



## CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (COA) is a certificate issued by the Planning Division approving the alteration, restoration, construction, removal, relocation in whole or in part, of a property on the **Local, State, or National Register of Historic Places, or within a historical district** (i.e., [Old Escondido Neighborhood](#) or in the [Downtown Specific Planning Area](#)). A COA is required for any new construction, modification, and alteration that would affect the **exterior appearance** of a designated historical resource, a property located within a historical district, or a property located within the Downtown Specific Planning Area, including rear and side elevations, as well as the street façade, even when a building permit is not otherwise required. Such exterior modifications include, but are not limited to, repainting, re-roofing, adding/modifying architectural details, porches, window replacement/additions, and fencing. For a complete list of permit/review requirements, please see attached "Activity Construction Review Process."

Projects requiring a COA that are historic or located in a historic district shall comply with the provisions of [Article 40](#) and [Article 65](#) of the Zoning Code and all other applicable laws, as well as be consistent with the [Design Guidelines for Property Owners of Historic Resources](#) for projects located in the Downtown Specific Planning Area requiring a COA, compliance with the Downtown Revitalization area specific plan is necessary (**on file with the City Planning Division**). Some projects may require additional review by the Design Review Board, Engineering Permits, and/or building permits (see attached).

Prior to submittal of a COA application for a project that requires Design Review, a pre-application meeting with a member of the Planning staff will be necessary to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

**Submittal Requirements** (for projects requiring COA Staff review only— see attached [Activity Construction Review Process](#))

1. Completed and signed [application form](#)
2. One (1) copy of proposed plan (photo/drawings)
3. For material/color changes (repaint/re-roof):
  - a. Current photo of property depicting all elevations
  - b. Proposed color/material samples
  - c. Illustration/identification of location for proposed colors/materials
4. Other exterior modifications (requiring Design Review Board approval):
  - a. Photos of site and adjacent properties
  - b. Color/material board
  - c. Site plan shall include:
    - North arrow and graphic scale
    - Exterior boundaries of the subject property, property dimensions and adjacent streets.

All structures, parking areas, driveways and landscape planters.

For fences/walls: location, height and type (note whether existing or proposed).

Location and dimensions of existing and proposed structures (note whether to remain or to be removed and the type and use).

d. Building Elevation Plans (when applicable) shall include:

Details for north, south, east and west sides of structures

Height of each building

Locations and dimensions of doors, windows, architectural detailing, chimneys, mechanical equipment (and screening), etc .

Types and colors of materials proposed.

Floor plans (when applicable) shall include:

Square footage and dimensions of each room, floor and total square footage of building.

Type and use of rooms.

### **Procedure**

Certificate of Appropriateness applications shall be submitted to the Planning Division for review to determine conformance with [Article 40](#) and [Article 65](#) of the Zoning Code, and other applicable ordinances and policies of the City of Escondido. Those COA applications that do not require design review pursuant to the above referenced articles shall be processed and approved, conditionally approved or denied within five (5) working days from the date of determination of a complete application.

## Activity Construction Review Process

Type of Work to be Done	Staff	COA Required Reviewed by: DRB	Building Permit* Issued by: Bldg. Dept.	Engineering Permits Issued by: Eng. Dept.
New construction:				
primary structure	X	X	X	
outbuildings	X	X	X	
additions (including porch enclosures, dormers, etc.)	X	X	X	
Removal, Demolition	X	X	X	
Relocation	X	X	X	
Exterior changes to the structure and restoration				
material changes (siding, brick, stucco, metal, etc.)	X		X	
architectural details and decorative elements (fish scale, shingles, dentils, shutters)	X		X	
porches (columns, cornices, trim, railing, ornamentation)	X		X	
roofs (covering, change in shape, eaves, ornament)	X		X	
staircases (exterior)	X		X	
doors	X		X	
windows, skylights	X		X	
mechanical systems (window units, exhaust fans, vents)	X		X	
storm windows, door, security grilles	X		X	
fire escapes	X		X	
satellite dishes	X		X	
solar collectors	X		X	
Changes and modifications to the site:				
grading	X	X		X <sup>1</sup>
parking lots (pavement and landscaping)	X	X		X <sup>1</sup>
surface paving	X	X		
public right-of-way improvements (curb & gutters, sidewalks, street paving, driveways, curb cuts)	X	X		X <sup>2</sup>
street furniture	X	X		X <sup>2</sup>
removal of specimen vegetation			PER Article LV, Sections 33-1062-1070 Clearing and Grubing Ordinance	
Fencing walls, retaining walls	X		X <sup>3</sup>	
Plot Plan Approval	X	X		
Conditional Use Permit	X	X		

Appeals of staff decisions may be made to DRB. Appeals of DRB decisions may be made to City Council.

1. Grading Plan Approval and Grading Permit required over 1' fill, over 2' cut or over 200 c.y.
2. Encroachment Permit required for any work in public right-of-way.
3. Fences over 6' high, retention walls over 3' high.

\*Any work over \$20,930 will be routed to Engineering Department for review.

## Activity Construction Review Process

Type of Work to be Done	Staff	COA Required Reviewed by: DRB	Building Permit* Issued by: Bldg. Dept.	Engineering Permits Issued by: Eng. Dept.
New construction:				
primary structure	X	X	X	
outbuildings	X	X	X	
additions (including porch enclosures, dormers, etc.)	X	X	X	
Exterior changes to the structure and restoration				
material changes (siding, brick, stucco, metal, etc.)	X		X	
porches (columns, cornices)	X		X	
roofs (covering, change in shape)	X		X	
satellite dishes	X		X	
solar collectors	X		X	
Changes and modifications to the site:				
grading	X	X		X <sup>1</sup>
parking lots (pavement and landscaping)	X	X		X <sup>1</sup>
public right-of-way improvements (curb & gutters, sidewalks, street paving, driveways, curb cuts)	X	X		X <sup>2</sup>
removal of specimen vegetation			PER Article LV, Sections 33-1062-1070 Clearing and Grubing Ordinance	
fencing walls, retaining walls	X		X <sup>3</sup>	
Plot Plan Approval	X	X		
Conditional Use Permit	X	X		

Appeals of staff decisions may be made to DRB. Appeals of DRB decisions may be made to City Council.

1. Grading Plan Approval and Grading Permit required over 1' fill, over 2' cut or over 200 c.y.
2. Encroachment Permit required for any work in public right-of-way.
3. Fences over 6' high, retention walls over 3' high.

\*Any work over \$20,930 will be routed to Engineering Department for review.

# Downtown Specific Plan

## IMPLEMENTATION & ADMINISTRATION

Figure VIII-1  
**ACTIVITY CONSTRUCTION REVIEW PROCESS**

Type of Work to be Done:	COA Required Reviewed by:		Building Permit Issued by: Bldg. Div.	Engineering Permits Issued by: Engin. Div.
	Staff	DRB		
<b><u>New Construction:</u></b>				
Primary Structure	X	X	X	
Out Buildings	X	X	X	
Additions (including porch enclosures, dormers, etc.)	X	X	X	
<b><u>Removal, Demolition</u></b>				
	X	H	X	
<b><u>Relocation</u></b>				
	X	X	X	
<b><u>Exterior Changes to the structure and material restoration changes:</u></b>				
Architectural details and decorative elements: (fish scale, shingles, dentils, shutters, siding, brick, stucco, metal, etc.)	X	X <sup>1</sup>	X	
Painting – exterior	X	X <sup>1</sup>		
Awnings and canopies	X	X <sup>1</sup>	X	
Porches (columns, cornices, trim, railing, ornamentation)	X	X <sup>1</sup>	X	
Roofs (covering, changes in shape, eaves, ornament)	X	X <sup>1</sup>	X	
Staircases, steps (exterior)	X		X	
Doors	H		X	
Windows, skylights	H		X	
Mechanical systems (window units, exhaust fans, vents)	X		X	
Storm windows, doors, security grills	X		X	
Fire escapes	X		X	
Satellite dishes	X		X	
Solar collectors	X		X	
<b><u>Changes and modifications to the site:</u></b>				
Grading	X	X		X <sup>2</sup>
Parking lots (pavement and landscaping)	X	X		X <sup>2</sup>
Surface paving	X	X		
Public right-of-way improvements (curb & gutters, sidewalks, street paving, driveways, curb cuts)		X	X	X <sup>3</sup>
Street furniture	X	X		X <sup>3</sup>
Swimming pools	X			
Light fixtures	X			
Removal of specimen vegetation	Pursuant to Article 55, Sections 33-1068A – 33-1069			
<b><u>Signs</u></b>	X	X		
<b><u>Fencing walls, retaining walls</u></b>	X		X <sup>4</sup>	
<b><u>Plot Plan Approval</u></b>	X	X		
<b><u>Conditional Use Permit</u></b>	X	X		

Appeals of staff decisions may be made to DRB. Appeals of DRB decisions may be made to Planning Commission.  
X = Review required for all buildings.

H = Review required for properties listed on the City's Historic Local Register only.

1. Review required for all structures EXCEPT single-family residences NOT on the Historic Register.
2. Grading Plan Approval and Grading Permit required for over 1 foot of fill, over 2 feet of cut, or over 200 cubic yards.
3. Encroachment Permit required for any work in the public right-of-way.
4. Fences over 6' high, retention walls over 3' high.