



CITY OF CAPITOLA

DESIGN PERMIT INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
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Design Permit Overview

A Design Permit is required for new construction and substantial remodel projects. The purpose of a Design Permit is to implement the General Plan's land use and aesthetic goals and policies, ensure compliance with the Zoning Code, and to promote high quality design and neighborhood compatibility. A Design Permit is a discretionary permit which is either considered by the Community Development Director or the Planning Commission at a publicly noticed hearing.

Design Permit Applicability

Capitola [Zoning Code](#) section 17.120, establishes the criteria for when a Design Permit is required. A Design Permit is not required for:

1. First floor additions at the rear of a home which are not visible to the general public, do not exceed four hundred square-feet; do not exceed fifteen feet in height (eight feet maximum plate height); and which utilize matching or compatible building materials.
2. A single accessory structure of less than 120 square-feet, less than 10 feet in height, with no connection to water or sewer. Two or more accessory structures require a Minor Design Permit.
 - Remodel projects which do not include an addition are exempt from a Design Permit unless the work involves a historic structure.

Application Requirements

Applicants must submit a [Master Application](#) and submit necessary fees as established in the City's adopted fee schedule. Design Permit applications also require submission of:

- Property survey
- Site plan, floor plans, elevations, landscape plans
- Materials Details
- Stormwater permit application
- Drainage/erosion control plans

Depending on the nature of the project, a streetscape, shadow study, photometric plans, section drawings, or other information may be necessary.

Time and Cost

Design Permit applications typically require 60-180 days to process. The cost for Design Permits is listed in the [Fee Schedule](#) under Planning Fees.

Design Permit Process

City staff will process a Design Permit application concurrently with any other discretionary permits such as a Conditional Use Permit or a Coastal Development Permit. Design Permit applications are first presented to the City's Development and Design Review Committee, prior to being considered for a decision. The Development and Design Review committee is an advisory body consisting of City staff and consultants. The Development and Design Review Committee is advisory to the applicant and the Planning Commission.

Public Hearing Process

Applicants for a Design Permit should attend the public hearing with their architect or designer, as applicable, and be prepared to present information to support their request. City staff will present its analysis of the request with a recommendation to approve or deny the application. The applicant and their representatives will then have an opportunity to present the project. The public will also have an opportunity to comment. After the hearing body receives all public testimony, the public hearing is closed, and the decision-makers deliberate the merits of the proposal. The decision-makers then decide to approve or deny the proposal; or may continue the item. The decision-makers may also approve a modified project or add conditions as deemed necessary to ensure high quality design and compatibility with existing neighborhood character. Decisions of the Community Development Director may be appealed to the Planning Commission. Planning Commission decisions may be appealed to the City Council.