



CITY OF EL PASO DE ROBLES
COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION GUIDE FOR MINOR DEVELOPMENT

(805) 237-3970
 1000 Spring Street
 Paso Robles, CA. 93446

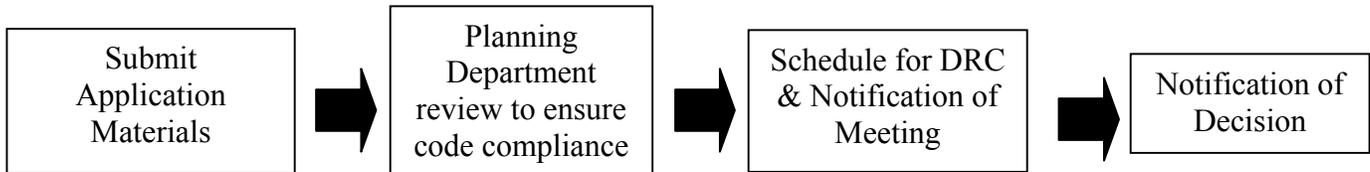
Development Review Requirements

As part of our ongoing commitment to improving the economic vitality and quality of life in Paso Robles, many minor design and construction projects must be approved by the Development Review Committee, or DRC. This committee, comprised of three Planning Commissioners and aided by Planning Division staff, looks at each proposal to assure compatibility with community goals, local regulations, and surrounding development. The DRC meets every Monday at 3:30pm. The following is a list of types of projects requiring development review:

- Exterior alterations of existing commercial, industrial, or institutional buildings such as, facade changes, remodeling, landscaping etc.
- Installation of modular or mobile homes
- New construction of commercial, industrial, and institutional buildings with less than 10,000 gross square feet
- Signs and awnings
- Minor additions to residential buildings that involve requesting exemptions from zoning code requirements
- Minor Pre-grading

These items are a few of the projects requiring development review. Other projects may require DRC review as well. It is important to obtain approval for your project *prior* to any installation, as the DRC may direct changes or modifications to the submitted plans. Additional information and plans may be required to process your application after staff has reviewed the project. An application will be considered incomplete if any of the submittal requirements are not submitted with an application.

Process



Once all of the necessary application material is received and processed by Planning staff, your application will be scheduled for the next available DRC meeting. This usually takes no more than two weeks from when the application is complete. You will be notified by telephone so that you can attend, however, you are not required to be at the meeting.

If you choose not to attend, planning staff will notify you of the decision of the DRC. Staff will send the applicant a copy of the minutes and the DRC-signed plans, which constitutes a planning permit. A building permit must still be obtained for any sign or project that requires one.

General Submittal Requirements for All Applications

- 1. Completed Application Form: Must include property owner’s signature on form
- 2. Project Description: A complete explanation of the proposal may be submitted in a letter or written on the development application form if there is adequate space.
- 3. Fees: As required by the City’s Fee Resolution and as applicable
 - a. Sign Permit, Plot Plan, or other minor request \$20
 - b. Site Plan review \$50
- 4. Elevations: a side or frontal view showing the relationship between the existing building and improvements.
 - a. **One elevation must be in color.** A photograph or factory brochure may be acceptable for signs and awnings.

- 5. Three 8.5" x 11" or larger copies of all plans must be submitted.
- 6. Building Permit: A building permit may be required if there is any structural changes to the building, such as awnings that are to be bolted to the exterior wall, or if an electrical outlet is required. If a building permit is required, a building application can be submitted at the same time.

Additional Submittal Requirements for Signs

- 7. Code Compliance: The City has restrictions on the size, number, and placement of signs, as well as on the information they may contain. All sign plans submitted must conform to these requirements, a copy of these requirements is available at City Hall upon request.
- 8. Drawings: must **show dimensions, shape, lettering types, logos, text, and other design elements**
- 9. Linear Footage of Building Street Frontage: For any building, the owner or tenant is allowed a maximum of one square foot of total signage for every linear foot of street frontage. **The amount of street frontage must be indicated on either the elevations or on a plot plan.**
- 10. Methods of Illumination: must be indicated on elevations. Please state if there are no methods of illumination.
- 11. Mounting methods: must show the relationship between the sign / canopy and the building, wall, windows, doors, or other architectural treatments. May be shown by drawing or photograph.
- 12. Freestanding Signs: For all freestanding signs, **submit a plot plan** (a view looking down on the site) to show the location of proposed sign and its relation to all buildings and streets.

Additional Submittal Requirements for Site Plans and other related applications

- 13. Plot Plan: A view looking down on the site to show existing and proposed improvements containing the following information:
 - a. **North Arrow**
 - b. **Existing Property Lines**
 - c. **Adjacent Streets and Alleys**
 - d. **Easements**: Show existing and proposed easements, including off-site easements which serve the site; indicate purpose of all easements.
 - e. **Buildings and structures**: Show footprints of all existing and proposed structures. Note if any existing buildings and structures are to be removed.
 - f. **Parking Spaces and Lots**: Show parking lots, including all loading spaces and drives.
 - g. **Sidewalks**: Including on-site walkways.
 - h. **Special Areas**: Indicate any location of outdoor storage, playgrounds, etc.
 - i. **Trash Enclosures**: Show footprints
 - j. **Electrical Transformer Boxes**: Show location.
 - k. **Walls and Fences**: Show heights (including retaining height) and materials.
 - l. **Outdoor Lighting**: Indicate all locations of existing or proposed lighting
 - m. **Existing Trees**: Show species and trunk diameter; show horizontal extent of dripline for all oak trees with diameters of 3" or greater. Identify all trees that are proposed for removal and provide a letter which states the reason for the removal of each tree.
 - n. **Existing Contours**: when a slope exists, show with 2' intervals. Where slope is too steep to provide a clear drawing (generally at 30%); then show 5' intervals. Contours shall conform to the datum system established by the City's benchmark system. Contours shall be extended 100 feet beyond the boundaries of the site to show adjacent drainage patterns and lot elevations.
 - o. **Fire Hydrants**: Indicate location of all existing fire hydrants.