



## PLANNING DEPARTMENT DESIGN REVIEW CHECKLIST

The following checklist is a list of typical submission requirements for a Design Review meeting per [Belvedere Municipal Code 20.04.80](#). It is not intended to be a comprehensive list, nor would every item be required for every project. When you meet with the Planning Department representative, please confirm the specific documentation you will need to submit based on the scope and components of your project.

- Design Review Application** and filing fees
- Additional Application(s)**, as appropriate, and filing fees
- Environmental Information** form or claim of categorical exemption
- Photos** of existing site conditions and building elevations
- Site Plan**
- Floor Plans**
- Elevations**, indicating materials and colors, samples required if different vs. existing
- Roof Plan**
- Site Cross-Section**
- Boundary Survey**
- Landscape Plan**
- Story Pole Plan**
- Perspective Drawings**, renderings and a scale model required for all new residences
- Electronic Copy** of plans must be submitted in DWF or Adobe pdf format
- Current or Preliminary Title Report**
- Preliminary Door and Window Schedule**
- Neighbor Noticing Memo**
- Other Requirements** that may apply include Elevation Survey, Shadow Studies, Rendered Model, Archaeologist Report, Noise Study, Equipment Cut Sheets, Engineer's Report, etc. Please confirm with the Planning Department representative.

The Planning Department prefers to receive Design Review applications digitally. Applications can be sent to Planning and Building Permit Technician, Nancy Miller, at [nmiller@cityofbelvedere.org](mailto:nmiller@cityofbelvedere.org). Once submitted, applications and accompanying materials will be reviewed to make certain that all necessary items have been submitted and found complete. If your project requires a Planning Commission meeting, hardcopies of final plans will be required.

If you have questions, please contact the Planning Department at (415) 535-3838 or email the Planning and Building Permit Technician, Nancy Miller, at [nmiller@cityofbelvedere.org](mailto:nmiller@cityofbelvedere.org).