



City of Imperial Beach, California
Community Development Department
Planning Division
825 Imperial Beach Blvd. Imperial Beach, CA 91932

Design Review Case Permit Submittal Requirements and Checklist

The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Design Review Case (DRC) application. The Design Review procedure is established to ensure that new development, or the alteration of existing development, occurs in a manner which enhances the character and quality of surrounding properties and that the scale, special relationships and architectural treatment of structures including materials, colors, and design visually contribute to the areas and environment in which they are located. Design Review may be Administrative (staff review only), or may require approval of the Design Review Board. Projects that require the decision to be rendered by City Council will require review by the Design Review Board. Contact Planning staff at (619) 628-0858 or mopenshaw@imperialbeachca.gov to determine if your project would be reviewed administratively or requires approval of the Design Review Board.

The adopted Design Manual and Design Review Guidelines, and any additional specific guidelines for a particular area will be used in analyzing the Design. A Design Review application will not be considered for approval, either by staff, Design Review Board, or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. Deposit in the amount of \$1,500 for the Design Review Case Permit (DRC)
2. Completed Discretionary Permit Application Package
3. Colored Site Plan
4. Colored Elevation Plan
5. Renderings of the completed project site (Only required for projects that require Design Review Board Approval)
Renderings should show how the project would appear within the context of the neighborhood and should provide views from different cardinal directions
6. Materials Board
7. Completed Public Notice Package
 - i. A typed list containing the assessor's parcel number, name and address for all property
 - ii. Owners within a 300 foot radius, and all occupants within a 100 foot radius
 - iii. Owner information shall be from the San Diego County Assessors Office latest equalized rolls.
 - iv. One (1) set of stamped envelopes with addresses of all owners and occupants listed above
 - v. One (1) set of mailing labels of the above owners and occupants
 - vi. One (1) set of self-addressed stamped envelopes for the applicant(s) and/or owner(s)