



IS DESIGN REVIEW REQUIRED?

CHECKLIST

Use this checklist to determine if design review is required for your project. Start reading at the top of the list, and if you check a box for **any** one question, design review is required for your project.

I. HISTORIC LANDMARKS COMMISSION (HLC) – SBMC 30.220.020

HLC is required for your project if it includes any of the following: (check all that apply)

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| <input type="checkbox"/> 1. Exterior changes to a site located in a Historic District or Landmark District | <input type="checkbox"/> 5. Exterior changes to a Historic Resource (Landmark, Structure of Merit, or Inventory) |
| <input type="checkbox"/> 2. Conversion of a historic resource in the R-M/R-3 zone or O-R/R-O zone into a hotel | <input type="checkbox"/> 6. Building over 50 years old referred to HLC from a Historic Resource Evaluation |
| <input type="checkbox"/> 3. Application for a Historic Property Contract (Mills Act) is requested | <input type="checkbox"/> 7. Archaeological Resources Report or Historic Structures/Sites Report (HSSR) is required |
| <input type="checkbox"/> 4. Minor Zoning Exception, waiver, or outdoor sales is proposed on a site subject to HLC | <input type="checkbox"/> 8. Approval of a Development Plan is required on a site subject to HLC review |

II. ARCHITECTURAL BOARD OF REVIEW (ABR) – SBMC 22.68

ABR is required for your project if it includes any of the following: (check all that apply)

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|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. A permit is required for exterior changes to a site with nonresidential or 2+ residential units | <input type="checkbox"/> 5. A permit is required to create 2+ residential units on one lot (not in single-unit zones) |
| <input type="checkbox"/> 2. A subdivision grading plan, or a grading permit is required (not in single-unit zones) | <input type="checkbox"/> 6. Alterations to City-owned or leased property is proposed (includes City streets) or Hwy 101 |
| <input type="checkbox"/> 3. Substantial alterations are proposed to an ABR-approved landscape plan | <input type="checkbox"/> 7. Changes to the exterior paint color of a non-residential building are proposed |
| <input type="checkbox"/> 4. Minor Zoning Exception, waiver, or outdoor sales proposed on a site subject to ABR | <input type="checkbox"/> 8. Approval of a Development Plan is required for a project subject to ABR review |

III. SINGLE FAMILY DESIGN BOARD (SFDB) – SBMC 22.69

SFDB is required for your project if it includes any of the following: (check all that apply)

- 1. A permit is required for exterior changes to a single-unit residence within the Mission Area Special Design District or the Lower Riviera Survey Area
- 2. A permit is required for exterior changes to a single-unit residence or site within the Hillside Design District and any one of the following apply:
 - Slope of the lot, or site, is 20% or more
 - Replacement of a roof covering with different materials or colors is proposed
 - Grading outside the main building footprint is more than 50 cubic yards
- 3. A wall, fence, or gate is proposed on a site developed with a single-unit residence, and any one of the following apply:
 - Walls, fences, or gates are greater than 3 ½-feet (42-inches) in height and located in any portion of the front yard (excluding along interior lot lines)
 - Retaining walls 6 feet or greater in height are proposed anywhere on site
 - Retaining walls are proposed and the slope of the lot or site is 15% or more
 - Retaining walls are located on a lot adjacent to, or contains, an ocean bluff
 - Multiple retaining walls (terracing) are proposed with a combined height of 6 feet and are not separated by either a building or 10 feet of horizontal distance
- 4. SFDB review was required in the past two years; or the cumulative scope of work from the past two years required SFDB review
- 5. A permit is required for exterior changes to a single-unit residence or site, and any one of the following apply:
 - Alterations occur to a new or existing structure, or portion of a structure, taller than one-story or taller than 17-feet in height (*Includes balconies and upper-story decks greater than 3 x 7*)
 - The cumulative floor area of all structures exceeds 4,000 sq. ft.
 - A modification for maximum net floor area (FAR) is required
 - A manufactured home, mobile home, or factory-built home is proposed
 - Relocation of a residence from another lot is proposed
 - A Minor Zoning Exception (MZE) is proposed
 - Detached accessory buildings are cumulatively greater than 500 sq. ft.
 - Three or more covered parking spaces are proposed
 - A parking exception for two uncovered spaces is requested
 - Grading outside the main building footprint is more than 250 cubic yards
- 6. A subdivision grading plan, or a grading permit not connected with the construction of a structure is proposed (in single-unit zones)
- 7. Substantial alterations to an SFDB-approved landscape plan are proposed
- 8. A Hillside Vegetation Removal Permit is required for removal of 1,000 sq. ft. or more of vegetation from hillside areas