

DESIGN REVIEW

Submittal Requirements



THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE GENERAL PLANNING APPLICATION FORM



SUBMITTAL CHECKLIST

Required Materials:

- 1. Fee / Initial Deposit
- 2. Project Narrative Document
- 3. Site Photography
- 4. Preliminary Title Report
- 5. Arborist Report *
- 6. Project Plan Set



PLEASE REVIEW THE FOLLOWING PAGES OF THIS DOCUMENT FOR CHECKLIST SPECIFICATIONS, REQUIREMENTS & GUIDANCE



PLAN SET CHECKLIST

Required Plan Set Sheets:

- Title Sheet
- Site Plan Sheet
- Site Details Sheet
- Context Map
- Floor & Roof Plans
- Sections
- Elevations
- Landscape Plan
- Stormwater Management Plan
- Streetscape Plan
- Exterior Lighting Plan
- Materials Specifications



INFORMATION

Design review by the City of Calistoga is required for most development projects, with the process varying based on the project's size and complexity. The purposes of design review are to secure the general purposes of the zoning code 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 (CMC § 17.41.010).

Application Submittal and Review (CMC § 17.41.030)

- Within 30 days of receipt of a design review application, the City shall notify the applicant in writing as to whether such application is complete for processing.
- If the application is determined to be incomplete, the City shall inform the applicant of additional information required or the procedure by which such application can be made complete.
- Upon receipt of such additional materials, a new 30-day period shall begin during which the City shall determine the completeness of the application.
- Only a design review application that has been determined to be complete shall be processed pursuant to the requirements of this title.



**FOR INFORMATION
REGARDING PLANNING
APPLICATIONS OR TO
ADDRESS ANY INQUIRIES,
VISIT OR CALL THE
PLANNING OFFICE**

 1232 WASHINGTON STREET

 (707) 942-2827

 PLANNING@CALISTOGACA.GOV

1 FEE / INITIAL DEPOSIT

Application fees/deposits for planning and entitlement permit services are collected at the time an application is submitted. The City Council established these fees/deposits to recover the costs of staff time spent reviewing and processing the applications.

- Payment of application fees/deposits is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.).
- Failure to complete payment of any fees/deposits or charges under this section will be considered sufficient grounds to discontinue the processing of the application (CMC § 17.02.080).
- The City of Calistoga charges a 3.00% processing fee for all credit card transactions.
- Payments may be made (1) by phone with credit card or (2) in person with a check or credit card at City Hall.
- Please make checks payable to City of Calistoga.

PLANNING DEPARTMENT PROCESSING FEES - DESIGN REVIEW- EFFECTIVE AUGUST 2023

	FEE	DEPOSIT	TOTAL		FEE	DEPOSIT	TOTAL
Administrative Review	\$1,740	\$2,000	\$3,740	Planning Commission Review	\$3,480	\$4,000	\$7,480
Amendment	\$580	\$1,000	\$1,580	Amendment	\$870	\$1,000	\$1,870
Time Extension	\$580	\$1,000	\$1,580	Time Extension	\$870	\$1,000	\$1,870

2 PROJECT NARRATIVE

FOR A PROPOSED NEW BUSINESS ACTIVITY:

Describe the purpose of the business activity, proposed hours of operation, number of employees, and type of business. Include details of the business' use of space and the type of product, manufacturing, or processing that will occur.

FOR A PROPOSED NEW CONSTRUCTION PROJECT:

Describe the construction project, including the maximum building height, total number of floors, gross floor, and the area of each floor. Include the floor areas by type of use as they correspond with the business use of the total space area. The narrative should include the details regarding the number of parking spaces to be provided, access to property, and maximum building occupant load.

FOR ALL PROJECTS:

Describe the project's estimated timeline, phases, and benchmarks as applicable.

3 SITE PHOTOGRAPHY

Six (6) to ten (10) digital color photographs of the proposed project area with a photo-key map. Include photos from public right-of-way views. Show areas of the proposed project, along with the front, side and rear yard setbacks. Provide the ground-level perspective, and optional aerial views.

4 PRELIMINARY TITLE REPORT

The preliminary title report must reflect the current status of the property, include all recorded easements, and provide proof of ownership. The report must be dated within six months from date of the application and prepared by a title company registered with the California Department of Insurance.

5 ARBORIST REPORT

Provide a certified arborist report if the project site includes any trees classified as a protected tree by the City of Calistoga (the list of protected trees can be found in the Calistoga Municipal Code Chapter 19.01). An exhibit showing the locations of protected trees and their drip lines with identification numbers shall be provided. The report must include an inventory of each tree by identification number, species, common name, DBH, condition, whether it is proposed to be preserved or removed, and any reason(s) for which the tree is proposed to be removed.

6 PROJECT PLANS

PLAN SET SUBMITTAL FORMAT

QUANTITY

- (1) Printed Complete Plan Set - 11"x17" Size
- Digital Upload

SHEET SIZE

Plans must be legible at 11" x 17", drawn to scale and signed by the architect, engineer, or draftsman. Printed plans must be submitted, collated, and bound by a maximum of three staples.

DIGITAL SPECIFICATIONS

Portable Document Format (PDF) files, the industry standard for electronic plans, are the only format the city accepts for plan review. These files must be unprotected and unlocked. ZIP files are not accepted. Supporting information should be in separate, individual PDF files. It's crucial to rotate your plans for easy viewing and avoid mismatching sheet sizes or orientation throughout the set. Please read the following instructions carefully, as improperly formatted plans will be rejected, potentially delaying the review of your project.

FILE TYPE	Only .pdf file types are accepted for digital submittals.
FILE NAMING	[STREET NAME]_[STREET NO.]-[DOCUMENT TYPE] Example: Washington Street_1231-PLANS.pdf (for first submittal) Example: Washington Street_1231-APPLICATION.pdf Example: Washington Street_1231-PHOTOS.pdf
MAXIMUM FILE SIZE	The maximum size of each file you can upload cannot exceed 200MB .
FILE COMPOSITION	FORMS & CHECKLISTS – submit each form as provided on website. DOCUMENTS – submit each supporting document as a separate .pdf file and 8.5"x11" in page size. PLANS – provide all plans as a complete plan set and file.
LAYERS & COMMENTS	No layers or comments are allowed. Files must be flattened and full-size .
COLOR & QUALITY	Black on white preferred for documents and plans (except for photos). File resolution for plan sets must be a minimum of 300 pixels per inch (PPI). Scanned plan sets and documents must be at least 150 dots per inch (DPI) or higher without significant compression artifacts.

6 PROJECT PLANS (continued)

GENERAL PLAN SET REQUIREMENTS

Each sheet of the Planning Submittal Set shall contain the following information (as appropriate):

- | | |
|--|--|
| <input type="checkbox"/> Sheet Title | <input type="checkbox"/> Plan Version and Revision Dates |
| <input type="checkbox"/> Sheet Number | <input type="checkbox"/> North Arrow |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Dimensions |
| <input type="checkbox"/> Project Address | <input type="checkbox"/> Scale (Graphic & Fractional) |
| <input type="checkbox"/> Assessor Parcel Number | <input type="checkbox"/> Applicant & Owner Names |
| <input type="checkbox"/> Date of Plan Set Preparation | |

PLAN SET REQUIREMENTS: Title Sheet

The Title Sheet shall contain the following information (as appropriate):

- | | | |
|---|--|---|
| <input type="checkbox"/> Title Bar | <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Legend of Symbols |
| <input type="checkbox"/> Scope of Work | <input type="checkbox"/> Sheet Index | <input type="checkbox"/> Property Easements |
| <input type="checkbox"/> Project Data | <input type="checkbox"/> Property Lines | <input type="checkbox"/> Deferred Submittals |

SCOPE OF WORK

Describe the existing site development, all work proposed, and any phased or concurrent permits. Indicate if any modifications or similar exceptions are requested. If code violations exist, identify the nature and extent of the violation and the proposed correction. Include the building height, number of stories, and date of original building construction.

VICINITY MAP

Provide a map identifying the project site, surrounding properties, and all local and major cross streets in the area.

PROJECT DATA

The title sheet should also contain a project data table, including the Assessor’s Parcel Number (APN), zoning district, lot size (in acres and square feet), lot coverage data, open yard areas, and the average slope of the property. The project data table should include existing, proposed, and to be demolished floor area (defined in CMC §17.04.234 or §19.02.030) for the following features:

- | | |
|---|--|
| <input type="checkbox"/> Residential Uses
each unit separately and the number of bedrooms in each unit | <input type="checkbox"/> Conversions
any floor area to be converted from one use to another (garage to living space) |
| <input type="checkbox"/> Mixed-Use
indicate percentage of total floor area devoted to residential use | <input type="checkbox"/> Unpermitted Areas
any as-built or unpermitted floor area to be permitted or demolished |
| <input type="checkbox"/> Nonresidential Uses
provide each land use (warehouse, retail, office) separately | <input type="checkbox"/> Excluded Areas
such as vent shafts, lofts, crawlspace, attics, mechanical rooms |
| <input type="checkbox"/> Accessory Buildings
each building separately and cumulative on site | <input type="checkbox"/> Floors
provide each floor separately (1st floor, 2nd floor, basement, cellar) |
| <input type="checkbox"/> Additions and Demolition
separate line items for all new and demo floor area | <input type="checkbox"/> Impervious Areas
new, replaced, or removed areas, both onsite and in public right-of-way |
| <input type="checkbox"/> Parking
automobile, bicycle, include number of spaces, and the required ratio | <input type="checkbox"/> Floor to Lot Area Ratio (FAR)
existing FAR, proposed FAR, and maximum allowed FAR |
| <input type="checkbox"/> Grading
in cubic yards (cut and fill), under and outside building footprint, import/export | <input type="checkbox"/> Total on Site
provide a “grand total” of all floor area of all buildings and structures on site |
| <input type="checkbox"/> Architectural Features
such as porches, landings, decks, patio covers, towers, gazebos | |

6 PROJECT PLANS (continued)

PLAN SET REQUIREMENTS: Site Plan

Label and show the following:

- Area of Work
- Property Lines
- Building, Structure Location
- Distances to Property Lines
- Setbacks
- Streets, Parking, Driveways

PLAN SET REQUIREMENTS: Site Details

Site Details include everything required for a Basic Site Plan and the items listed below. For multiple stories, superimpose an outline of the upper story over the lower story.

- Architectural Features
- Easements
- Adjacent Buildings
- Drainage
(CMC §17.24.480)
- Landscape & Paved Areas
(CMC §17.38.010)
- Entry/Ingress/Egress
- Structure Dimensions
- Accessibility
- Site Features
- Utilities & Meters
- Fire Hydrants & Manholes
- Equipment & Trash Enclosures
- Site Visibility Triangle
- Encroachments
(CMC §12.08 or §18.08.070)
- Fences & Hedges
(CMC §17.52)

Additional requirements, as appropriate:

Demolition Plan

Drawn to the same scale as the Site Plan, and clearly defining proposed demolished structures, walls, and site features and proposed removal of trees with an “X”. Indicate all surfaces to be removed (floors, interior and exterior walls, roof, siding, windows, etc.), include applicable demolition calculations.

Grading Plan

Illustrate proposed grading with proposed contours shown as solid lines and all existing contours shown as dashed lines. Include any retaining walls with spot elevations and driveways. Label any drainage courses, retention basins and other relevant features. The Plan shall be prepared by a licensed engineer and follow the City’s requirements (CMC §16.04.080, §17.24.470, §19.08.020).

PLAN SET REQUIREMENTS: Context Map

Map shall show project in the context to its surroundings by providing:

- An aerial view of the proposed project with the existing uses and zoning types in the surrounding area
- An indication of surrounding streets, vehicle movement, active transportation routes open spaces, landmarks, and utilities

PLAN SET REQUIREMENTS: Floor & Roof Plans

Plans shall show the existing and proposed floor and roof plans and, preferably, on the same page. All plans must be dimensioned, the area of work labeled, and show the following information:

- Label Rooms
- Doors & Windows
- Stairs & Landings
- Property Lines & Setback
- Walls & Legend
- Smoke Detectors & Appliances
- Roof & Floor Fixtures
- Roof Slope & Pitch
- Drainage & Runoff

6 PROJECT PLANS (continued)

PLAN SET REQUIREMENTS: Sections

At least two sections (longitudinal and lateral) are required for all expansions or if excavation is involved. Additional section may be necessary where character, height, or detail of the building and cross slope changes.

- **Longitudinal Sections:** Should illustrate the relationship between the street, front property line, the building itself, the rear yard, and the rear property line.
- **Lateral Sections:** Should illustrate the relationship between the building and the outline of each adjacent building. All significant measurements must be dimensioned.

PLAN SET REQUIREMENTS: Elevations

Elevations are needed for each building related to the scope of work. Separate existing and proposed building elevations are required on design review projects, or if nonconforming, or as-built. The type of building materials on wall surfaces, roofs, and for windows and doors must be indicated. Show the existing and proposed grade planes and heights of all buildings. Label the area of work, and show the following information:

- | | |
|---|--|
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Existing & Proposed Grade |
| <input type="checkbox"/> Plate Heights & Roof Pitch | <input type="checkbox"/> Building Height |
| <input type="checkbox"/> Property Lines & Setbacks | <input type="checkbox"/> Maximum Height Limits |

PLAN SET REQUIREMENTS: Landscape Plan

Landscaping plans are required for projects subject to design review on all new buildings, substantial additions or alterations to existing sites when existing landscaped areas are proposed for removal or alteration, and projects involving significant terracing, grading, or vegetation removal. Plans shall include:

- | | |
|---|--|
| <input type="checkbox"/> Detailed Planting Plan | <input type="checkbox"/> Proposed & Existing Fencing, Walls, Screening
(CMC §17.52) |
| <input type="checkbox"/> Irrigation Plan | <input type="checkbox"/> Tree Protection Plan
(CMC §19.01.040) |
| <input type="checkbox"/> Existing & Proposed Trees | |
| <input type="checkbox"/> Compliance with Model Water Efficient Landscape Ordinance (MWELO)
(CMC §8.18.110) | |

PLAN SET REQUIREMENTS: Stormwater Management Plan

All Stormwater Control Plans (SCPs) should show compliance with the Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) and a Storm Water Pollution Prevention Plan (SWPPP) on all applicable projects and project phases. Requirements for Stormwater Management Plans include:

- Prepared by a qualified stormwater developer (QSD) and inspected by a qualified stormwater practitioner (QSP) (CMC §19.05.030)
- Meet those criteria in the most recent version of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual and any issued technical bulletins (CMC §19.05.090, Section D)
- Indicate the required tier level and Best Management Practices on the site plan or on a separate drainage plan

6 PROJECT PLANS (continued)

PLAN SET REQUIREMENTS: Streetscape Plan

Plans shall include existing and proposed conditions of the following elements:

- A rendering of the proposed development, including abutting development, as viewed from the street
- Dimensions of existing and proposed sidewalks, corridors, curb extensions and cuts, on-street loading zones, transit stops
- Adjacent ROW widths and curb-to-curb widths with street names
- Street sections, including dimensions of tree wells and path of travel
- Existing and proposed streetscape features (landscaping, streetlights, bulb outs, paving materials, trees, transit shelters, benches, bike racks, mailboxes, meters)
- Locations of existing utilities, including utility poles and hydrants
- Existing and proposed color curbs
- Indicate if there are any accessibility or other privately-owned features or use proposed in the right-of-way

PLAN SET REQUIREMENTS: Exterior Lighting Plan

Plans shall include:

- Fixture types and location on the project site
- Adjacent tree cover must be indicated for freestanding or pole lighting on the project site
- Photometric analysis to demonstrate each light fixture shall be directed downward and away from adjoining properties and public rights-of-way, so that no on-site light fixture directly illuminates an area off the site

PLAN SET REQUIREMENTS: Material Specifications

Provide detailed design specifications, including materials, colors, and finishes for all exterior surfaces, along with large-scale detail drawings of significant architectural elements.

- Handrails, guardrails
- Stairs, arcades, arches
- Cornices, canopies, eaves
- Trellis members
- Columns, column bases, capitals
- Grills, parapet walls, chimney caps
- Finials, towers, domes, cupolas, spires

WINDOWS & DOORS

- Sections with dimensions
- Materials
- Operation (double-hung, casement)
- Muntin specifications
- Awning fabric, color, hardware