



City of Calistoga Planning & Building Department

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FOR DEPARTMENT USE ONLY

FILE# _____
IS# _____
AP# _____ - _____ - _____
APPLICANT _____

DESIGN REVIEW

PURPOSE

The purpose of design review is to promote good design and a harmonious relationship of buildings; to preserve the unique character and ambiance of Calistoga; to promote efficient use of landscape resources; to ensure high quality of design and materials to ensure compatibility of new development with existing development and to promote the preservation of historic structures of Calistoga.

Design Review is required for the following:

1. All proposals that require a conditional use permit.
2. All proposals for new construction or substantial alterations on lands designated hillside overlay areas as defined in Chapter 17.15 CMC.
3. Multifamily developments.
4. Exterior alterations, additions or site modifications to commercial or industrial, multifamily dwellings or public structures including alterations such as awnings, paint or materials, lighting, murals and signs.
5. Alterations or expansion to any structure listed or eligible for inclusion on a federal, state or local inventory of historic or cultural resources, or to a structure that is at least 50 years of age or older.
6. New residential development with more than 4,000 square feet of floor area, including garages and outbuildings.
7. Tentative subdivision maps (five or more lots).
8. Developments of two or more dwelling units utilizing substantially similar building designs.
9. All renovations to or new public or private parking lots.
10. All new signs or modifications to existing signs.

The five members of the Planning Commission also serve as the Design Review Board. Minor design reviews, e.g. signs, awnings, paint colors, fencing, screening, etc. may be approved by the Director of Planning and Building.

Within 30 days of receipt of an application, the City must 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 the application is determined to be complete, it will take approximately six - eight weeks to complete the process. This time frame may increase if the project is subject to environmental review or an appeal is filed by the applicant or others.

APPLICATION CHECKLIST

A complete application will ensure its prompt processing. If you have any questions, please contact the Planning Division.

Application Submittal Requirements

- _____ 1. A completed Planning Division Application signed by all property owners holding a title interest
- _____ 2. Application fee
- _____ 3. A detailed project description describing the proposed development, including existing site conditions and/or uses
- _____ 4. Fifteen (15) copies of a site plan (see below for site plan checklist), building plans (including a floor plan and elevations), landscape plan and sign plan folded into packets containing one of each sheet. All plans must be folded to 8 ½ by 11" (24" by 36" is the maximum size accepted). Provide reduced paper (11" x 17") and digital copies of all plans (including colored rendering required below)
- _____ 5. A list of and mailing labels for property owners within a 300' radius of the project site with an affidavit from the title company certifying that the mailing list is current
- _____ 6. Photographs of the site
- _____ 7. Seven (7) copies of colored renderings of elevations
- _____ 8. Materials & Colors Board

Site Plan Requirements

- _____ 1. Property address
- _____ 2. Name and address of record owner and subdivider
- _____ 3. Name and address of the qualified professional that prepared the map
- _____ 4. Date, North arrow (generally up on the map) and scale. Minimum scale 1' – 20' Minimum map size 18" x 26"
- _____ 5. Existing and proposed zoning and General Plan designation
- _____ 6. Existing and proposed contours and/or finished elevations extending a sufficient distance beyond its boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right-of-way) with one-foot contours for land with a ground slope up to 5%, two-foot contours for ground slope over 5 to 10%, and five foot contours for ground slope over 10% and spot elevations. 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.
- _____ 7. Show existing building locations, fences, ditches, underground structures, utility lines, excavation of fill areas within 200 feet of any portion of the subdivision, noting thereon whether any existing features are to be abandoned or used
- _____ 8. Location/dimensions of existing and proposed on-site parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas, project access (driveways or private streets) to the public street systems; any transit stops or facilities. The plan must demonstrate adequate Fire Department vehicle access. This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements.

Design Review Checklist (continued)

- _____ 9. Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks
- _____ 10. All trees over 4" in diameter 4.5 feet above existing grade. Provide their common name, size, condition, drip line and location onsite. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. Any tree with a diameter at breast height (DBH) greater than 12 inches, any native oak with a DBH greater than six inches and any Valley oak, seedling, sapling or older are protected under Calistoga Municipal Code Section 19.010.40. Removal of these trees will require a Tree Protection Plan as specified in the Municipal Code. In addition, show trees in the adjacent right-of-way within 30 feet of the area proposed for development and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
- _____ 11. Proposed common or open space areas. Proposed recreation sites, trails and parks for public or private use

Required Findings

Pursuant to Zoning Ordinance Section 17.06.040, each application must be reviewed for compliance with the design review guidelines listed on the next page. Please supply written statements in support of the guidelines.

Design Review Checklist (continued)

Please supply written statements in support of the following guidelines. Use additional sheets if necessary.

1. The extent to which the proposal is compatible with the existing development pattern with regard to massing, scale, setbacks, color, textures, materials, etc.

2. Site layout, orientation, location of structure, relationship to one another, open spaces and topography.

3. Harmonious relationship of character and scale with existing and proposed adjoining development, achieving complementary style while avoiding both excessive variety and monotonous repetition.

4. Building design, materials, colors and textures that are compatible and appropriate to Calistoga. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project.

5. Harmony of materials, colors and composition of those sides of a structure, which are visible simultaneously.

6. Consistency of composition and treatment.

7. Location and type of planting with regard to valley conditions. Preservation of specimen and landmark trees upon a site, with proper irrigation to insure water conservation and maintenance of all plant materials.

8. Whether exterior lighting, design signs and graphics are compatible with the overall design approach and appropriate for the setting.

9. The need for improvement of existing site conditions including, but not limited to, signage; landscaping; lighting; etc. to achieve closer compliance with current standards.

10. Whether the design promotes a high design standard and utilizes quality materials compatible with the surrounding development consistent with and appropriate for the nature of the proposed use.

11. Responsible use of natural and reclaimed resources.
