



## Planning Services Division

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### Marquis de Lafayette's Tips for Success



**Discuss the project with your neighbors early and often.** An informed neighbor makes a happy neighbor. Get to know your neighbors and address their concerns in your initial design.

**Survey first, design second.** Hire a California certified land surveyor to survey the property. Site plans and other applicable submittals are to be based on of the survey. Fences and other permanent structures are generally not an accurate representation of property lines.

**Drop in during Planning counter hours.** Planning staff can identify preliminary concerns with the design of the project and quality of the submittals. The Planning Counter is open Monday through Friday, between 12:00 p.m. and 5:00 p.m.

**Attend a public hearing (Design Review Commission and/or Planning Commission).** This is a great opportunity to hear the Commission's concerns and recommendations for a project that you are not emotionally vested in or attached to, especially when a similarly scoped project will be discussed. The Design Review Commission generally meets the second and fourth Tuesday of every month and the Planning Commission generally meet on the first and third Thursdays of the month. Agendas are posted on the City's website on the Friday prior to the scheduled meeting.

**What would the Design Review Commission say?** Get the Commission's thoughts, before committing to a project. A study session is an opportunity to identify design issues and receive preliminary feedback that can transform the design of the project. Applicants are encouraged to schedule a study session (particularly for larger scope projects) with the Design Review Commission. For more information, visit [www.lovelafayette.org](http://www.lovelafayette.org) > City Departments > Planning > Handouts > Study Session Information Sheet.

**Get to know the City's Residential Design Review Guidelines, inside and out.** The guidelines illustrate good and bad examples of development. In order for the City to approve your application, compliance with these guidelines as well as other criteria and standards (findings) is required. A copy of the guidelines is available from staff or by visiting [www.lovelafayette.org](http://www.lovelafayette.org) > City Departments > Planning > Planning Functions > Design Review.

**Put your best foot forward.** Presentation goes a long way. Consider working with a qualified design professional experienced in hillside projects and in communities with high design expectations, as they can utilize their experience to assist a property owner through the process.

**Submit a complete application.** Make sure that you submit **all** the information necessary to process your application. The more complete the application, the sooner it will be acted upon.

**Join the Information Age.** Empower yourself by utilizing the City's website. The website, [www.lovelafayette.org](http://www.lovelafayette.org), is continuously being updated. Look for helpful information such as the General Plan, Zoning and Planning handouts, application forms, aerial photos, and examples of good submittals.