

# How to Apply for Design Review on the Coastside of San Mateo County

## Which properties are covered by Design Review regulations?

There are several design review districts in the County. On the Coastside they are the Mid-Coast, which includes portions of Miramar, El Granada, Moss Beach and Montara, and the Rural Service Centers, which include portions of San Gregorio and Pescadero. On the Bayside are Emerald Lake Hills, Palomar Park, Devonshire, and Middlefield Road in North Fair Oaks. You can obtain a map at the Development Review Center that shows these districts.

If your project is located in any of these districts, you may need design review. This handout covers requirements for the Coastside districts only.

## What is the easiest way of determining whether my property is in a design review district?

Check your property's zoning. If it includes the letters "DR" (for example, "R-1/S-17/DR"), then the property is in a design review district.

## How do I start the design review process?

There are three levels of review for design review. As the first step, meet informally with a staff member at the Development Review Center (DRC) counter to determine the level that applies to you.

## What are the three levels?

- ✓ **Level 1:** Very minor projects, such as adding a new skylight or reroofing. If your project is within this category, the counter staff can

authorize you to apply for a building permit without your having to apply for design review or pay a design review fee.

- ✓ **Level 2:** Minor projects, such as infill additions, which do not conflict with design review requirements. If your project is within this category, you can apply for a formal exemption from the full design review process. The County's Design Review Administrator will review your application for exemption. Normally, the formal exemption process takes about 3 weeks.
- ✓ **Level 3:** Major projects, such as a new single-family home, or major additions to a home. These projects must have a full-scale review by the Design Review Committee.

## What is involved in a full-scale design review?

Before applying for design review, you and your project designer must have a pre-application meeting with the Design Review Officer. The purpose of this meeting is to provide you and your designer guidance about the regulations and design standards of the design review ordinance, and to answer any questions you may have about the design review process.

Next, submit an application, accompanied by the following:

- ✓ An Environmental Information Form
- ✓ Proof of property ownership
- ✓ If you do not own the property, evidence that the owner agrees with your application
- ✓ Location map
- ✓ Site plan
- ✓ Building elevations
- ✓ Landscape plans, if your application proposes landscaping
- ✓ A written explanation demonstrating that the project conforms to the area's design review standards and guidelines
- ✓ Floor plans
- ✓ Fees

See the design review application form for additional information and materials required.

## Who will determine whether my project is approved?

The County's Coastside Design Review Committee will review Design Review applications for development in R-1 Districts in Miramar, El Granada, Moss Beach and Montara. All other Coastal Design Review overlay district applications are reviewed by County's Design Review Administrator.

## Can I appeal the decision?

You can appeal the decision to the Planning Commission and the Commission's decision to the Board of Supervisors.

## What fees must I pay?

You must pay a flat fee for the review, as well as any required environmental assessment fees.

## What's the next step in this process?

Read the pamphlet *General Procedures When You Apply for a Planning or Building Permit*. This pamphlet explains the general procedures for applying for a permit, paying fees, calling for inspections, and other related matters. Then you should also review the following documents, which contain other information that you may need:

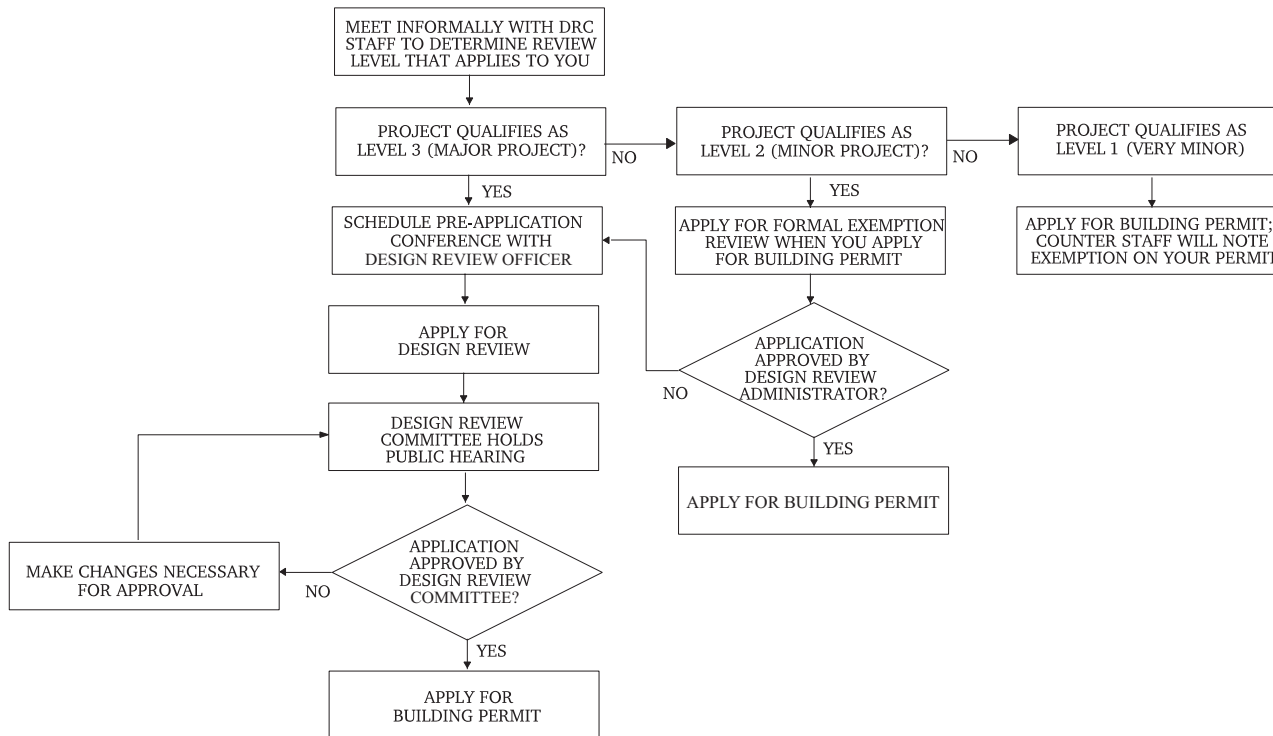
Chapter 28.1, San Mateo County Zoning Regulations: Design Review

How Environmental Assessment May Affect Your Project

After you have become familiar with these documents, review your proposal with planning staff for guidelines and answers to any questions that you may have.

Upon collecting information and production of a preliminary plan(s), schedule a Design Review preliminary meeting with the County's Design Review Officer. There is no charge for the meeting, which you can schedule by calling (650) 363-1825.

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Planning and Building Division

455 County Center, Second Floor

Redwood City, California 94063

(650) 363-4161

FAX (650) 363-4849

email: [plngbldg@co.sanmateo.ca.us](mailto:plngbldg@co.sanmateo.ca.us)

web site address:  
[www.co.sanmateo.ca.us/planning](http://www.co.sanmateo.ca.us/planning)

