



## MEMORANDUM

**TO: PLANNING COMMISSION**

**FROM: PLANNING STAFF**

**DATE: October 23, 2007**

**RE: Design Review Submittal Requirements and Checklists**

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On October 9, 2007, the Planning Commission expressed concern about the quality of drawings submitted to the City of Martinez for development applications and requested staff to research and review design review submittal requirements and checklists of neighboring cities. Specifically, the Planning Commission asked staff to look at checklists from City of Concord, City of Pleasant Hill and City of Pinole. Staff has reviewed the design review requirements for these cities and the City of Danville, which was a presenter at the League of California Cities Planners Institute earlier this year. The submittal requirements and checklists from the researched cities are attached, including the City of Martinez requirements.

Of all the cities researched, the City of Concord has the most thorough and extensive checklist. The City of Concord requires all plans to be signed and stamped by a licensed professional, such as a civil engineer, architect, and landscape architect. The City of Concord exempts detached single family from design review to comply with the California Business and Professions Code (see attached) which allows unlicensed persons to design certain types of construction. The City of Pleasant Hill's submittal requirements clearly indicates the number of copies or sets required and allows plans to be prepared by a building designer or a licensed professional. Like the City of Concord, the City of Pleasant Hill requires rendered plans and elevations. The City of Pinole does a good job in explaining the design review process in the same document that contains the submittal requirements. The City of Danville provides a basic checklist with a useful exhibit. It should be noted that the City of Danville and City of Pinole do not specifically indicate who must prepare plans.

The City of Martinez mainly relies on the development application checklist for design review permit applications. There is a lengthy and somewhat confusing application submittal requirements packet, last updated in July 2000 that lists basic plan information and design review requirements. There is also a design review application guide that explains the design review process. The zoning excerpt on design review along with the submittal requirements and checklists is available online or at City Hall. The City of Martinez does not specify who must prepare plans, but we follow the California Business and Professions Code.

The Planning Commission concern about quality of drawings can be resolved with updating the design review submittal requirements and checklists, and perhaps adding

to that list to require more professionally prepared submittals (i.e. a wet stamped grading plan prepared by a licensed engineer).

Specific changes staff is proposing to make over the next 45 days are to:

- Reformat existing submittal requirements to make them easier to read.
- Integrate the submittal requirements with the zoning excerpt available on the City's website and counter handout.
- Establish consistency between the Planning and Building Divisions regarding who may prepare plans submitted for design review.
- Conduct more quality control at the staff level, reviewing drawings for accuracy, internal consistency and overall completeness.

Each applicant may have a different interpretation of the submittal requirements and each applicant is dealing with unique factors such as affordability and knowledge or skill levels. Staff has been very conscientious of each applicant's situation and helps applicants to the extent allowed by our expertise. As staff we try not to turn away applicants who may be less capable of producing polished drawings, although we many times suggest getting professional assistance. Staff believes with the above changes we can achieve the proper balance between providing good customer service and receiving quality submittals.

Cc: Design Review Committee  
Karen Majors, Assistant City Manager

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## UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height.
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings, of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.\*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipments including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such stairways, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

\*Unless the building official having jurisdiction determines that an undue risk to the public health, safety or welfare is involved.

## DESIGN LIMITATIONS FOR PROFESSIONALS



STRUCTURAL ENGINEERS	CIVIL ENGINEERS	ARCHITECTS
No limitations; may design any building of any type.	May design any type building with these exceptions: <ul style="list-style-type: none"> <li>• The structural portion of a hospital.</li> <li>• In Los Angeles can design buildings exceeding 160 feet in height, but structural engineers must design all structural portions when a building exceeds 160 feet in height.</li> </ul>	May design any type building with these exceptions: <ul style="list-style-type: none"> <li>• The structural portion of a hospital.</li> <li>• In Los Angeles can design buildings exceeding 160 feet in height, but structural engineers must design all structural portions when a building exceeds 160 feet in height.</li> </ul>

APPLICABLE STATUTES	APPLICABLE STATUTES	APPLICABLE STATUTES
6731, 6736, 5537.1 of B & P Code	15013 of H & S Code 5537.5, 6731, 6735 of B & P Code, Los Angeles Building Code 91.0209	5537, 5538, 6737.1 of B & P Code

# City of Martinez Development Application Checklist

## APPLICATION REQUIREMENTS

Your completed application requires the following checked items:

REQUIRED	SUBMITTED
<input type="checkbox"/> Application form	<input type="checkbox"/>
<input type="checkbox"/> Letter of explanation	<input type="checkbox"/>
<input type="checkbox"/> Stormwater Control Plan	<input type="checkbox"/>
<input type="checkbox"/> Business plan (including hours of operation, # of employees, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Letter of authorization from the property owner	<input type="checkbox"/>
<input type="checkbox"/> Title Report	<input type="checkbox"/>
<input type="checkbox"/> Soils Report	<input type="checkbox"/>
<input type="checkbox"/> Site plans & floor plans with dimensions	<input type="checkbox"/>
<input type="checkbox"/> For commercial projects, plans shall be prepared by licensed architect or professional engineer	<input type="checkbox"/>
<input type="checkbox"/> Building elevations with dimensions	<input type="checkbox"/>
<input type="checkbox"/> Color and material board	<input type="checkbox"/>
<input type="checkbox"/> Landscape plan (must include plant type, common name, size, zone suitability)	<input type="checkbox"/>
<input type="checkbox"/> Irrigation plans	<input type="checkbox"/>
<input type="checkbox"/> Photos of the site (may also include photos on CD)	<input type="checkbox"/>
<input type="checkbox"/> 8 1/2 " by 11" reduction of the site plans, floor plans & elevations	<input type="checkbox"/>
<input type="checkbox"/> Application Fee (non-refundable) payable to the City of Martinez.	<input type="checkbox"/>
<input type="checkbox"/> 300ft. Notifications Material (Contact Title Co or County Assessors)	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>

Once we have received your complete application, we will schedule the item for a Planning Commission, Design Review Committee or Zoning Administrator hearing. Public notice of the hearing will be given in accordance with the requirements of Government Code Section 65905, including mailing to adjacent property owners and publication in the local newspaper. The Planning Commission holds meetings every second and forth Tuesday of each month at 7 PM in the Council Chambers. You will be placed on the first available meeting agenda, generally thirty (30) days from submittal of a complete application. If you would like staff to conduct a preliminary plan review before you submit the formal application, please contact Planning at (925) 372-3515.

Planning staff is available from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:00 p.m. Monday through Friday at 525 Henrietta Street, Martinez, CA 94553. We appreciate your cooperation. Thank you.

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REVISED 7/00  
CITY OF MARTINEZ  
COMMUNITY DEVELOPMENT  
DEPARTMENT APPLICATION SUBMITTAL REQUIREMENTS

Preliminary Review Use Permits Design Review Variances Design Review-  
Signs Lot Line Adjustments Tentative Map Telecommunication Permits Vesting  
Tentative Map General Plan Amendments\* Planned Unit Development  
Rezoning/Zoning Amendments\* PRELIMINARY REVIEW 4 Sets of plans, Filing  
Fee (see fee schedule) Preliminary Development Plan, Preliminary Tentative  
Map, Site Plan

Site Plan containing the information listed in "Basic Plan Information".  
Preliminary Design Review Design Review is required for all projects which  
require a building permit with exceptions for single family residential. Design  
Review is required for Vesting Tentative Maps and Planned Unit Developments  
(PUD'S). PUD's are required for subdivisions in the Alhambra Hills Specific Plan  
Area and John Muir Parkway Specific Plan Area. When required, the Design  
Review Committee reviews preliminary and final plans and makes  
recommendations to the Planning Commission. (See Design Review application  
guide).

Preliminary building elevations (1/8" = 1', scale, minimum) showing all sides,  
dimensions, height and materials

Floor plans w/overall exterior dimensions

Preliminary Landscape plans (1" = 40' scale, minimum)

Supplemental Plans/Information Additional information which may be helpful for  
more specific comments on your proposal.

Photos of site and surrounding area

Cross sections of the site

A preliminary soils report and geotechnical investigation

Staking of the site

Photomontages or other visual analysis for visually significant sites BASIC  
PLAN INFORMATION - Base information required to be on all plans submitted  
for preliminary review including tentative maps, site plans and development  
plans and for all plans submitted with applications for a Tentative Map, Planned

Unit Development, Use Permit and Design Review. Any information required for preliminary review, shall be included in the plans submitted with the formal application. All plans shall be clearly and legibly drawn, 1:40 scale minimum, unless otherwise noted, except all PUD development plans shall be drawn at 1:10 or 1:20 scale, on sheet of with a minimum size of 24"x 36" and maximum size sheet no larger than 36"x 45". All submitted plans shall be folded to a maximum size of 9" x 12". All plans shall be prepared by a licensed civil engineer, land surveyor, architect, landscape architect or building designer, provided that boundaries and topographic survey be provided by a licensed land surveyor or qualified engineer.

Name, address and phone number of the record owners of the property; the subdivider (if not the applicant) and of the plan preparer

Statement that applicant is owner of the property or authorized agent of the owner

Date of preparation; north arrow, scale, vicinity map

Project boundary lines, showing distances and bearings

Name, location, width and approximate grades of streets, all eys and pedestrian ways within the proposed subdivision and adjacent to the proposed subdivision; suggested locations of street extensions and connections to surrounding properties

Existing and proposed contour lines (2' contour intervals) with spot elevations, including grading close to buildings, pad elevations, height and steepness of all cut and fill slopes, identification of areas over 20% and 30% slope, contours should be extended beyond the property a sufficient distance to show relationships with adjoining properties and feasibility of proposed street extensions (minimum 100 ft beyond subdivision)

Preliminary development plan including footprints of all buildings, height and size of structures, setbacks between structures, required and proposed setbacks

Location and height of existing and proposed structures including fences, retaining walls, walls, utilities, lighting, trash enclosures, etc. identifying existing structures to remain

Dimensions of existing and proposed rights of way, curb, gutter, sidewalk, edge of pavement; typical cross section of streets, alleys and pedestrian ways

Location of existing utilities together with widths and locations of all existing and

proposed public and private easements

Existing and proposed lot lines, lot dimensions and size (area), intended use of the lots

Location of all natural features including watercourses, all existing trees (6.5 inches diameter or larger) indicate species, trunk and dripline, accurately plotted, identify all trees to be removed

Location of permanent physical features affecting the proposed subdivision design

Proposed lot drainage, storm drainage plan for property with substantiating calculations

Proposed circulation including driveways, parking and loading areas, general parking lot layout with dimensions and parking tabulations (if applicable)

Slope density calculations per Hillside Development Regulations (Section 22.33, MMC)

Locations and dimensions of proposed community facility sites

#### FORMAL APPLICATION PACKAGE

1. Application Forms (1)
2. Application Fees or Deposit
3. Environmental Checklist
4. 18 sets of full size plans, unless otherwise noted by staff.
5. 20 sets of plans reduced to a maximum size of 11X17 or 8 ½ X 14
6. Public Hearing Notification (see Public Hearing Notification Procedures)
7. Other

#### ENVIRONMENTAL INFORMATION

Completed Initial Study Checklist prepared by the applicant

Deposit of towards the actual cost plus 25% administrative fee for Negative Declarations, Mitigated Negative Declarations, EIR's and/or supplemental studies or peer review, as required. The following factors are considered in the

analysis of environmental effects of a project: Land Use/Planning Policies, Traffic/Circulation, Natural Resources/Biological, Soils/Geotechnical, Hydrology/Drainage, Water Quality, Air Quality, Public Services (Police/Fire/Parks/Maintenance), Noise, Utilities & Services, Energy and Hazardous Materials/Waste, Population/Housing.

A check payable to Contra Costa County for the filing of environmental documents

## DESIGN REVIEW

15 Sets of plans\*

Site Plan containing the information listed in "Basic Plan Information"

Site development summary including tabulation of site area, gross building area, lot coverage, paved area, percent landscaping, breakdown parking requirements

Architectural drawings-all plans shall be drawn to a 1/4" scale or 1/8" equals 1 foot scale

Floor plans w/overall exterior dimension

Roof plan accurately showing roof configuration

Exterior elevations of all sides of each building with all architectural features shown and detailed, all dimensions including building heights shall be shown

All porched, pop-outs, decks patios, covered entries etc shall be shown as a part of the building footprint on the site development plans

Material and Color board, all sides of buildings

Preliminary landscape plans- 1" = 20' scale (or 1" = 10' as required). Plans shall be prepared using the grading plan as a base, showing existing and proposed grades, retaining walls, property lines and building footprints

Plant legend with botanical and common name and size (indicate if native and/or drought tolerant)

Hardscape features; i.e., curbs, headers, raised planting areas

All existing trees to remain and to be removed noted

Details of all proposed fencing and walls and other hardscape features,

including project lighting, mail boxes, utility structures/panels, decorative paving, etc

Irrigation notes regarding type of system

Water Conservation budgets and water use calculations for residential projects of more than 3 units and all non-residential projects

Cross sections through the site and at property boundaries showing relationship to adjacent properties, fencing, wall drainage treatments

Photos of site and surrounding area

Photomontages (May be required)

Perspective drawings (Optional)

Conceptual model (Optional)

Color rendering (Optional)

Shade diagram

Staking or photomontage for visually significant sites

DESIGN REVIEW- SIGNS 2 - 15 sets of plans, two colored plans

Signage program- an appropriate scale

Location of all signs, on-site plan and elevations drawn to scale - Table of total square footage of all site signage

Sample of materials and colors

Sign details

Method of illumination

TENTATIVE MAP 35 sets of plans All plans required for subdivisions (Chapter 21, MMC) are required to be prepared by a registered civil engineer or land surveyor.

The Tentative map shall contain the information listed in "Basic Plan Information"

The tract name and number; number of lots; General Plan/Zoning designations,

## APNs

A key map showing the proposed subdivision and surrounding subdivisions and streets located within 1/4 mile radius of the property boundaries

Approximate grades of all streets and driveways, profiles required in hilly areas, approximate radii of street curves

Lot numbers; common areas

Limitations on rights of access to and from streets, lots and other parcels of land, and locations and widths of nonaccess strips and reserve strips

Location and widths of existing and proposed utilities and public/private easements

Location and widths of watercourses and areas subject to flooding

Locations of structures, canals, pipelines, railroads and other physical features

Locations of boundary lines of the City, school district, sanitary districts and any other taxing districts  
Statements to Accompany Map

Legal description of the property

Existing use or uses of the property

Existing or proposed tract or deed restrictions

Identification and description of existing and proposed easements including any building and use restrictions pertaining to such easements

Proposed uses of the property, including a statement of the relative proportions of the total area of the subdivision proposed to be devoted to each use

Source of water supply

Method of sewage disposal

Provisions for drainage and flood control

Types of street improvements and utilities which the subdivider proposes to install

Statement of other improvements to be made or installed

Statement of the time when improvements are proposed to be made or installed

Description of street tree planting plan

Description and location of public and private community facilities, including parks, playgrounds, schools, shopping centers and other facilities, which would serve the proposed subdivision and mechanisms for maintaining such facilities

Description of the proposed subdivision, including the number of lots, average and minimum sizes of lots, type of development and any other information which would be useful to the City Planning Commission in reviewing the tentative map

A preliminary soils report and geotechnical investigation, required to be reviewed by the City's soils and geotechnical consultant, at the applicant's expense

Hydrology report/Hydraulic calculations including analysis of impacts on downstream facilities

Preliminary Title Report

VESTING TENTATIVE MAP 35 sets of plans

The Map shall contain all of the information listed in "Basic Plan Information" and Tentative Map requirements in addition to the following:

At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map" or "Vesting Tentative Parcel Map"

Comprehensive development plan/grading plan (See PUD requirements)

Landscape plans (See Design Review)

Architectural plans for building elevations, preliminary floor plans (See Design Review)

PLANNED UNIT DEVELOPMENT 15 sets of plans

Applicants must assemble and utilize a design team, typically consisting of a professional land planner, architect, landscape architect and civil engineer for all Planned Unit Development (PUD) conditional use permits.

Site Plan containing the information listed in "Basic Plan Information"

Comprehensive Planned Unit Development Plan/Grading Plan - displaying Public and private open space areas to be retained or created, residential

development areas and the relationship between these areas; Preliminary grading (2 ft contour intervals) showing existing topography and proposed grading for the entire development area including grading for lots, building sites, roads improvements, etc, identification of areas over 20% and 30% slope; Lot information including lot area and dimensions, building footprints, proposed setbacks, required setback lines, average lot size; Street layout and sections; Fit list identifying which models fit on each lot; Location and size of all existing trees, identifying all trees to be removed; Site development concepts; Building groupings

Comprehensive landscaping and visual design plans (drawn on preliminary grading plans, 1" = 20' scale minimum) including location and height of such elements as fences, walls, pathways, street, pathway and building lighting, utilities, signs and other features oriented to the public view (See Design Review requirements)

Site development summary including tabulation of required and proposed site area, lot coverage, paved area, landscaping, number of parking spaces; gross building area

Preliminary floor plans and architectural elevations (See Design Review requirements)

Natural Factors Map-showing vegetation (including ground and shrub cover), including types and sizes of material, where appropriate, stream channels, areas of instability, and sun and wind effects on the site

Opportunities/Constraints Map-showing visual focal points; view potential; adjoining development patterns and housing types; existing utilities or roadways constraining the development of the site; and effects of topography and vegetation on site development

Comprehensive Geologic Report, including seismic analysis

As-Zoned Land Development Plan-preliminary development plan demonstrating in reasonable fashion how the site might be developed consistent with City ordinance and policy requirements in compliance with the basic zoning regulations and in the absence of a planned unit development use permit

USE PERMIT 10 sets of plans\*

Site Plan containing the information listed in "Basic Plan Information".

Address or description of the property, including current use

Written statement describing the proposed use, including number of employees,

hours of operation, including truck deliveries, drop off/pick up, etc, approximate number of vehicle trips per day/peak hours; product produced (if applicable); outdoor activities (storage, work areas, play areas); any activity that may cause odors, glare, noise or dust, hazardous materials, volatile materials or chemical or hazardous waste

Statement describing the use and it complies with the findings for a use permit as prescribed in Section 22.40.070 (See Use Permit Guide)

An accurate scale drawing of the site and surrounding area for a distance of at least 500 feet from each boundary of the site showing the existing location of streets and property lines and the names and last known addresses of the recorded legal owners of all properties shown on the drawing VARIANCES 2 sets of plans (10 sets if project requires Planning Commission approval)

Site Plan containing the information listed in "Basic Plan Information"

Statement of the precise nature of the variance requested and the practical difficulty or unnecessary physical hardship, consistent with the objectives of this title which would result from a strict or literal interpretation and enforcement of the specific requirement.

Statement of findings and supporting data pertinent to the findings required for approval of a variance, prescribed in Section 22.44.070 (See Variance Guide)

LOT LINE ADJUSTMENTS 2 sets of plans

Names, addresses, and telephone numbers of the Record Owners; the assessor's parcel numbers assigned to the parcels

A diagram showing the boundaries of the lots, both existing and proposed with sufficient information to locate the property

A diagram showing the location and names of all existing streets or other public right-of-way in or adjacent to the lots

A diagram showing the location of all existing buildings in the vicinity of the affected lot lines, and notations of structures to be removed

A diagram showing important physical features, such as access and utility easements, railroad rights-of-way, political subdivision lines, rancho lines, and water courses

A diagram showing true north point, dimensional and graphic scale, and date

A diagram showing layout, numbers and dimensions of lots involved

A diagram showing location and width of all proposed easements for all utility purposes

A certificate signed by all owners agreeing to the filing of said application, and agreeing to comply with the provisions of the subdivision ordinance and State Map Act as they apply to the processing and approval of said application

Preliminary Title Report for all properties affected, and sufficient title information to show that the parcels were legally created

**NEW MULTIPLE RESIDENTIAL DEVELOPMENT (CONDO CONVERSIONS)**  
35 sets of plans

Tentative Map containing the information listed in "Basic Plan Information" and

Tentative Map requirements

New condominium developments shall be subject to all applicable rules and regulations prescribed by the State Subdivision Map Act.

Location of each common area;

Location of each private open space;

Locations and dimensions of parking garages and carports including individual parking stalls on the site;

Location and dimension of exterior storage space for each individual unit;

Landscaping Plan

Preliminary Grading Plan;

Elevations of proposed units;

A draft copy of a declaration of CC&R's which will apply and which shall include an agreement for common area maintenance, including facilities and landscaping together with an estimate of the initial assessment fees anticipated for such maintenance; a description of a provision for maintenance of vehicular access areas within the project; and an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit. Tenant Information

Names of current tenants and the length of time they have rented the unit;

Rental history of each unit for the preceding three years;

Current rental rate for each unit;

Any proposed program of relocation assistance by the applicant including the applicant's proposed payment of moving expenses incurred by the present tenants;

The applicant shall have provided proof of the City that each tenant is advised of the intention of the applicant to subdivide the existing apartment complex into condominium units at least 120 days in advance of the date of the filing of the tentative subdivision map. If, within 180 days a change in occupancy occurs resulting in the presence of a tenant who has not received the 180 day notice, the applicant shall file with the Planning Department an agreement signed by that tenant that he waives the 180 day notice requirement. Physical Elements Report

The applicant shall submit a report by an acoustical engineer which determines the STC rating for all common walls and ceiling separations in each unit.

The applicant shall submit to a detailed preconversion inspection to be performed by the City Building Inspector. The inspection report shall identify all areas where minimum code compliance is not achieved per most recently adopted regulations.

#### TELECOMMUNICATION FACILITIES - USE PERMIT/DESIGN REVIEW

Site Plan containing the information listed in "Basic Plan Information".

Updated network facilities plan for the entire City and areas within the City's sphere of influence, including the information listed below pertaining to provision of service over the duration of the network plan and foreseeable future:

Written description of the type of technology and consumer services to be provided

List enumerating the applicant's facilities, including existing, approved, proposed (applications filed and pending) and planned (application expected to be filed) sites for new, upgraded, and abandoned facilities, describing the location, type and number of antennae and equipment stations at each site.

A map(s) depicting the location and boundaries of all coverage areas planned by the applicant and location of applicant's facilities sites within each coverage area (sites should be identified on the map by numbers corresponding to the list)

A separate coverage area map and search ring for the proposed site, including

the information described above as it pertains to the coverage area within which the proposed facility is sited. Topographic maps published by the United States Geologic Survey should be used to prepare base information for the service area maps. (The network and coverage area maps may be combined into a single map if the scale of the map is large enough to provide specific analysis within the coverage area boundaries).

Technical information, including but not limited to radio frequency radiation reports, visual analysis, alternative sites analysis, landscape plans, lighting plans, and architectural and engineering plans shall be prepared by an appropriate qualified professional.

Preliminary title report and any land use easement or restriction (open space, scenic resources, etc.) which encumbers the proposed facility site and a copy of a title report or other legal instrument demonstrating legal access to the proposed facilities site.

Written analysis describing specific factors for selection of the proposed site and reasons why the proposed site is essential to meet the service demands of the carrier

Analysis identifying all technically and commercially feasible alternative sites within the search ring that would provide service to the proposed coverage area avoiding or minimizing adverse effects created by the proposed facility (land use, visual, safety and/or other environmental factors addressed by CEQA).

Information showing that good faith efforts and measures were taken by the applicant to secure any other preferred location sites and specific reasons why such efforts and measures were successful;

Radio Frequency Radiation (RFR) report, measuring predicted and actual (if available) levels of RFR emitted by the proposed facility operating by itself and in combination with other existing or approved facilities at the proposed facility site, showing current standards as adopted by FCC. Measurement shall be based on all proposed, approved, and existing facilities operating at maximum power densities and frequencies.

Landscape plan (see Design Review requirements), including cross sections of the facility and the height of plant materials at one year, two years, five years and full growth

Visual analysis/photomontage showing views from public vantage points and other areas as necessary showing existing and cumulative conditions including the proposed facility and any other existing, approved, or proposed telecommunication facilities at the site, by all carriers, based upon permit applications which have been filed with or approved.



## City of Martinez

525 Henrietta Street, Martinez, CA 94553-2394

### DESIGN REVIEW APPLICATION GUIDE

PROJECT \_\_\_\_\_ DESIGN REVIEW # \_\_\_\_\_

**PURPOSE:** The purpose of the design review process is to promote quality architectural design, good site relationships, attractive landscaping, and other aesthetic considerations of development in the City. Design review approval is required for all applications for a building permit to alter the exterior of an office, commercial, industrial and multi-family residential development. Design review approval is required for all single-family residences proposed where the site is: 1) an undeveloped parcel adjoining one or more undeveloped parcels under the same ownership, 2) located in a "visually significant area," or 3) located within a seismic or geographic hazard area or 4) where the slope under the proposed structure of 10% or greater. Design review is required of planned unit developments, subdivisions and some use permits.

**PROCESS:** Following receipt of an application, the planning staff will study the request, conduct an investigation of the site, and assess the impact and design consideration of the proposal. Conformance to the City's adopted policies and design guidelines will be evaluated. The proposal will be reviewed by the Project Review Committee (PRC), an in-house review board, and by the Design Review Committee, an advisory board. Comments from the PRC and DRC are forwarded to the applicant, along with application forms, fee requirements and listing of required plans and information for a complete application. The applicant is recommended to revise the proposal in response to these comments.

A formal application is then filed with the City, which includes the plans, application fees and public notification requirements. The application will be deemed complete after staff determines that the plans are complete and no new information is needed for the processing the application, unless required for environmental review. Depending on the nature and scope of the proposed project, an initial environmental study may be required.

The decision to approve design review for a proposal may be made administratively by staff, or depending on the complexity of the proposal, referred to the Planning Commission. All design review applications which are processed concurrently with applications for a planned unit development, major subdivision and/or use permit will require a public hearing before the Planning Commission. An administrative decision may be appealed to the Planning Commission within ten (10) days. The estimated processing time for an Administrative approval once an application is deemed complete is 2-6 weeks.

For projects requiring Planning Commission review, once the application is deemed complete and the environmental analysis is complete, the application will be scheduled for a hearing by the Planning Commission. Prior to the Planning Commission hearing, the project is scheduled for review by the Design Review Committee, who provides a recommendation to the Planning Commission. At least ten (10) days prior to the Planning Commission hearing, property owners

adjacent to the subject property will be notified by mail of the forthcoming hearing. The notices will give the time, date, and place of the meeting as well as the location and project description.

A written report will be prepared by staff prior to the hearing. The report will describe the proposal, explain the nature of the request and applicable Code provisions and make a recommendation for approval, approval subject to certain conditions or denial. At the Planning Commission hearing, staff will present the report to the Commission. The Commission will then open the hearing for public testimony, in support of or against the request, beginning with the applicant or applicant's representative. Any written comments received are included in the record. At the close of the hearing, the Commission will discuss the project and testimony received and will make a decision on the project. If the Commission determines that more information is needed prior to making a final decision, the hearing will be continued to a future meeting date. Conditions deemed necessary to protect the best interests of the surrounding area or neighborhood as set forth in the City's Zoning Ordinance and General Plan may be imposed.

Decisions by the Planning Commission are appealable to the City Council, within ten (10) days after the decision is made. The estimated processing time from completed application to the Planning Commission hearing is 6 - 12 weeks.

## **SUBMITTAL CHECKLIST**

\_\_\_\_\_ **Application Forms**

\_\_\_\_\_ **Fees (See Fee Schedule)**

\_\_\_\_\_ **Required Plans (see "Application Submittal Requirements")**  
**Sets of full sized plans (All full sized plans shall be on sheets no larger than 24" X 36" and folded to a maximum size of 9" X 12".**

\_\_\_\_\_ **Sets of reduced plans (8 ½ X 11 or 11 X 17), shall also be submitted.**

\_\_\_\_\_ **Hearing notification requirements.**

\_\_\_\_\_ **Other Required Information.**

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## CITY OF MARTINEZ MUNICIPAL CODE TITLE 22 - ZONING EXCERPTS

NOTE: THIS SUMMARY OF DESIGN REVIEW REQUIREMENTS & ZONING CODE EXCERPTS FROM CHAPTER 34; "GENERAL REQUIREMENTS AND EXCEPTIONS," HAVE BEEN PROVIDED IN THIS DOCUMENT FOR EASE OF REFERENCE. ADDITIONAL REQUIREMENTS, SUCH AS RESIDENTIAL ZONING DISTRICT DEVELOPMENT STANDARDS WILL APPLY TO YOUR PROJECT. PLEASE REFER TO THE COMPLETE ZONING CODE FOR ADDITIONAL INFORMATION.

# DESIGN REVIEW REQUIREMENTS

*PRIOR TO ISSUANCE OF A BUILDING PERMIT, A DESIGN REVIEW APPLICATION IS REQUIRED FOR THE FOLLOWING :*

- *ALL NON-RESIDENTIAL AND MULTI-FAMILY PROJECTS,*
- *SINGLE-FAMILY PROJECTS IN THE R- AND RR- DISTRICTS, WHEN ONE OR MORE OF THE FOLLOWING APPLIES:*
  1. *The natural grade of the permit site under the proposed structure has an average slope of ten (10) percent or greater, or*
  2. *The permit site is an undeveloped parcel adjoining one or more additional undeveloped parcels under the same ownership, including parcels separated by streets and nonexclusive easements, or*
  3. *The permit site is located in a visually significant area as identified on the "visual environment" map in the Open Space and Conservation Element of the General Plan., or*
  4. *The permit site is located within a seismic or geologic hazard area as identified on the "seismic and geologic hazards map" in the Open Space and Conservation Element of the General Plan.*

**REFER TO THE CODE EXCERPTS ON THE FOLLOWING PAGES FOR MORE INFORMATION**

**22.34.030 Design Review--Applicability.**

Each application made for a building permit to construct or alter the exterior of a structure shall be subject to architectural and site design review by the Planning Department prior to issuance of the permit, except as provided below relative to the R and RR Single Family Residential Districts.

***Design Review required for single-family permits on certain sites***

This section and Sections 22.34.040 through 22.34.070 shall apply to applications for building permits in the R and RR districts only when one or more of the following conditions exist:

- A. The permit site is an undeveloped parcel adjoining one or more additional undeveloped parcels under the same ownership, as shown on the current Tax Assessor's rolls. "Adjoining" for purposes of this section and Section 22.34.030 through 22.34.070 includes parcels separated by public rights-of-way, including streets and nonexclusive easements.
- B. The permit site is located in a visually significant area. "Visually significant" areas are those labeled as "visually significant hilltops and ridges," "visually significant hill-sides," "visually significant riparian vegetation" and "visually significant skyline vegetation" on the map entitled "visual environment" within the open space and conservation element of the General Plan.
- C. The permit site is located within a seismic or geologic hazard area. A permit site shall be considered as located within a seismic or geologic hazard area if it appears to lie on a fault trace or on "slopes, twenty (20) to thirty (30) percent having high landslide susceptibility" or on "slopes over thirty (30) percent in grade" as identified on the map entitled seismic and geologic hazards within the open space and conservation element of the General Plan.
- D. The natural grade of the permit site under the proposed structure has an average slope of ten (10) percent or greater. The method for computing slope shall be that specified in Section 22.12.170. (Ord. 845 C.S., 1976; Ord. 822 C.S. § 2 (part), 1975; prior code § 10,114.2(a).)

**22.34.040 Design Review--Plan Submittal--Action by Planning Director.**

Complete site plans and elevations shall be submitted to the Planning Department showing all proposed structural development, the relationship of existing structures and all other proposed improvements. Such drawings shall be considered by the Planning Director in an endeavor to insure that the architecture and general appearance of the site, structures and grounds will be in keeping with the character of the neighborhood, will not be detrimental to the orderly and harmonious development of the City, and reflect City development policies and goals. The Planning Director may, at any time, withhold action and refer the matter directly to the Board of Adjustments. (Ord. 822 C.S. § 2 (part), 1975: prior code § 10,114.2(b).)

**22.34.045 Criteria and Standards.**

The Community Development Director shall not approve any Design Review application unless the proposed design and use conforms with the following criteria and standards by:

- A. Complying with all other applicable provisions of the Martinez Municipal Code involving the physical development of buildings, structures and property, including use restrictions;
- B. Providing desirable surroundings for occupants as well as for neighbors. Emphasis is placed upon exterior design with regard to height, bulk, and area openings; breaks in the facade facing on a public or private street; line and pitch of the roof; and arrangement of structures on the parcel;
- C. Having a harmonious relationship with existing and proposed neighboring developments avoiding both excessive variety and monotonous repetition, but allowing similarity of style, if warranted;
- D. Using a limited palette of exterior colors; those colors must be harmonious and architecturally compatible with their surrounding environment;
- E. Using a limited number of materials on the exterior face of the building or structure. In addition, all interior surfaces normally visible from public property shall be finished;

- F. Having exterior lighting appropriately designed with respect to convenience, safety, and effect on occupants as well as neighbors;
- G. Effectively concealing work areas, both inside and outside of buildings, in the case of non-residential facilities;
- H. Undergrounding all utility boxes unless it can be shown that they can be effectively screened from the view of the general public.
- I. Designing the type and location of planting with respect to the preservation of specimen and landmark trees, water conservation as set forth in Chapter 22.35, and maintenance of all planting;
- J. Establishing a circulation pattern, parking layout and points of ingress and egress (both vehicular and pedestrian), designed to maximize pedestrian safety and convenience and to minimize traffic congestion resulting from the impediment of vehicular movement. When applicable, access for handicapped individuals should be considered;
- K. Ensuring that all signs be designed so that they are in scale with the subject development, and will not create a traffic hazard. Emphasis is placed upon the identification of the use or building rather than the advertising of same;
- L. Substantially preserving views from nearby properties where this can be done without severe or undue restrictions on the use of the site, balancing the property rights of the applicant and the affected property owner(s).

The Community Development Director may attach conditions, including requirements for dedications and offsite improvements, to the approval of any Design Review application when necessary to assure compliance with this section. Approval of Design Review shall expire in one year, in the same manner as set forth in Section 22.40.120 for use permits. (Ord. 1208 C.S. § 1, 1993; Ord. 1195 C.S. § 1, 1993; Ord. 1043 C.S. § I, 1985.)

**22.34.050 Design Review--Appeal to Board of Adjustments.**

The applicant may appeal a decision of the Planning Director to the Board of Adjustments in writing, within ten (10) days of the rendering of the decision. The Board of Adjustments shall review the staff decision within forty-five (45) days of receipt of said appeal and may affirm, modify or reverse the findings of the Planning Director. (Ord. 822 C.S. § 2 (part), 1975: prior code § 10,114.2(c).0)

**22.34.060 Design Review--Appeal to Planning Commission.**

Within ten days of an action taken by the Board of Adjustments, the applicant may appeal the decision in writing to the Planning Commission. The appeal shall be made in a form prescribed by the Planning Commission and filed with the Planning Department. The Planning Commission may affirm, modify or reverse a decision of the Board of Adjustments. (Ord. 822 C.S. § 2 (part), 1975: prior code § 10,114.2(d).)

**22.34.070 Design Review--Appeal to City Council.**

Within ten days of an action taken by the Planning Commission, the applicant may appeal the decision in writing to the City Council. The appeal shall be made in a form prescribed by the Council and filed with the City Clerk. The City Council may affirm, modify or reverse a decision of the Planning Commission. (Ord. 822 C.S. § 2 (part), 1975: prior code § 10,114.2(e).)



## Design Review Application Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with City of Concord Planning and Engineering Divisions to confirm specific requirements and to determine if other applications are required.

- APPLICATION FORM.** Include signature and contact information for the legal property owner, applicant or authorized agent and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application.
- FILING FEE.** (See Fees and Charges Resolution for current year).
- ENVIRONMENTAL FACT SHEET.** Including supplemental studies as required.
- TITLE REPORT.** Prepared within the past three months (two copies).
- STATEMENT OF DESIGN INTENT.** Describe the design program, the designer's approach, and how the architectural, landscape and other elements have been integrated. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objectives, pedestrian circulation, outdoor-use areas, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences.

**REQUIREMENTS FOR ALL DEVELOPMENT PLANS.** If the application is filed in conjunction with other applications, submittal requirements from all applicable checklists shall be incorporated into one set of plans. All plans shall:

- \_\_\_ Be prepared, signed and stamped by licensed professionals.
- \_\_\_ Include the date of preparation and dates of each revision.
- \_\_\_ Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- \_\_\_ Be submitted in collated sets and folded to 8-1/2" x 11".
- \_\_\_ Be numbered in proper sequence.

The following numbers of plan sets are required:

- \_\_\_ 15 sets full size 24" x 36"
- \_\_\_ 21 sets reduced to 11" x 17"
- \_\_\_ 1 set 8 1/2" x 11"
- \_\_\_ 1 each, full-sized rendered Site Plan, Elevations, Cross-Sections, and Landscape Plans. The rendered plans shall be rolled, not folded.

After Final Design Review has been approved, a set of plans shall be submitted on a CD in pdf format for all projects that require Planning Commission or Zoning Administrator approval.

- DEVELOPMENT PLAN SETS.** The following plans shall comprise the development plan set:
  - TITLE SHEET** Including project name, location, assessor's parcel numbers, prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared.
  - SITE PLAN.** Prepared by a licensed Civil Engineer, drawn at 1"= 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
    - Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.

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7.1.2006

## Design Review Application Checklist

- Table with the following information:
  - General Plan and Zoning designations.
  - Size of property including gross & net lot area (square feet and acres).
  - For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
  - For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper stories or levels in a multistory building) and total building area and FAR (Floor Area Ratio = total floor area divided by total net land area).
  - Percent lot coverage, percent of net lot area covered by buildings (total ground floor area of all buildings divided by net lot area).
  - Percentage of net lot area devoted landscaping, common open space and private useable open space.
  - Parking requirements including tabulation of the number of parking spaces required and proposed based on building area, by type (standard, universal, compact and handicapped), and required and proposed parking ratios.
- Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels. Benchmark based on U.S.C. & G.S. datum, 1929 (City of Concord is on the same datum as U.S.C. & G.S., 1929).
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages and sheds, mailboxes, and trash enclosures. Label all structures and indicate the structures to remain and the structures to be removed.
- Dimensions of setbacks from property lines and between structures.
- Location, dimension and purpose (i.e. water, sewer, access, etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records).
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways based on current City of Concord standards, and corner setback lines based on City of Concord Standard Plan S-36.
- Existing topography and proposed grading extending 50 feet beyond the property at 2 foot contour intervals for slopes up to 5% and under 5 feet in height; and contour intervals of 5 feet for slopes over 5% or greater than 5 feet in height. Include spot elevations, pad elevations, percent slope and show all retaining walls with TOW/BOW elevations.
- Preliminary drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.
- Location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, electroliers, street lights, lighting fixtures, underground irrigation and drainage lines.

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7.1.2006

## Design Review Application Checklist

backflow prevention and reduced pressure devices, traffic signal poles, underground conduit for signals and interconnect, and traffic signal pull boxes, signal cabinets, service cabinets, and other related facilities.

- Location and dimensions of parking spaces, back-up, loading areas, and circulation patterns.
- Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater, at 1"=20' scale, indicating species, size (circumference or diameter noted) measured at 4-1/2' above natural or established grade, and base elevation. Trunk locations and the actual spread of tree canopies shall be accurately plotted. Identify all Heritage trees (trees over 72 in. in circumference measured 4-1/2 feet above natural grade, multi-stemmed trees with one stem of at least 24 inches in circumference).
- Location of all natural features such as creeks, ponds, drainage swales, wetlands, etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
- If any parcel is within a FEMA defined 100-year floodplain or floodway:
  - Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CMC Sec. 34-32.b2).
  - Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100 year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the tentative map and the 100 year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.
- CONTEXTUAL PLAN.** Use topographic or aerial map as base. Show the relationship of the project to the building and site features within 50 feet. The map shall include:
  - Building footprints, pad elevations and building height.
  - Land use and zoning designation on all lots.
  - Property lines and dimensions of the subject site and adjacent properties showing all easements.
  - Location of streets, medians, curb cuts, sidewalks, driveways, and parking areas.
  - Location of all creeks, waterways and trees.
  - Vicinity map indicating site in relation to major streets.
- TRUE CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Site Plan.
- PRELIMINARY DESIGN REVIEW BUILDING ELEVATIONS.** Plans shall be drawn by a licensed architect at 1/8" = 1' minimum scale; dimensioned vertically and horizontally with sample representations at 1/4" = 1' scale for detail areas. Elevations should not include superimposed landscaping and trees that hide the buildings. The plans shall include:

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7.1.2006

## Design Review Application Checklist

- Fully dimensioned elevations for buildings identifying materials, details and features include visible rooftop equipment, plumbing, electrical meters and method of concealment.
- All four sides of buildings.
- Vertical dimensions from all points above existing and finished grade on all elevations.
- Topography with existing and proposed grades accurately represented to show building height to show the relationship of the building to the site and adjacent properties.
- Location, height and design of rooftop mechanical equipment and proposed screening. Provide a section detail showing height of equipment in relation to the height of the proposed screen structure.
- Elevations and dimensions for existing structures to remain.
- Location and type of building mounted exterior lighting.
  
- FINAL DESIGN REVIEW BUILDING ELEVATIONS.\*** Plans shall be drawn by a licensed architect at 1/8" = 1' minimum scale; dimensioned vertically and horizontally with sample representations at 1/4" = 1' scale for detail areas. Elevations should not include superimposed landscaping and trees that hide the buildings. The plans shall include:
  - Detailed building sections showing depth of reveals, projections, recesses, etc.
  - Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
  - Details including materials and dimensions of door and window treatments, railings, stairways, handicap ramps, trim, fascia, soffits, columns, fences, and other elements which affect the building. Provide wall sections at 1/2" = 1' scale to clarify detailing as appropriate.
  
- FLOOR PLANS.** Plans shall be drawn by a licensed architect at 1/8" = 1' or larger scale.
  
- ROOF PLAN.** Plan shall be drawn by a licensed architect at 1/8" = 1' or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.
  
- PRELIMINARY LANDSCAPE PLAN.** Plan shall be drawn at 1" = 20' or larger scale by a licensed landscape architect. The plan shall include the following:
  - A conceptual plan showing proposed trees and tree clusters, existing trees to be saved, shrub groupings, lawn and groundcover areas, special paving, hardscape, and site furnishings. Include a landscape legend with a preliminary list of primary plant materials (indicate both Latin and common name).
  - Size, species and spacing of street trees (maximum spacing 30 feet on-center).
  - Size, species, trunk location, and canopy for all existing trees on the site and on abutting properties that could influence site design or be affected by the project, identifying all trees to be removed and to be preserved.
  - Show accurate representation of plant materials within three years.
  
- FINAL LANDSCAPE PLAN.\*** Plan shall be drawn at 1" = 20' or larger scale by a licensed landscape architect. The plan shall include the following:
  - Final planting plan and plant list indicating appropriate trees, shrubs, groundcovers, turf varieties, mulches, and other surfacing materials. Trees shall be a minimum of 15 gallon size and shrubs a minimum of 5 gallon size. Tree sizes may be required to be increased depending on project location, size, or other conditions.
  - Landscape grading plan (may be combined with final site plan or planting plan).
  - Details for tree and shrub planting, staking and specimen tree guying and where applicable, details for espalier treatment of vines and shrubs, permanent tree-staking in parking areas, and details to show the protection of existing trees.
  - Schedule for finish grading, soil preparation and treatment, planting mulching and landscape maintenance, and outline of site inspections to be performed by the landscape architect or owner's representative.

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7.1.2006

## Design Review Application Checklist

- Final construction plan for non-vegetative landscape improvements: paving, fences, walls, retaining walls, planters, trash enclosures, arbors, etc. (may be combined with final site plan or architectural drawings).
- Statement indicating that a fully automatic irrigation system will be provided.
- FENCE PLAN.** Drawn at 1"=20' scale showing the location, height and type of all fences and walls.
- TREE SURVEY.** Survey of all existing trees on the site and adjacent to the site, prepared by a licensed surveyor, drawn at 1"= 20' scale, of all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater (measured at 4-1/2' above natural or established grade), showing accurate trunk locations and drip lines and indicating species, size (circumference or diameter noted) and base elevation. Identify all Heritage trees (trees over 72 in. in circumference measured 4-1/2 feet above natural grade, multi-stemmed trees with one stem of at least 24 inches in circumference).
- ARBORIST REPORT.** Prepared by a certified arborist for any project that includes the removal or disturbance of any Heritage Tree (see CMC Section 114.62) on the site or on adjacent properties, which could be affected by the proposed development.
- LIGHTING PLAN.** Location and type of exterior lighting, both fixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose.
- PRELIMINARY UTILITY PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale, with scale noted, showing the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets.
- PHOTOMETRIC PLAN.** For plan requirements see: [www.cityofconcord.org/livinginconcord/transportation\\_downloads/streetlights](http://www.cityofconcord.org/livinginconcord/transportation_downloads/streetlights).
- STORMWATER CONTROL PLAN.** See Stormwater Control Plan Application Checklist. If the project creates or replaces more than 10,000 sq. ft. of impervious area, a Stormwater Control Plan is required. Provide the following information to determine if the project meets this threshold.
  - Site size in sq. ft.
  - Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in sq. ft.
  - Impervious surface area created, added or replaced in sq. ft.
  - Total impervious surface area in sq. ft.
  - Percent increase/replacement of impervious surface area (new impervious surface area in sq. ft./existing impervious surface area in sq. ft. multiplied by 100).
  - Estimated area in sq. ft. of land disturbance during construction (including clearing, grading or excavating)
- SIGN PLANS.** Plans shall be drawn to scale, at 1" = 20' minimum scale with dimensions, total sign area, colors, materials, sign copy, font styles, sign returns, illumination method, and any other details for all signs. Show dimensioned location and mounting details of signs on building elevations and include a site plan referencing all sign locations and location of ground signs. A colored rendering of all signs shall be provided.

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7.1.2006



# CITY OF PLEASANT HILL

PHONE (925) 671-5209  
FAX (925) 682-9327

100 Gregory Lane  
Pleasant Hill, CA 94523

## ARCHITECTURAL REVIEW SUBMITTAL REQUIREMENTS

The numbers following each type of community development permit refers to the submittal information that must accompany each particular application. The submittal information is described in detail below.

TYPE OF REVIEW	SUBMITTAL REQUIREMENT
Development Plans .....	1, 2, 3, 4*, 5, 6, 7, 8, 9*, 10*, 11*, 12, 13*, 14, 15
Sign .....	1, 2, 3, 4*, 5, 8*, 10, 14, 15
Other - (Check with community development staff)	

(\*These requirements may be waived for small projects; check with community development department.)

The submittal information shall be provided to the community development department. All submittal information shall be presented along with the community development application form, related fees, and any additional information required by the community development department before the application can be accepted as complete.

Size limit: Plans should be no larger than 39" x 42" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

**SUBMITTAL REQUIREMENTS BY NUMBER:**

(Only those items related to the specific type of permit are to be completed.)

**NUMBER  
OF  
COPIES**

- 1            1. Application form - completed and signed.
- 1            2. Fee - check payable to the City of Pleasant Hill.
- 7            3. Location map - indicating the subject parcel(s) and adjacent streets. (May be included on site plan.)
- 1            4. Participant Disclosure Form - completed and signed.
- 1 set        5. Site photographs - (polaroid is acceptable) to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the picture were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view.
- 10          6. Site plans - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.

In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey. For small projects, this requirement may be waived. Check with the community development department.

Site plans shall include the following information:

- a) Legal boundaries - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
- b) Topography - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.
- c) Grading - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).

- d) Streets and lots - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.
- e) Buildings - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.
- f) Features - building appurtenances and features, including balconies, decks, stairs, and roof lines to be shown.
- g) Handicap provisions - details to verify compliance with Chapter 24 of the California Code of Regulations in regards to handicapped parking and pedestrian access routes.
- h) Land use - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.
- i) Coverage - tabulation of building, landscaping, open space and paving.
- j) Public areas - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- k) Trees - species, common name, size, condition, location, and drip line of existing trees of over 12 inches in circumference, 24 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.
- l) Phasing - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.

7. Building elevations - show all elevations of the proposed project with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.
- a) A materials list including a material and color palette board shall accompany the application.

Example:

Exterior materials

Walls: Gail International Corporation "Brickplate" Ceramic Tile, 5" x 10", Satin Glaze.  
 Basic Color - Grey Beige (Sandstone) #3119, Trim Color - Off White #3119  
 Grout Color - to match grey-beige

Color Band Tile: Maybrick 4" x 4" Burgundy  
 Grout Color - Charcoal

Aluminum Door and Window Frames: Medium Bronze Anodized Color

Glazing: Solar Grey

Canopy and Trellis Columns: Natural Concrete

Wood TrellisMembers: Redwood with Olympic Semi-Transparent Stain #713 (dark brown)

If architectural details are not reviewed during the architectural review process, they will be subject to review and approval prior to issuance of building permits.

- b) Lights - show the location, height, size and type of exterior lights.
  - c) Features - indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.
- 7 8. Landscape plan - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

- 7 9. Floor plan - floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.

- 7 10. Signs - sign submittals are as follows:

- A. Site plan - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage);
- B. Elevations - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0");
- C. Rendered sign elevation - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding).
- D. Details - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" = 1' 0"). A side elevation is often helpful in describing the sign;

E. Inventory - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height and locations of all existing and proposed signs.

1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings.

2) Area of each sign (in square feet) shall be shown on all of the above drawings.

Example:

<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>	<u>LOCATION</u>
1	Wall sign	"Antiques"	4' x 6'	10'	West elevation

Sign Colors and Materials:

Canister	Anodized Bronze
Returns	N/A
Background	Opaque White (include manufacturer no's.)
Letters	Red # _____ (include manufacturer no's.)

7            11. Cross sections

The cross sections shall be submitted. They shall be through the major axes of the project extending to the curb line on street sides and 5 to 10 feet onto adjacent properties along other boundaries. They shall be of the same scale as the building elevations. Normal vertical and horizontal scales shall be used to accurately portray the final building elevations in relation to the site, sidewalk, and adjacent properties. Both existing and proposed final grades shall be shown as well as buildings and all other structures. Cross sections should be used to show parapet wall/roof relationships, mechanical walls, if any, fascia/gutter treatment, and door and fenestration details.

1            12. Rendered elevations

One *rendered* elevation for each street elevation which may be submitted to staff up to two days before a meeting. This rendering may be a professional water color perspective or may be a print with color added using magic marker or other felt tip pens, colored pencil, or other medium which will accurately convey the color, texture, and character proposed. Use shadow lines where appropriate. In any case, it should accurately represent the final finished appearance of the building (in its setting) with other improvements and proposed landscaping. Closely adjacent buildings should be blocked in to put the proposed project in proper context.

1            13. Rendered site development plan

1            14. Transparency - an 8 1/2" x 11" clear transparency reduction of all plans for overhead projection.

1            15. Reduction - an 8 1/2" x 11" black and white reduction of each plan.

16. Additional information

- A. Aerial photograph
- B. Perspective sketches
- C. Models
- D. Provide typical building sections showing wall, eave, fascia and roof with roof-mounted mechanical equipment and penthouses shown.
- E. Other: \_\_\_\_\_  
\_\_\_\_\_



Planning

Welcome

Application

Design Review

General Plan -

Current

2007 General

Plan

Update Process

Subdivisions

Use Permits

Zoning

Related Links:

Business Info

Building Division

Housing Division

Public Works

Redevelopment

Agency

DESIGN REVIEW FAQ

- [When is a Design Review Permit Required?](#)
- [What types of projects do not require Design Review Permit?](#)
- [How do I obtain a pre-application review?](#)
- [How do I apply for a design review permit?](#)
- [When is an environmental review necessary?](#)
- [How long does it take to get a design review permit?](#)
- [How does a design review permit get approved?](#)
- [Where do I go for additional permits and information?](#)

**WHEN IS A DESIGN REVIEW PERMIT REQUIRED?**

Nearly all projects (residential and commercial) that involve new construction, exterior alterations, and repainting, require design approval by the City. Design review can take place concurrently with other discretionary permit applications. Design review is conducted by either the City Planner or Design Review Board and Planning Commission. The Design Review Board and Planning Commission review the following projects:

- All projects involving new construction, enlarging of an existing structure, exterior facade change, including painting, landscaping and signs (other than single-family homes)
- All modifications to buildings located in the Old Town Historic Overlay District.

The City Planner reviews projects involving alterations to single family homes, new signs that are consistent with an approved sign program, and minor changes to commercial buildings.

If a project does not fall into one of the above categories, it will usually require review by the Design Review Board. Information on the design review process for buildings in the Historic Overlay District may also be found in a separate information sheet entitled "Old Town Design Guidelines."

**WHAT TYPES OF PROJECTS DO NOT REQUIRE A DESIGN REVIEW PERMIT?**

Most (residential and commercial) projects do require a design review permit. Some projects however, do not and can be approved administratively by the City Planner. The following projects do not require a design review permit:

- Almost any changes to a single family home, including painting, reroofing, adding a deck or patio cover.
- Repainting commercial buildings where there is no change to the exterior colors.
- Relandscaping. Any changes must first be approved by the City Planner.
- Changing a sign, where the new sign is the same size and style as the sign being replaced.
- New sign that is consistent with an approved sign program. Check with City Planner to find out if business is located in a center with an approved sign program.

**HOW DO I OBTAIN A PRE-APPLICATION REVIEW?**

Design review consists of two steps. The first is pre-application review between the project sponsor and planning staff to discuss design guidelines and to establish design criteria applicable to the site and use. The second step is actual review of the project with a decision made by the Design Review Commission. Applicants are strongly encouraged to meet with members of the Public Works and Fire Departments during the pre-application process to identify pertinent issues.

The Planning Division secretary can set up an appointment for pre-application review of your project with the City Planner. By meeting with staff early in the review process, many issues can be resolved which could otherwise cause later delays. The level of design review (Staff or Design Review Board review) and any additional permits that may be required (such as a variance or use permit) can be determined at this time.

**HOW DO I APPLY FOR A DESIGN REVIEW PERMIT?**

The submittal requirements for design review are listed below. Two (2) sets of all items must be submitted initially. If you have any questions regarding a submittal, contact the Planning Division for assistance. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required. After staff has determined that the plans are complete, five(5) additional full sets of plans will be needed for review by the Design Review Board. The plans should be folded to a 82" by 14" size (with the title block on the outside fold). Unfolded plans will not be accepted.

The applicant shall submit to the Planning Division of the Community Development Department thirty-four (34) sets of site plans and building elevations (11x17), plus one (1) full size set (24x36) of the site plan that includes all of the following:

1. North arrow and title block with:
  - a. Scale of plans;
  - b. Name and address of applicant; and
  - c. Date of preparation.
2. All boundary lines on the subject property fully dimensioned and tied in with the center line of adjacent or nearby streets.
3. The name, location, and width of any adjacent public or private streets. Widths should include any required street widening. Pavement, curbs and sidewalks should be indicated.
4. The width and location of all existing or proposed public or private easements.
5. All proposed improvements properly dimensioned. For structures located near major or minor ridge lines, as shown in the General Plan, the applicant must provide documentation of the setback from the ridge line. Structures, where possible, must be setback 400 feet horizontally from major ridge lines and 100 feet from minor ridge lines and a vertical setback of 100 feet from both.
6. All parking spaces and aisles drawn and dimensioned with the flow of traffic noted by arrows and calculations of required number of parking spaces.
7. Preliminary grading plan, including new and existing contours.
8. The location and width of all vehicular and pedestrian access openings into and out of the property.
9. All proposed walls and fences, including height and material.
10. Exterior lighting fixtures and locations (including style, height, color, and intensity).
11. The zoning and existing land use of the subject property and properties contiguous to its boundaries.
12. Location of trash enclosures and solid fences.
13. Location of nearest walls and structures on adjacent properties, the use

- therein, and adjoining driveways.
14. Conceptual sign program.
  15. Location, dimension and elevation of all drainage facilities and utility connections.
  16. Location of fire hydrants and watermain sizes.
  17. Provisions for undergrounding of all utilities.
  18. Indicate all existing street lights, utility poles, trees and signs within the public right-of-way adjacent to the site.
  19. All exterior elevations; scale as appropriate for presentation, but in no case less than 1/8" = 1'. Note location of any signs.
    - a. One elevation should be in color
    - b. Color samples and materials mounted on a board or rigid surface should be submitted.
    - c. Screening of all mechanical equipment, gas meters, electric meters, electric transformers, etc.
  20. Floor plans, that include the following:
  21. Conceptual landscaping plans. (Note: Prior to issuance of building permits, a final plan will be required.)
    - a. Compliance with City's "Landscape Requirements for New Construction" Ordinance;
    - b. Provisions for automatic sprinkler system;
    - c. Location, type and approximate size of existing trees where trunk exceeds 6 inches in diameter at a point 24 inches above grade;
    - d. Location of existing shrubs of 10 feet or more in height or width or hedges of 5 feet in height and 15 feet in length;
    - e. All trees, shrubs and hedges to be removed shall be noted; and
    - f. Location and dimension of all planted areas.
  22. A completed Environmental Checklist (unless the project is determined to be exempt) (original only).
  23. Filing fee (see fee schedule for correct amount). Checks should be made payable to "City of Pinole."

#### **WHEN IS AN ENVIRONMENTAL REVIEW NECESSARY?**

The California Environmental Quality Act (CEQA) requires that certain design review applications undergo environmental review. You will be informed if such review is required for your application. A separate "Environmental Review" handout contains additional submittal requirements.

#### **HOW LONG DOES IT TAKE TO GET A DESIGN REVIEW PERMIT?**

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. The application is then scheduled for a public hearing before the Design Review Board or Planning Commission. A separate schedule of hearing dates and submittal deadlines may be obtained from the Planning Division. It should be emphasized that submittal on a given date does not guarantee scheduling for a particular meeting. Hearing dates can only be confirmed following acceptance of the application.

#### **HOW DOES A DESIGN REVIEW PERMIT GET APPROVED?**

The Design Review Board holds a public meeting to consider the plans and approves, conditionally approves, or disapproves applications for design approval based on criteria contained in the Zoning Ordinance, on the City staffs' recommendations, and on the testimony received at the meeting. A copy of the Board's minutes are then forwarded to the Planning Commission. The Commission then either approves, approves with modifications the recommendation of the Board. In some cases the Commission may refer an application back to the Board for reconsideration of all or part of the plans. After the Commission has acted on the Board's recommendation a copy the Board's minutes are mailed to the

applicant.

The Planning Commission's decision is final unless appealed within 10 calendar days of the date of action. Information on appeals can be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period and until all applicable permit approvals have been secured.

**WHERE DO I GO FOR ADDITIONAL PERMITS AND INFORMATION?**

Visit [Business Info](#) for other important business information, including [Business Licenses](#) and [Startup Resources](#).

[Back to Top](#)

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## DESIGN REVIEW BOARD SUBMITTAL REQUIREMENT CHECKLIST

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DEAR APPLICANT:

*In order for Staff and the Design Review Board to be able to properly evaluate your project, the following information relevant to the project needs to be included on the Project Plans submitted for review. Please indicate which items have not been included in the packet and provide a statement as to why they can not be supplied.*

### GENERAL SUBMITTAL REQUIREMENTS

1. *Prepare a Cover Sheet with the following information:*
  - Sheet index
  - Project data (lot size, zoning, parking etc, see attached sample Project Data Summary)
  - Vicinity map showing sufficient detail to locate site
  
2. *Prepare a Site Plan, clearly and legibly drawn to scale with the following information:*
  - Property lines
  - Existing and proposed improvements with dimensions to all property lines
  - Buildings on adjacent sites (approximate location to shared property lines)
  - Site section (for projects involving hillside/ridgeline lots)
  - Topography lines (for projects involving hillside/ridgeline lots)
  - Site details (i.e., screen walls, trash enclosures, trellises, decks, etc.)
  - Photos with locations keyed to site plan
  
3. *Prepare a Floor Plan, clearly and legibly drawn to scale with the following information:*
  - Overall Floor Plan
  - Windows and exterior doors located
  - Exterior dimensions

4. ***Prepare Exterior Building Elevations, clearly and legibly drawn to scale with the following information:***
  - Building elevations with height dimensions (for Downtown projects, show adjacent structures)
  - Door and window locations
  - Roof elements
  
5. ***Prepare a Roof Plan, clearly and legibly drawn to scale with the following information:***
  - Eave overhangs, ridges, hips and valleys
  - Roof pitch
  
6. ***Prepare a Preliminary Landscape Plan, clearly and legibly drawn to scale with the following information:***
  - Existing trees (show species type, drip line and circumference measured 36" above ground)
  - Proposed tree location, type and quantity
  - Proposed plant materials, type and location
  - Hardscape locations and finishes
  - Water features

#### **MATERIALS AND COLORS LABELING**

##### **Windows**

- List type of frames (wood, metal, aluminum, vinyl, etc.)
- Indicate color of exterior frames
- Label type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)

##### **Exterior doors**

- List type of frames (wood, metal, aluminum, vinyl, etc.)
- Indicate color
- Label type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)

**Siding**

- Show locations of all siding (if more than one type)
- Show direction of material for wood siding (horizontal or vertical)
- Label masonry manufacturer and model for manufactured stone or brick
- Label type of stone, indicate if real
- Show/label masonry caps and trim
- Label type of texture if stucco
- Label sizes of all decorative trim for doors, windows, skirts, braces, posts, etc.
- Label with color scheme (Body, Trim, and Accent) and list colors in a legend.

**Roofing**

- Label with type of material (wood, simulated shakes, metal, tile, composition)
- Label with manufacturer and color

**Driveways, walks, decks & patios**

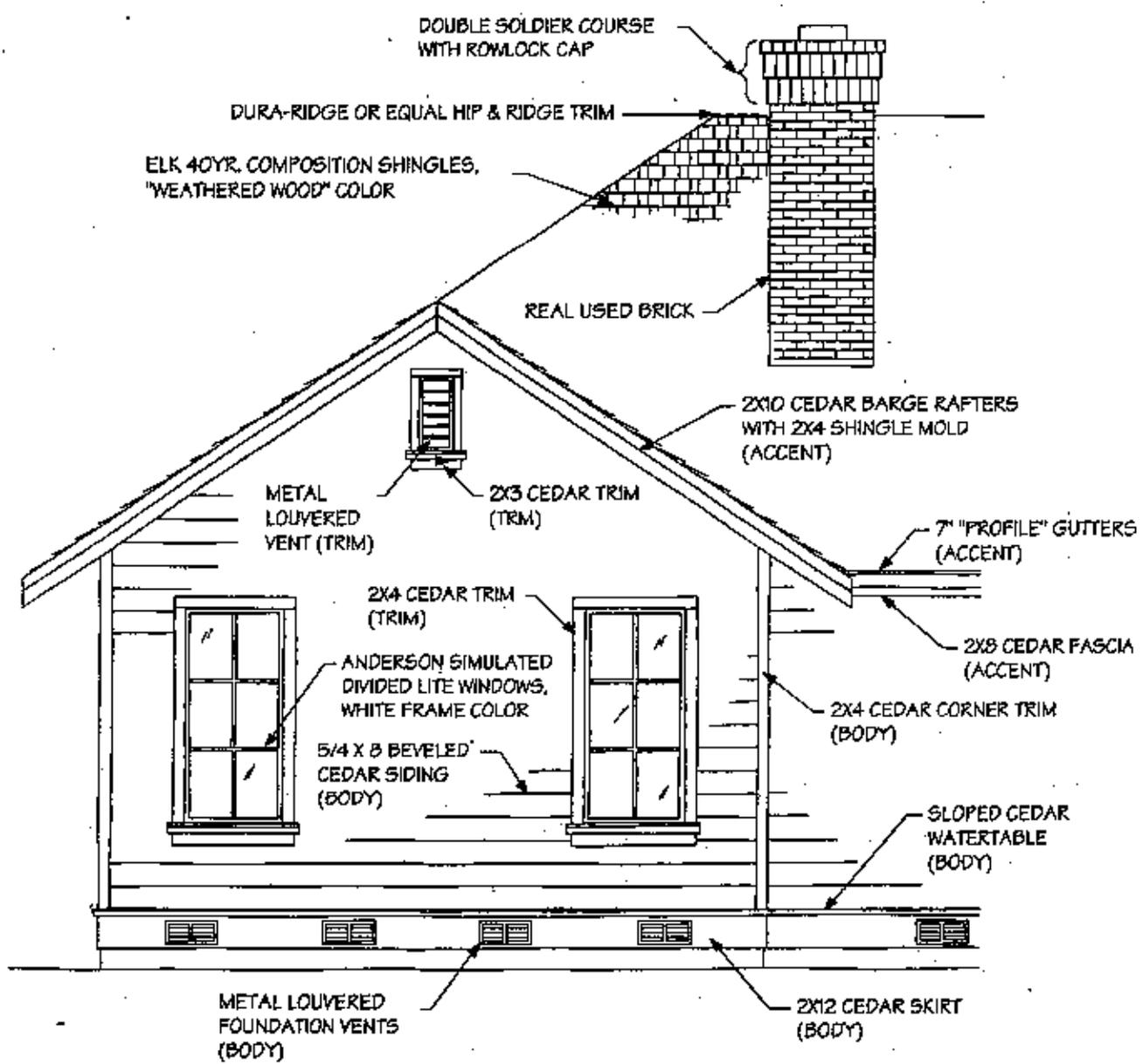
- Label with type of material
- Label with color and finish texture
- Show railing details, finishes and materials

**Lighting**

- Show location and type of fixture (uplight, downlight, flood, lantern)
- Show proposed landscape lighting and fixture type.
- Provide fixture cut-sheets (commercial projects)

***Please submit a copy of the completed checklist along with your project plans to the Planning Division each time you submit an application for Planning Review.***

# SAMPLE OF MATERIALS AND COLORS LABELING



**FRONT ELEVATION**  
1/4" = 1'-0"

<p>"( )" DESIGNATES PAINT COLOR</p> <p>BODY = KELLY MOORE #XYZ</p> <p>TRIM = KELLY MOORE #XY</p> <p>ACCENT = KELLY MOORE #X</p>
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