

Informational Summary

“Projects” and sign-offs

Project. *The construction, erection, structural alteration of, or addition to, any building or structure, including architectural projections attached to the exterior walls or roof structures, which requires the issuance of a building permit or a change of use permit on a lot located in whole or in part within the Specific Plan area. A Project does not include interior remodeling of a building which does not increase the floor area, or single-family dwellings.*

Section 5A. *No Project shall be issued a building permit unless it is first determined by the Department of Building and Safety to be in compliance with the Specific Plan (NOTE: This means a Planning sign-off on the permit). In addition, Projects located in a Major Activity Area, or a Target Area, shall first obtain a Plan Approval from the Director. (NOTE: “Plan Approval” is an outdated term; it means “Project Permit Compliance”)*

IMPORTANT: Only “Projects” in Major Activity or Target Areas (see maps) need to file a case. The definition of “Project” includes façade renovations that require a building permit, as well as stand-alone change of use permits.

Sign-offs include: “Projects” outside Major Activity Areas or Target Areas, Anything that is not a “Project” no matter the location, Signage that complies with all of the requirements of the SP.

Commercial and Multi-family sign-offs. Some work in commercial areas only requires a sign-off, and most multi-family developments are located outside the Target and Major Activity Areas so these also only require a sign-off. However, you still need to *include conditions in the Comments section of the building permit and stamp and date the approved plans.* Procedures: Take in the plans, review the project for compliance with the SP and the Design Guidelines (check parking, landscaping, open space requirements, ensure a high quality design and materials – needs articulations, breaks, can’t be all stucco!) You can ask the applicant to resubmit revisions as needed. We would keep track of sign-offs for significant-sized projects here: N:\COMMPPLAN\Valley\Foothill SP\Projects - Sign-offs

Single-family. Sign-off as ‘Exempt’.

Signage. Sign-off as long as meets Section 9 – Sign Regulations and substantially complies with the Design Guidelines.

Commercial Uses (Section 8A)

Prohibited Uses:

Clarification: “Open Storage” is a prohibited use. **Recycling Centers** can be approved and should look attractive, this is an example of the standard we’ve been requiring: replanetusa.com. Free-standing cargo-container-types are not appropriate without a little booth/frontage. Landscaping should also be required.

Limited Uses:

Clarification: In Major Activity Area No. 3 (8.A.2.b.2), the “**70% of Ground Floor Frontage**” should really mean “70% of floor area on the Ground Floor”