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)**

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

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

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