



DESIGN REVIEW EXEMPTION: STATEMENT OF PROPERTY IMPROVEMENTS

CITY OF BELVEDERE • PLANNING DEPT.
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FOR STAFF USE ONLY

Date: _____ Rec'd. by: _____ Assessor's Parcel No: _____ Zone: _____

ARBORIST DEPOSIT \$ _____ Receipt # _____ Date _____

TO BE COMPLETED BY APPLICANT

Address of Property: _____ Type of Property: _____

Record Owner of Property: _____

Mailing _____ Daytime Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Owner's Representative: _____ Daytime Phone: _____

Mailing _____ Fax: _____

Address: _____ Email: _____

Proposed project description: (print) _____

Attachments showing existing conditions: Site Plan Photographs

I, the undersigned owner of the property herein described, (or owner representative), have read and understand the Design Review Exemption criteria on the reverse of this form. I hereby certify that this project conforms to those criteria and that it does not conflict with any previous conditions of approval for this property. The contents of this document are a public record. The property owner shall hold the City of Belvedere and its officers harmless in the event of any legal action related to or arising from the granting of this Design Review approval, shall cooperate with the City in the defense of any such action, and shall indemnify the City for any and all awards of damages and/or attorneys' fees and all associated costs that may result; counsel in any such legal action shall be selected by the City in its sole reasonable discretion.

Signature: _____ Date: _____

Name: _____

Determined exempt from Design Review per Belvedere Municipal Code Section 20.04.015B.

Planner _____ Date _____

CONDITIONS:

May require a: Building Permit Encroachment Permit - Contact City to determine if needed.

Approved Copy: Emailed Mailed Faxed By Hand to: Applicant Owner by: _____

Belvedere Municipal Code Design Review Section 20.04.015

A. Structures and improvements subject to design review

Except as exempted in Parts (B) and (C) of this Section, all new buildings, new structures and other exterior physical improvements, including any relocation or exterior addition, the extension or exterior change of a structure, landscaping changes, or any change to a previously approved project proposal, shall be subject to design review, whether or not a building permit is required, and whether the property is privately- or publicly-owned. Physical changes and improvements subject to design review under the foregoing shall include, but are not limited to, the following:

1. Location and design of any and all structures in any and all zones;
2. Construction or installation of fences, retaining walls, walkways, sidewalks, patios, decks, fountains, ponds, swimming pools, garbage or trash enclosures, and sport courts;
3. When a visually significant portion of a parcel is affected; landscaping projects, grading and filling of land, and the addition of trees which can be expected to exceed a height of 12 feet at maturity;
4. Parking and loading areas, carports, garages and driveways;
5. Exterior lighting, signs, skylights, satellite dishes, antennas and solar panels;
6. Exterior textures and colors for new construction, or for exterior repainting or refinishing if colors or materials are inconsistent with the provisions of Section 20.04.140;
7. The replacement or placement of utility distribution poles and facilities.

B. Exemptions

The following physical changes or improvements shall be exempt from the provisions of this Chapter:

1. Changes in color(s) and/or roof or siding material(s) of an existing structure, when such changes are consistent with the provisions of section 20.04.140;
2. Landscape changes and/or additions to existing landscaping when such changes/additions are not part of a larger project subject to approval by the Planning Commission, including but not limited to the addition of trees which typically will not exceed a height of 12 feet at maturity, removal of trees, and changes to landscaping not visible to the public under normal circumstances;
3. Minor changes to previously approved plans, which the City Planner determines do not alter the intent of the approved design;
4. Any other work determined by the Planning Director to be minor or incidental in nature and consistent with the intent and objectives of this Chapter.

C. Staff review of applications for certain minor changes or improvements

The following physical changes or improvements may be processed as a Design Review Exception as provided in section 20.04.020(B): Additions, extensions or exterior changes to, or reconstruction of existing single-family dwellings and related accessory structures that involve more than 0 but less than 250 square feet of new floor area, or those projects that involve the addition of an upper-level addition of up to 100 square feet. Notwithstanding the foregoing, if the Planning Director determines that the proposed improvements may be inconsistent with the goals and purposes of this Chapter, the Planning Director will refer the application to the Planning Commission for action.

Determination of Exemption is made by staff. This application must be signed for valid Exemption approval. Please ask for a copy for your records.