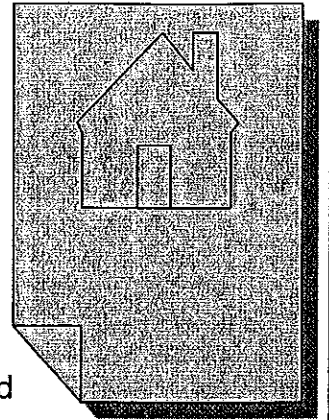


CONCEPTUAL REVIEWS



WHAT IS A CONCEPTUAL REVIEW?

An informal review by the Cultural Heritage Commission (for properties listed on the City's historic inventory) or Design Review Board (non-historic properties) to provide feedback and suggestions on a proposed design.

WHAT KINDS OF PROJECTS SHOULD USE THIS PROCESS?

Any project can receive a conceptual review. New houses, changes to an existing architectural style, and 2nd story additions to single-story houses (especially historic houses) are strongly urged to use this process.

WILL I GET APPROVAL FOR THE PROJECT IF THE BOARD LIKES IT?

No. The board cannot legally make a decision. This can only happen at a public hearing where neighbors within 300' have received notice of the meeting. This will occur when a formal submittal is made.

HOW DO I ARRANGE A CONCEPTUAL REVIEW?

Call the Planning Department (626 403 7220) at least a week prior to the applicable scheduled meeting. (Meeting dates are listed on a separate handout.)

WHAT IS THE COST?

No charge.

WHAT MATERIALS ARE REQUIRED?

There is no set format. The review board needs to clearly understand what the existing building looks like (for an addition) and what is proposed (addition or new house). Sketches, artist's renderings, Photoshop simulations, models, etc. are acceptable. At the conceptual stage, just elevation views are required.

Note: Full architectural drawings (floor plans, site plans, etc.) are not required. It is strongly recommended that the conceptual review occur before the cost of full design drawings is incurred.

Materials should be provided to the Planning department no later than the Friday prior to the meeting. These will then be delivered to the board members so they can review the proposed design prior to the meeting.

WHAT HAPPENS AFTER THE CONCEPTUAL REVIEW?

Any comments or feedback received from the reviewing board should be incorporated into the proposed design. Applicants may choose to return for further conceptual reviews, or may elect to submit a formal application.

Note: The formal application will be reviewed by the same review board that conducted the conceptual review.