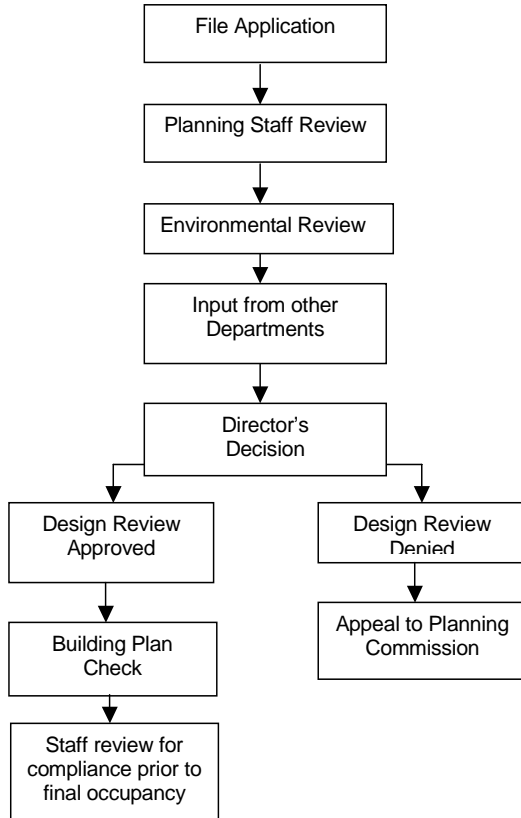


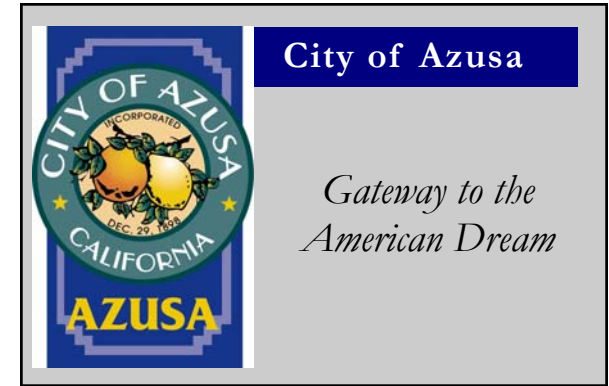
Summary of the Design Review Process

Design Review by Director



For projects combined with a Tentative Tract Map, Specific Plan, Development Agreement, or requires an EIR, the Design Review process will be conducted by the Planning Commission at a noticed public hearing.

For more information call: 626-812-5299



HOW TO APPLY FOR DESIGN REVIEW

Economic and Community Development Department

Planning Division
 213 E. Foothill Blvd.
 Azusa, CA 91702

Phone: 626-812-5299
 Fax: 626-334-5464
 Email: cseffer@ci.azusa.ca.us.com

What is Design Review?

Design Review is the process of re-viewing plans to ensure that the design of proposed development and new land uses assists in maintaining and enhancing the attractive appearance of the City.

What types of projects/activities are subject to Design Review?

1. New single-family dwellings;
2. Multi-family projects;
3. Second floor additions to existing dwellings, and/or ground floor additions that increase existing floor area by 30 percent or more;
4. Non-residential projects including permanent outdoor sales and displays, news and flower stands, and outdoor dining.

How is an application for Design Review approved?

Design Review applications are approved by the Director of Economic and Community Development, except where the proposed project also requires the approval of a discretionary planning permit (i.e. Use Permit, Minor Use Permit, Variance, or Minor Variance), Design Review will be by the review authority (i.e. Zoning Administrator, Planning Commission, or City Council).

What is needed to apply for Design Review?

In order for a Design Review application to be considered, the following items must first be submitted to the Planning Division:

- 1) A completed application form, provided by the City, with the notarized signature of the owner of the property.
- 2) Plans showing the existing and proposed buildings on the property.
- 3) For projects reviewed by the ZA or Commission: Radius Map and two (2) sets of mailing labels indicating the names and addresses of the owners of all parcels within 300 feet of the property.
- 4) A copy of the grant deed showing the current ownership of the property.
- 5) A processing fee. The fee is based on the size of the project. Contact Planning for an estimate.

How long does Design Review take?

The length of the Design Review process depends on the complexity of the project.

For minor projects, such as 2nd story room additions, façades, and most small additions to commercial buildings, Design Review usually takes 3 to 4 weeks. For single-family homes, multi-family projects, and some minor commercial projects take 4 to 6 weeks. Projects that require Planning Commission review usually take from **8 to 10 weeks** until the Commission holds its public hearing. The Commission generally meets twice a month on the Wednesday evenings at 7:00

p.m. following the second and fourth Mondays of each month.

What happens if I disagree with the Director's decision?

The Director's decision may be "appealed" to the Planning Commission within 20-days after the decision. If appealed, the Commission will conduct a public hearing wherein it will examine all of the evidence before considering whether to approve or deny project. Projects combined with Use Permit, Variance, Parcel and Tract Maps, Zone Change and General Plan Amendments automatically are reviewed by the Commission. At the conclusion, the Commission may deny the request, or approve with conditions.

The Commission's decision may be appealed the City Council within 20-days after the decision. The appeal hearing by the City Council will be conducted in generally the same manner as the Planning Commission public hearing. The City Council's action will be final.