



## Community Development Department Planning Division

### DESIGN REVIEW OF NON-HISTORIC SINGLE-FAMILY HOMES IN THE ARSENAL HISTORIC DISTRICT

**PURPOSE:** In the Arsenal Historic Conservation District, the design review process ensures that changes to existing homes and the construction of new homes will be compatible with the historic character of the surrounding neighborhood. This purpose is contained in the Historic Conservation Plan for the Arsenal area.

**WHEN REQUIRED:** All projects that involve additions or other exterior alterations to existing non-historic single-family homes, or the construction of a new single-family home, require design approval by the Community Development Director. No public hearing is required. Planning Division staff will review the design plans to ensure that the new home or alterations are compatible with the character of the historic district. The Community Development Director is responsible for final approval of the design plans.

**DESIGN GUIDELINES:** The Arsenal Historic Conservation Plan includes general design guidelines for the construction of new residences and for alterations to existing non-historic residences. These can be found starting on page 59 of the Arsenal Conservation Plan. Generally, the guidelines deal with building scale, setbacks, architectural style, and building materials. They should be referred to by the project architect or designer in the preparation of your design plans.

**APPLICATION:** The submittal requirements for design review are listed on a separate document entitled “Design Review Application Checklist.” Also refer to the “Submittal Standards” sheet for detailed content information. Please talk to a staff planner to discuss the application requirements for your specific project. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required.

**ACTION:** No public hearing is required for review of non-historic homes. Once the application is accepted as complete, the Planning Division staff will finish its review of the plans, and will make a recommendation to the Community Development Director. Following receipt of the staff recommendation, the Community Development Director will approve, approve with conditions, or deny the application. The Community Development Director’s decision is final unless appealed to the Historic Preservation Review Commission within 10 business days of the date of action. Information on appeals can be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured. Questions about building permits can be directed to the Building Division at 746-4230.

#### RELATED FORMS AND INFORMATION:

- Arsenal Historic Conservation Plan
- Staff-Level Design Review
- Design Review of Historic Single-Family Homes in the Arsenal Historic District
- Referral list for Historical Resources Consultants (by California Historical Resources Information System)
  
- Design Review Application Checklist
- Planning Application Form
- Project Summary Sheet
- Submittal Standards
- Fee Schedule