



City of Palo Alto

Department of Planning and Community Environment
Planning Division, 250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2441
Website: www.cityofpaloalto.org

APPLYING FOR MAJOR ARCHITECTURAL REVIEW

WHAT IS MAJOR ARCHITECTURAL REVIEW?

Major Architectural Review is review of a project by the Architectural Review Board (ARB). The following are considered Major Projects:

1. New construction of buildings or additions that are 5,000 square feet or greater
2. Multi-family residences with three or more units
3. Construction of three or more adjacent single-family residences or duplexes
4. Master sign program or signs requiring a sign exception
5. Any project using transferred development rights, or projects within a NP zone
6. At staff's discretion, any Minor project that will significantly alter the character or appearance of a building or site.

APPLICATION PROCEDURE

Preliminary Meeting: A preliminary meeting with a planner to review the project is strongly recommended. Please call (650) 329-2441 to schedule an appointment.

Application Submittal: Applications are required to be filed with a planner during an appointment. A planner will determine if all of the submittal requirements have been met (see Submittal Requirements checklist). *Incomplete applications will not be accepted.* Please call (650) 329-2441 to schedule an appointment.

Review and Decision process: See Palo Alto Municipal Code Section 18.76 & 18.77

1. Submitted plans and attachments are routed to all concerned City departments and outside agencies for review/plan check. The City has 30 days within which to determine the application complete or incomplete.
2. Once the project is deemed complete, it will be scheduled for an ARB meeting. Notices will be mailed to property owners and occupants within 600 feet of the property.
3. The ARB shall review the project and make a recommendation following the meeting to the Director, who will issue a decision. The Director's decision will be mailed to property owners and occupants within 600 feet of the property. The Director's decision will become final fourteen days after the decision is mailed, unless an appeal is filed.
4. If an appeal is filed, the project will be scheduled on the City Council's consent calendar. The City Council can vote to approve the Director's decision or vote to hear the project. In either case, the City Council's decision is the final decision.

See Palo Alto Municipal Code Section 18.76 & 18.77 online at www.cityofpaloalto.org
For more information about Architectural Review go to www.cityofpaloalto.org/arb