copies of a **site plan** (see below for site plan requirements)
- \_\_\_\_\_ 2 copies of fully-dimensioned **building elevations**, drawn to scale, for all four sides of each new or altered building and structure depicting:
  - scale (architectural scale preferred)
  - the design of all structures. Note widths of design elements (such as fascia boards and window trim)
  - finish materials and colors of all exterior surfaces, including roofs
  - exterior mechanical equipment, ductwork and utility boxes that would be publicly visible
  - roof pitch(es)
  - details of all windows and doors (type and materials)
  - adjacent buildings and structures, in outline form
  - heights of major building elements as defined by the Zoning Code
  - trash enclosures
- \_\_\_\_\_ 2 copies of fully-dimensioned **floor plans** depicting all rooms, exterior doors and windows.
- \_\_\_\_\_ 1 copy of **colored renderings** of elevations
- \_\_\_\_\_ 1 copy of preliminary **landscape and irrigation plan** prepared in accordance with the State's Model Water Efficient Landscape Ordinance
- \_\_\_\_\_ Fully-dimensioned **fence/wall plans**, including finish materials and colors, if not included on landscape plan
- \_\_\_\_\_ Preliminary **grading/drainage plan** showing existing and proposed contours extending a sufficient distance beyond the project boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right-of-way) with one-foot contours. The date, elevation datum and City of Calistoga benchmark (assumed benchmark are not acceptable) shall be indicated on the map, and the source shall be identified. Show direction and path

of existing and proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). Include appropriate cross sections to indicate resultant slopes.

- \_\_\_\_\_ Preliminary drainage detention calculation, taking into account all additional impervious surfacing
- \_\_\_\_\_ Stormwater control plan (per Bay Area Stormwater Management Agencies Association requirements)
- \_\_\_\_\_ Theoretical water use and wastewater generation estimates
- \_\_\_\_\_ 1 set of **color photographs** clearly showing the views of and from the project site, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.
- \_\_\_\_\_ **Material and color samples** of exterior finishes
- \_\_\_\_\_ An **arborist report** if the project site includes any tree with a diameter measured above existing grade 4.5 feet at breast height (DBH) that is greater than 12 inches, any native oak with a DBH greater than six inches and any valley oak (including seedlings and sapling). The report shall provide an exhibit showing the locations of these trees and their drip lines with identifications numbers, and an inventory of each tree by identification number, species, common name, DBH, condition, and whether it is proposed to be preserved or removed, along with any reason(s) the tree is proposed to be removed.
- \_\_\_\_\_ Additional exhibits such as photo-simulations, massing models and streetscape plans may be required for certain types of projects in order to better evaluate visual impacts

### **Site Plan Requirements**

- \_\_\_\_\_ Property address and Assessor's parcel number(s)
- \_\_\_\_\_ Name and address of property owner and developer (if appropriate)
- \_\_\_\_\_ Name and address of the plan preparer
- \_\_\_\_\_ Date plans were prepared
- \_\_\_\_\_ North arrow (generally up on the map) and scale (engineering scale preferred)
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Legal boundaries of the site
- \_\_\_\_\_ Locations and names of adjacent streets
- \_\_\_\_\_ On-site and adjoining easements (with size and type called out)
- \_\_\_\_\_ Summary of project data, including:
  - total site area, in square feet and acres
  - proposed site coverage
  - required and proposed parking spaces

- open space per dwelling unit

\_\_\_\_\_ Existing building locations, paving, fences, ditches, underground structures, utility lines, and a notation of whether existing features will be removed or maintained (may be separate plan)

\_\_\_\_\_ Project access (driveways or private streets) to the public street system, locations and dimensions of on-site parking spaces and backup/turnaround areas; internal vehicular and pedestrian circulation; bicycle parking. The plan must demonstrate adequate Fire Department vehicle access.

\_\_\_\_\_ Label trees consistent with an Arborist's report. Label trees to be removed with an "R" and trees to be preserved with a "P." In addition, show trees in any adjacent right-of-way within 30 feet of the area proposed for development and on adjacent properties that have trees with drip lines over the project site.

\_\_\_\_\_ Proposed common and private open space areas