



# CHECKLIST: IS DESIGN REVIEW REQUIRED?

Use this checklist to determine if design review is required for your project. Start reading at the top of the list, and if you answer “yes” to **any** one question, then design review is required for your project.

## A. IS HISTORIC LANDMARKS COMMISSION (HLC) REQUIRED?

<i>If you select “yes” to one or more questions 1-8, HLC is required for the project.</i>		YES	NO	N/A
1.	Are exterior changes proposed to any site, structure, or feature that is located in a historic district or landmark district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are exterior changes proposed to any site, structure, or feature that is designated as historic or potentially historic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the project include a conversion of an existing Structure of Merit or a Landmark in the R-M/R-3 zone or O-R/R-O zone, into a hotel or similar use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Was the project referred to HLC based on an Administrative Resource Evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are you applying for a Historic Property Contract (Mills Act)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Was the project referred to HLC for review of an Archaeological Resources and Historic Structures and Sites Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Minor Zoning Exception, waiver, or outdoor sales is requested subject to HLC review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is approval of a Development Plan required for a project subject to HLC review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. IS ARCHITECTURAL BOARD OF REVIEW (ABR) REQUIRED?

<i>If you select “yes” to one or more questions 9-17, ABR is required for the project.</i>		YES	NO	N/A
9.	Is a permit required to construct, alter, or add to the exterior of a nonresidential, multi-unit residential, two-unit residential, or mixed-use development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are you requesting a permit which will result in two or more residential units, <i>excluding accessory dwelling units</i> , on one lot in any zone (not in single-unit zones)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is a subdivision grading plan, or a grading permit for a single-unit residence not connected with the construction of a structure proposed (not in single-unit zones)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are alterations to City-owned or leased property proposed (include City streets)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are Highway 101 improvements proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are you proposing to change the exterior paint color of a non-residential building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are you proposing substantial alterations to an ABR-approved landscape plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Minor Zoning Exception, waiver, or outdoor sales is requested subject to ABR review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Is approval of a Development Plan required for a project subject to ABR review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. IS SINGLE FAMILY DESIGN BOARD (SFDB) REQUIRED?**

<i>If you select "yes" to one or more questions 18-25, SFDB is required for the project.</i>		YES	NO	N/A
18.	Is a permit required to construct, alter, or add to the exterior of a single-unit residence within the Mission Area Special Design District or the Lower Riviera Survey Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is a permit required to construct, alter, or add to the exterior of a single-unit residence or site within the Hillside Design District and one of the following apply ( <i>pick one</i> ):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Slope of the lot, or the building site, is 20% or more			
	<input type="checkbox"/> Replacement of a roof covering with different materials or colors is proposed			
	<input type="checkbox"/> Grading outside the main building footprint is more than 50 cubic yards			
	<input type="checkbox"/> If none of the above, select "NO" on question 19			
20.	Is a permit required to construct, alter, or add to the exterior of a single-unit residence or site, and the project involves any one of the following ( <i>pick one</i> ):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> A new structure, or portion of a structure, is taller than one-story or taller than 17-feet in height ( <i>Excludes balconies 3-feet by 7-feet or less in size</i> )			
	<input type="checkbox"/> The cumulative floor area of all structures will exceed 4,000 square feet			
	<input type="checkbox"/> A modification to exceed the maximum net floor area (FAR) is required			
	<input type="checkbox"/> A manufactured home, mobile home, or factory-built home is proposed			
	<input type="checkbox"/> Relocation in whole or in part of a residence from another lot is proposed			
	<input type="checkbox"/> A Minor Zoning Exception is proposed			
	<input type="checkbox"/> Detached accessory buildings are cumulatively greater than 500 square feet			
	<input type="checkbox"/> Three or more covered parking spaces are proposed			
	<input type="checkbox"/> A parking exception for two uncovered spaces is requested			
	<input type="checkbox"/> Grading outside the main building footprint is more than 250 cubic yards			
	<input type="checkbox"/> If none of the above, select "NO" on question 20			
21.	Is the proposal to construct, alter, or add walls, fences, or gates on a site developed with a single-unit residence, and any one of the following apply ( <i>pick one</i> ):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> 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)			
	<input type="checkbox"/> Retaining walls 6 feet or greater in height are proposed anywhere on site			
	<input type="checkbox"/> Retaining walls are proposed and the slope of the lot or site is 15% or more			
	<input type="checkbox"/> Retaining walls are located on a lot adjacent to or contains an ocean bluff			
	<input type="checkbox"/> 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			
	<input type="checkbox"/> If none of the above, select "NO" on question 21			
22.	Is a subdivision grading plan, or a grading permit for a single-unit residence not connected with the construction of a structure proposed (single-unit zones only)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Is a vegetation removal permit required per the Vegetation Removal Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Are you proposing substantial alterations to an SFDB-approved landscape plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Was SFDB review previously required in the past two years; or will the cumulative scope of work from permits in the past two years trigger SFDB review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>