



## APPLYING FOR MINOR ARCHITECTURAL REVIEW

### WHAT IS MINOR ARCHITECTURAL REVIEW?

Minor Architectural Review is a staff level review of the following projects:

1. Signs
2. Minor changes to previously approved projects
3. Landscape plans, fences, exterior remodeling, parking design, when not associated with a major project
4. New construction of buildings or additions that are fewer than 5,000 square feet

*Single-family and two-family residences are exempt from AR review*

### 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 [Minor ARB Submittal Checklist](#)). *Incomplete applications will not be accepted.*

### Review and Decision process:

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 an application has been determined to be complete, a tentative decision will be mailed to applicant and posted on the Architectural Review Board (ARB) agenda.
3. The decision will become final fourteen days after the tentative decision is posted, unless a [request for a hearing](#) is filed.
4. If a hearing request is received, the Architectural Review Board will review the project and make a recommendation to the Director. The Director's decision may be appealed, in which case 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 and render a decision. In either case, the City Council decision is the final decision.

[See Palo Alto Municipal Code Section 18.76 & 18.77](#)  
[See more information about Architectural Review](#)