



# **CITY OF VISTA**

## **Early Design Review Requirements**

(Revised 7/1/2025)

### **SUBMITTAL REQUIREMENTS**

1. Completed Early Design Review Application Form (attached). Original signed documents only; no copies.
2. Project Description. This project description should be typewritten on 8 ½ by 11 page(s).
3. Public notification materials.
  - a. A mailing list of all property owners and occupants (when property is not owner-occupied) within 500 feet of the exterior boundary of the project site.
  - b. Three (3) sets of labels of all property owners and occupants within 500 feet of the property boundary printed on white self-adhesive labels, size 1" x 2 5/8", 30 labels per sheet (Avery Laser 5960 or other labels using Avery 5160 software layout).
  - c. Assessor's map identifying the subject property and all surrounding properties within a 500-foot radius of the boundaries of the subject property.
4. Authorization letter(s).
  - a. When the applicant is not the property owner, a signed and notarized authorization letter that includes the owner's expressed permission to submit the application on his/her behalf. Original signed documents only; no copies.
  - b. Additional notarized authorization letters will be required for all other designated signors, as applicable.
5. One (1) materials sample board (maximum size 8½" x 11") displaying proposed finish materials.
6. Two (2) hard copy sets (11" x 17" size) and one electronic copy on a USB flash drive of colored elevations showing all four (4) sides of each building.
7. Ten (10) sets of full size plans are required for an Early Design Review submittal. Plan submittal shall include, but not limited to, Conceptual Site Development Plan, Conceptual Floor Plans, Conceptual Building Elevations and Design, and Conceptual/Preliminary Grading Plan.
8. One (1) reduced set of plans (8½"x11") (both hard copy and electronic version) that includes all sheets in the full size plans set.
9. Photographs of the surrounding neighborhood immediately adjacent to the project site.