



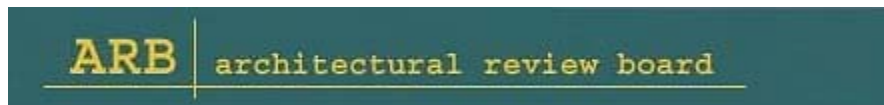
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## Types of ARB Applications

### Types of ARB Applications:

**1. Major:** A major project is a new building of more than 5,000 square feet, additions of more than 5,000 square feet to existing buildings, residential construction of three or more units, controversial projects or any project that will significantly alter the existing site or building(s). Before a major project is heard by the ARB, an ad appears in the Palo Alto Weekly (or other local newspaper), and public notice cards are mailed to residents and property owners. Please see the [checklist](#) for project submittal requirements.

**2. Minor:** A minor project is a small project such as a storefront remodel, additions to the building of less than 5,000 square feet, landscaping, parking lot modifications, and minor changes to previously approved projects, signs and equipment screens. Before a minor project is heard by the ARB, an ad appears in the Palo Alto Weekly or other local newspaper. Please see the [checklist](#) for project submittal requirements.

**3. Preliminary Review:** Major projects are advised to go through the Preliminary Review Process, to obtain detailed comments from City staff, from members of the public and the Architectural Review Board. Minor projects involving a building renovation or change from one architectural style to another are also advised to go through the process. A completed application form and fee are required to enter into the process. The fee is less than the fee for a "formal" ARB application, and the required documents are limited to plans and sketches, project description and photos, although additional materials such as massing model, material samples and cut-sheets are welcome. For major projects only, labels containing the names and addresses of property owners within 300 feet of the project site are required.

**4. Study Session:** Study sessions are available for some projects in the pre-application phase, after initial consultation and recommendation by Planning Staff. Staff determines whether a project has critical issues effecting design decisions that the applicant would benefit from an informal session prior to the submittal of an application for preliminary or formal review. These sessions are held on regular ARB meeting days. The review time for each project is typically limited to 30 minutes. These sessions take place in the City Council Conference Room, usually after the regular agenda is completed. Applicants are invited to sit at the conference table across from the ARB and concept sketches and alternative design schemes are shared and discussed. In a study session, the applicant is encouraged to describe design constraints and issues that effect design decisions in each case.

**5. Consent Calendar:** A Consent Calendar item is a project that has received a recommendation of approval from the Architectural Review Board with a condition of approval requiring final plans to be presented to the ARB.

These items may be placed on the Board's consent calendar no later than seventy-two hours prior to the meeting. The agenda is sent to the ARB members and posted at the local libraries on the Friday afternoon prior to the meeting, and this is the deadline. Typically, a consent calendar item is placed on the agenda at least a week prior to the Thursday ARB meeting.

**6. Signs:** A sign is "any structure or devise used to announce, declare, demonstrate, display, advertise or attract the attention of the public..." Any permanent sign that is visible from the exterior of a building/ site (except a window sign) requires design review. Any sign which complies with the sign ordinance and which is consistent with the El Camino Real Design Guidelines or Downtown Urban Design Guide for applicable projects, and any other design guidelines adopted by the architectural review board, can be approved at Staff level. The review process can take several weeks if other City department comments are needed. Any sign that doesn't meet these guidelines or the ARB Standards for Review are generally referred to the ARB for recommendation. A person can also file an appeal four working days after the effective date of the Staff level approval of the project, and the project will be refereed to the Board for review. Please see the [checklist](#) for project submittal requirements.

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