

TO BE COMPLETED BY STAFF:

The proposed project qualifies as the following type of minor improvement project:

- ___ A. Screening projects for utility meters, air conditioning units, trash systems or other objectionable items.
- ___ B. Fence remodels or additions.
- ___ C. Small landscaping or shading projects.
- ___ D. Bicycle space designs.
- ___ E. Small paving projects, including handicap access ramps.
- ___ F. Swimming pool alterations and fencing.
- ___ G. Signs for public and special events.
- ___ H. Repainting of existing building if similar to existing colors.
- ___ I. Tree removal, protection or maintenance.
- ___ J. Awnings and other weather protection structures.
- ___ K. Lighting.
- ___ L. Demolition or removal of minor improvements.
- ___ M. Small prefabricated storage buildings.
- ___ N. Landscaping plans where not a part of a larger project to be reviewed under Design Review.
- ___ O. Color selections.
- ___ P. Sign face changes, both within and outside the Core Area.
- ___ Q. Temporary signs and displays for Auto Center activities within the Auto Center Zone.
- ___ R. Alterations such as additions, replacement, or relocation of doors, windows, balconies, or chimneys that do not affect the character or style of the structure.
- ___ S. Expansions and alterations not visible from the public right-of-way.
- ___ T. Other small structures categorically exempt from environmental review such as modification or construction of small structures on multi-family residential projects, such as green houses, shade structures, demolition and reconstruction of small incidental structures.
- ___ U. Signs which conform to a sign program having design review approval, the downtown sign guidelines, and the citywide sign design guidelines.
- ___ V. Signs on awnings or canopies which are:
 - (a) consistent with the location and area requirements of the sign ordinance; and
 - (b) replacements for approved signs of greater or equal square footage which will be removed upon construction of the awning, and
 - (c) within the Core Area Specific Plan area; and
 - (d) subordinate to the main function of the awning, to provide sun and rain protection to pedestrian areas and enhance the appearance of the building.
- ___ W. Signs under awnings or canopies which are:
 - (a) no greater than five square feet in total area;
 - (b) located beneath an awning or canopy with the main function of providing sun and rain protection to pedestrian areas and enhance the appearance of the building;
 - (c) oriented toward the pedestrian by being placed perpendicular to the adjacent street or parking lot; and
 - (d) consistent with the total square footage sign limitation for the business.
- ___ X. Portable signs on sidewalks in the C-C zoning district which meet the standards of the Zoning Ordinance and the Planning Commission Guidelines.
- ___ Y. Exceeding 40% FAR if the addition meets FAR Reso. #1-Series 2006, adopted August 9, 2006.

Notes: 1) Minor improvement projects must comply with the City's tree preservation ordinance. If applicable, submit tree modification permit form and/or tree removal request form; planning staff will review with City Arborist.



MINOR IMPROVEMENT RECORD NO. _____

PROPERTY ADDRESS: _____

NAME OF BUSINESS: _____

PROJECT DESCRIPTION (Attach conceptual sketch if applicable):

ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

SUBMITTED BY (NAME): _____

ADDRESS AND TELEPHONE NUMBER: _____

PROPERTY OWNER NAME AND ADDRESS: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

Notes: Minor Improvements for designated historical resources must be referred to the Historic Resources Management Commission for approval.

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TO BE COMPLETED BY STAFF:

Reviewed By

Approved Date

Reference Letter A through Y
(see reverse)

CONDITIONS:

This is not a building permit. Contact the Building Division to determine if a building permit is required.

c: Chief Building Official