



Instructions for Architectural and Site Plan Review

CITY OF COLTON - Development Services Department

Pursuant to Section 18.58.030.B of the Colton Municipal Code: "The city finds that a design review process will support the implementation of the general plan, as it stresses quality community design standards. The city further finds that the quality of certain residential, institutional, commercial and industrial uses has a substantial impact upon the visual appeal, environmental soundness, economic stability and property values of the city."

Proposals are considered at a meeting of the Design Review Committee (DRC). Projects over 15,000 square feet also require consideration at a meeting of the Planning Commission, pursuant to Section 18.58.030.C.3 of the Colton Municipal Code.

Findings. Pursuant to 18.58.030.C.3 of the Colton Municipal Code, design review may be approved, except where there is one or more of the following findings:

- a. The provisions for vehicular parking and for vehicular and pedestrian circulation on the site, and onto adjacent public right-of-way will create safety hazards;
- b. The bulk, location and height proposed will be detrimental or injurious to other development in the neighborhood or will result in the loss of or damage to unique natural or topographic features of the site that are important to the environmental quality of life for the citizens of Colton, and the development is feasible in a manner that will avoid such detrimental or injurious results or such loss or damage;
- c. The provisions for on-site landscaping do not provide adequate protection to neighboring properties from detrimental features of the proposed development that could be avoided by adequate landscaping;
- d. The provisions for exterior lighting are either inadequate for human safety or will diminish the value and/or usability of adjacent property;
- e. The exterior design of the buildings and structures will be injurious or detrimental to the environmental or historic features of the immediate neighborhood in which the proposed development is located and will cause irreparable damage to property in the neighborhood, to the city and to its citizens;
- f. The proposed development will impose an undue burden upon off-site public services, including sewer, water and streets, which conclusion shall be based upon a written report of the city engineer; and there is no provision in the capital works program of the city to correct the specific burden within a reasonable period after the development will be completed.

Fees. The fee for Architectural and Site Plan Review is based on the size of the structure:

\$210	Structure less than 500 square feet
\$495	Structure 500 square feet to 1,499 square feet
\$788	Structure 1,500 square feet to 2,999 square feet
\$1,088	Structure 3,000 square feet to 4,999 square feet
\$2,138	Structure 5,000 square feet or more

First Step. Prior to submitting an application, please contact the Planning staff to discuss which entitlements are required for your proposal. We suggest you set up a meeting with the Planning staff and bring an "as-built" site plan showing the existing conditions at the site to help with the discussion of your proposal. The planner will be able to determine which items listed on the application Submittal Checklist will be needed for your proposal and which, if any, may be waived due to the scale and/or complexity of your project.

Application Filing. An application, with all applicable items listed on the Checklist, may be filed at the Development Services Department located at the Civic Center Annex at 659 N. La Cadena Drive (across from City Hall), Colton, CA 92324, between 8:00 a.m. and 4:00 p.m., Monday through Thursday. A Development Application Packet (DAP) may be obtained from the city's website, www.ci.colton.ca.us, on the Planning page under applications accessible via the City Hall drop menu>Development Services>Planning (or by contacting the Development Services Department). Consult with a planner regarding the Submittal Checklist to determine which items are needed for your application.

CITY OF COLTON DEVELOPMENT APPLICATION FLOWCHART

