



# Site Development Review

Community Development Department  
 Planning Division  
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## General Information

Pursuant to 20.52.080 of the Zoning Code the purpose of a Site Development Review is to provide a process for the review of specific development projects in order to:

1. Ensure consistency with General Plan policies related to the preservation of established community character, and expectations for high quality development;
2. Respect the physical and environmental characteristics of the site;
3. Ensure safe and convenient access and circulation for pedestrians and vehicles;
4. Allow for and encourage individual identity for specific uses and structures;
5. Encourage the maintenance of a distinct neighborhood and/or community identity;
6. Minimize or eliminate negative or undesirable visual impacts;
7. Ensure protection of significant views from public right(s)-of-way in compliance with Section 20.30.100 (Public View Protection); and
8. Allow for different levels of review depending on the significance of the development project.

A Site Development Permit shall be required before the issuance of a Building or Grading Permit for any new structure identified in the following table:

Type of Construction	Role of Review Authority (1) (2) (3)	
	Zoning Administrator (Minor Review)	Planning Commission (Major Review)
<b>Residential Construction:</b> 5 to 20 dwelling units, without a tentative or parcel map.	Decision	Appeal
<b>Residential Construction:</b> 5 or more dwelling units with a tentative or parcel map and 21 or more dwelling units, without a tentative/parcel map.		Decision
<b>Residential Construction:</b> On a bluff, an increase in the boundaries of a development area in compliance with the findings in Section 20.28.040 (Bluff Overlay District).		Decision
<b>Mixed-Use Projects:</b> 1 to 4 dwelling units and nonresidential construction of up to a maximum of 9,999 square feet of gross floor area.	Decision	Appeal
<b>Mixed-Use Projects:</b> 5 or more dwelling units and/or nonresidential construction of 10,000 square feet or more of gross floor area.		Decision
<b>Nonresidential Construction:</b> 10,000 to 19,999 square feet of gross floor area.	Decision	Appeal
<b>Nonresidential Construction:</b> 20,000 square feet or more of gross floor area.		Decision
<b>Height Limit Increase:</b> Increase in maximum allowed height limit in compliance with findings in Subsection 20.30.060. (Increase in height limit).		Decision
<b>MU-W1 Zoning District:</b> All new development, additions, and exterior remodeling.	Decision	Appeal

Note:

- (1) "Decision" means that the review authority makes the final decision on the matter; "Appeal" means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Chapter 20.64 (Appeals).
- (2) The Zoning Administrator may defer action and refer the request to the Commission for the final decision.
- (3) If a Site Development Permit requires Zoning Administrator review, but also requires another discretionary application that requires Planning Commission Review, the Planning Commission shall be the review authority for any and all the applications.

## Justification and Required Findings

Pursuant to 20.52.080 F., the review authority may approve or conditionally approve a Site Development Review application, only after first finding all of the following:

1. Allowed within the subject zoning district;
2. In compliance with all of the following applicable criteria:
  - a. Compliance with this Section, the General Plan, this Zoning Code, any applicable specific plan, and other applicable criteria and policies related to the use or structure;
  - b. The efficient arrangement of structures on the site and the harmonious relationship of the structures to one another and to other adjacent developments; and whether the relationship is based on standards of good design;
  - c. The compatibility in terms of bulk, scale, and aesthetic treatment of structures on the site and adjacent developments and public areas;
  - d. The adequacy, efficiency, and safety of pedestrian and vehicular access, including drive aisles, driveways, and parking and loading spaces;
  - e. The adequacy and efficiency of landscaping and open space areas and the use of water efficient plant and irrigation materials; and
  - f. The protection of significant views from public right(s)-of-way and compliance with Section 20.30.100 (Public View Protection).
3. Not detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed development.

## Application requirements submitted to the [CiViC online portal](#):

1. A completed [Discretionary Application Owner's Affidavit](#).
2. Project Description and Justification

A written statement describing the proposed project in detail. This document will serve as the formal statement to the approving authority on what the project is and why it should be approved. Please include any relevant information which supports the application and the required findings pursuant to Section 20.52.080 F., which are noted above.

3. Public Noticing Requirements.

Please refer to the Planning Division's handout on [Public Noticing Requirements](#) for more information on the application materials required for a public hearing.

4. Plans

Site Development Review applications must be accompanied by one (1) full size and four (4) reduced to 11" x 17" (with details itemized on 8 1/2" x 11" sheets if necessary) sets of plans. Please include the plot/site plans, floor plans, and elevations indicating existing and proposed conditions. The plot plans must display the entire property, property lines, adjacent streets, and existing and proposed buildings/structures with emphasis on the

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request. Please draw plans to scale and show all necessary dimensions to give a true and clear picture of the existing and proposed conditions. Provide exterior elevations of all existing and proposed structures. Each set of plans must be collated, stapled, and folded to a maximum size of 8½" x 14".

### 5. Filing Fee

A filing fee is required at the time of filing to partially defray the cost of processing and other expenses. The Planning Department will advise you of said fee.