

# Application for Design Review Exemption

## Planning and Building Department

455 County Center • Second Floor • Redwood City CA 94063  
Mail Drop PLN 122 • 650 • 363 • 4161

- ☐ Bayside  
☐ Coastside

Permit #: PLN

Permit #: BLD

Intake Planner:

Date Posted:

End of 10 day comment period:

**PERMANENT RECORD  
MICROFILMING REQUIRED**

### 1. Basic Information

Owner's Name:

Address:

Zip:

Phone/W:

H:

Email:

Signature:

Date:

Applicant's Name:

Address:

Zip:

Phone,W:

H:

Email:

Signature:

Date:

### 2. Project Information

Assessor's Parcel Number(s):

— —

— —

— —

Project Address:

Zip:

Zoning:

Parcel/lot size:

sq. ft.

Existing square footage:

sq. ft.

Easements involved:

Existing vegetation:

Parcel/lot size:

sq. ft.

### 3. Project Description

☐ Accessory Building ☐ Other

☐ Addition to Structure

◆ Proposed square footage of new structure(s):

◆ Number, type and size of trees to be cut:

If the trees are to be removed, are they and the replacement trees shown on the site plans?

◆ Grading: cubic yards

Purpose of grading:

◆ Proposed Landscaping:

◆ Proposed storage tanks and screening:

#### 4. Materials and Finish of Proposed Buildings or Structures

Fill in Blanks:	Material	Color/Finish	Check if matches existing
a. Exterior Walls			<input type="checkbox"/>
b. Trim			<input type="checkbox"/>
c. Windows			<input type="checkbox"/>
d. Doors			<input type="checkbox"/>
e. Roof			<input type="checkbox"/>
f. Chimneys			<input type="checkbox"/>
g. Decks & railings			<input type="checkbox"/>
h. Stairs			<input type="checkbox"/>
i. Retaining Walls			<input type="checkbox"/>
j. Fences			<input type="checkbox"/>
k. Accessory Buildings			<input type="checkbox"/>
l. Garage			<input type="checkbox"/>

#### 5. Accompanying Materials Required

- |   |   |
|---|---|
| a. Three (3) sets of plans that include a scaled site plan, elevations, and floor plans | e. Photographs (if requested)   |
| b. One (1) set of reduced plans (8 1/2"X11" or 11"X17")                                 | f. Fees as set by Resolution of the Board of Supervisors                  |
| c. All applicable applications forms  | Additional information may be required during review of your application. |
| d. Environmental Information Form   |   |

#### 6. Required Findings

To approve this application, the Community Development Director must determine that this project is minor in nature and complies with all applicable regulations including the required findings that the project does conform to the standards and guidelines for design review and the zoning regulations applicable to the location of the project pursuant to Section 6565.4 of the Zoning Regulations.

#### 7. Approval

I have reviewed the above-described project and have determined that it meets all criteria for the exemption/exclusion checked above. **The exemption is approved.**

.....  
Planner

.....  
Date

Project is subject to the following condition(s) of approval:

#### 8. Processing

- |   |  |
|---|--|
| <input type="checkbox"/> Fee collected                                      | <input type="checkbox"/> Copies of DR Exemption to:                    |
| <input type="checkbox"/> Approved DR Exemption to Building Inspection file. | 1. Applicant/Owner.  |
|   | 2. Any relevant Planning or Building Inspection files.                 |
|   | <input type="checkbox"/> Update Permit-Plan Case Screen and Activities |