



**CITY OF ESCONDIDO**  
**Planning Division**  
**201 North Broadway**  
**Escondido, CA 92025-2798**  
**(760) 839-4671**  
**Fax: (760) 839-4313**

FOR INTERNAL USE ONLY	
Case No.:	_____
<input type="checkbox"/> Major	<input type="checkbox"/> Minor
Date Received:	_____
Fee:	_____
Receipt No.:	_____
Rec'd By:	_____
Related Cases:	_____

**DESIGN REVIEW APPLICATION**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Address: \_\_\_\_\_  
 Assessor Parcel No.: \_\_\_\_\_  
 Property Size: \_\_\_\_\_  
 Building Size: Existing: \_\_\_\_\_  
                           Proposed: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_  
 Zone: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_  
 Environmental Status: \_\_\_\_\_

**ARCHITECT/ENGINEER**

Name (Print): \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Registration/License No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Project Description and Intended Uses (use additional sheets if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## DESIGN REVIEW

The exterior appearance of buildings, structures, signs and the type and extent of landscaping and the development of the site affects the value of both improved and unimproved property, as well as community aesthetics. Through design review, the City seeks to encourage new development or redevelopment (additions or site modifications) to be consistent with or exceed the quality of the development projects currently located in the city.

The following commercial, industrial, multifamily residential projects and other projects shall be subject to design review by city staff design review board:

- (1) Minor exterior changes in overlay zones;
- (2) Minor exterior revisions to commercial, industrial, multifamily residential projects including, parking lot changes, minor accessory structures, additions of in-wall ATMs, trash enclosures, additions of minor components for which there are previously approved guidelines, such as above-ground storage tanks, vapor recovery tanks, security gates/fencing, outdoor dining areas of three hundred (300) square feet or less, etc.;
- (3) Minor public facilities such as accessory park structures, pump stations, ADA improvements, bicycle trails, etc.;
- (4) Production homes in subdivisions of five (5) lots or more;
- (5) Proposed signs pursuant to Article 66, Sign Ordinance;
- (6) Repainting of existing structures in any new color palette where building colors were part of a discretionary action
- (7) Minor exterior changes to projects in the Downtown Specific Plan or Old Escondido Neighborhood, as required by code.

The following commercial, industrial, multifamily residential projects and other projects shall be subject to design review by the planning commission:

- (1) Planned development projects, condominium permits, and all non-single-family projects requiring discretionary approval by the planning commission and involving new construction;
- (2) Proposed development standards and/or design guidelines for specific plans and overlay districts;
- (3) Proposed signs as specified pursuant to Article 66, Sign Ordinance;
- (4) Architectural or site modifications to industrial, commercial and multifamily residential developments that were approved through a public hearing;
- (5) City initiated projects which involve public facilities such as libraries, major park structures, police stations, fire stations, major architectural or site modifications to existing public facilities, etc.
- (6) Minor projects where the proposed work may have a significant effect on the surroundings may be agendized for review by the planning commission.

Prior to submittal of a design review application, a pre-application meeting with a member of the Planning staff may be necessary to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

### Submittal Requirements

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis.

1. Completed and signed application form.

2. Copy of a current Preliminary Title Report, including complete legal description (within the last 6 months).
3. Two (2) sets of plot plans which display the following details:
  - a. North arrow and graphic scale.
  - b. Vicinity map.
  - c. Lot configuration.
  - d. Location of existing and proposed structures.
  - e. Scope of work.
  - f. Existing and proposed landscaping.
  - g. Dimensioned setbacks.
  - h. Streets; rights-of-way, paved width sidewalks.
  - i. Location of alleys (if applicable).
  - j. Existing easements of record and proposed easements (if any).
  - k. A note on the site plans to indicate what improvements or structures are located on adjacent properties.
4. Colored elevations.
5. Photographs of the existing site, area of requested adjustment and adjacent properties, including lots across the street or alley, which are next to the area of the adjustment request.
6. Material sample board.
7. Fees.

## **Procedure**

The planning commission and/or city staff shall review all projects subject to Section 33-1357 to determine whether the design considerations conform to city standards. These participants in the design review process consider a broad set of design considerations and apply design guidelines that the architect must integrate into the exterior appearance of the building and of the site in general. The recommendations help the City of Escondido promote designs that fit into and relate to the surrounding neighborhoods, and achieve higher-quality and compatible designs.

A complete application will include the description of the request as follows:

1. Proposed improvements: Give complete description of request, including dimensions, to allow the review and approval of the proposed development. This will include existing and proposed design and orientation of the site, building, structure, landscaping, signs and lighting, fences and walls.
2. Justification: The design review process protects property rights and values, while preserving and enhancing aesthetic values. It ensures that the general appearance of buildings and site improvements are consistent with the goals of the city. Provide a statement to justify findings that the request will be compatible with, and would not be detrimental to adjacent property or improvements.

Once the application is submitted, the Planning staff will review the information for completeness. The application will be routed to other City departments and to outside agencies if necessary. Once comments are received, staff will review the application and will notify the applicant if corrections to the plans are required.