



DATE RECEIVED

Amount Paid: \_\_\_\_\_

MINOR IMPROVEMENT RECORD NO. \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

PROJECT DESCRIPTION (Attach conceptual sketch if applicable):

ZONING CLASSIFICATION OF SUBJECT PROPERTY: \_\_\_\_\_

SUBMITTED BY (NAME AND ADDRESS): \_\_\_\_\_

TELEPHONE NUMBER AND E-MAIL: \_\_\_\_\_

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.

The approval of a Minor Improvement shall become null and void if substantial construction in good faith reliance on the approval has not commenced within an eighteen month period subsequent to approval.

cc: Chief Building Official

(rev. 09-07-2021)

**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 similar 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 2010, adopted May 26, 2010.

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.