

## **What is the difference between Design Review and Administrative Design review?**

The Administrative Design Review process applies to the following projects: additions to single-family residences, including interior loft additions, new exterior windows, accessory structures over ten (10) feet in height, and fence, wall or hedge between over six (6) feet in height. Whereas, the Design Review process looks at new structures, exterior alterations and enlargements to existing buildings for commercial, industrial, and multifamily residential projects, and new residential homes.

## **What about tree removal with my project?**

If there are trees to be removed or impacted as part of the proposed project, the project scope needs to state that. The site plan needs to show which trees will remain and which ones will need to be removed, and a tree report will need to be prepared by a city approved arborists.

## **What should I consider when designing?**

The compatibility of the project with the surrounding vicinity should be considered. Be sensitive to the location, size, colors, and materials to be used, as well as the potential affects on adjacent uses and properties, such as privacy or visual factors and impacts to existing vegetation, including trees. The City encourages you to interact with your neighbors and home owners' association (HOA) early in the process to obtain important feedback related to your proposal.

Check with the Planning Division to obtain the appropriate setbacks, height restrictions, and maximum floor area ratio for your lot/zoning.



## **Still have Questions?**



*The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.*

*Public Information Planner*

*Telephone:*

**925-931-5600**

*E-mail:*

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

*Or*

*stop in to see a planner:*

**City Hall  
200 Old Bernal Avenue**

**Monday\* - Friday, 8:00 a.m. - 5:00 p.m.**

**\*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.**

*Printed by the Planning Division*

# **Administrative Design Review**

## **What is Administrative Design Review?**

The City of Pleasanton's Administrative Design Review process is intended to preserve and enhance the City's aesthetic values, as well as the public health, safety, and general welfare.

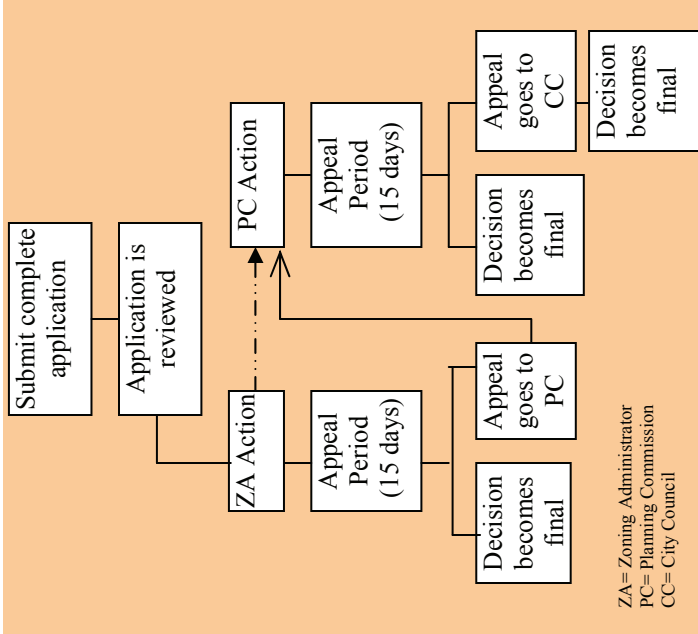


**City of Pleasanton  
Community Development Department  
Planning Division**

**200 Old Bernal Avenue  
P.O. Box 520  
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600  
FAX: (925) 931-5483**

## What is the process?



### Staff Analysis

When your application is submitted it will be reviewed for completeness. The project will be assigned to the staff planner that receives your submittal. The project will be noticed to the adjacent neighbors. The surrounding neighbors will have seven (7) days to review the plans and provide comments and request a Zoning Administrator (ZA) hearing. If no comments or hearing requests are received, and if the project complies with applicable zoning regulations, the project will be approved administratively and an approval letter will be mailed to you. This approval is still subject to a fifteen (15) day appeal period. If comments are received during the noticing period or if an appeal is filed, the project planner will write a staff report with staff's recommendation for action by the ZA. The recommendation can be to approve, to deny or to approve with specific conditions. If there is a hearing, you will be provided with a copy of the proposed conditions of approval prior to the hearing.



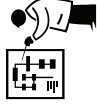
### Appeal Period

Any action taken on a project does not become effective until 15 days after the decision. During this time you or any concerned party may appeal the action to the next higher hearing body by submitting a written request and an appeal fee\*. See the handout on appeals for additional information.

### Public Hearing

In the event that a Zoning Administrator hearing is requested, all concerned property owners will be notified of the hearing date. If an appeal of the ZA action is filed, all property owners within a 1,000 foot radius of the project site will be notified of the project, the appeal, and the time and location of the Planning Commission (PC) public hearing.

At the public hearing, a decision concerning the application will be made. The respective hearing body will consider the information in the staff report and testimony given at the hearing. It is strongly recommended that you attend the hearing to present your case and to answer any questions the hearing body may have. You will be informed in writing of any actions taken on the project and of any conditions that were attached to an approval.



### How long does the process take?

Normally, from the time the application is deemed complete, the process is about **two to three weeks** for administrative level approval\*. This period may be longer if the plans require revisions or if the approval/denial action is appealed. The appeal period is an additional 15-day after the action is taken.

\*This timeline is a goal and a variety of factors can result in a longer timeline.

### Does the approval expire and how do I get a building permit?

After receiving approval for your application, and the appeal period has expired, you have one-year to submit your plans to the Building and Safety Division for a building permit. Information regarding the number of plans, documentation, and building permit fees should be obtained by contacting the Building and Safety Division at (925) 931-5300.

**Your conditions of approval are required to be copied into the building permit plan set.**

The Planning Division does not supply plan copies for use in the building permit phase.



### What documents do I submit?

**Application and fee:** Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

**Property owner signature:** The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

**Association approval:** Applications in areas with a Home Owner's (HOA) need to also provide an approval letter from the Association stating their review and approval of the proposed project.

**Green Building measures:** Green Building checklists are required to be submitted for any size additions to new homes (5 years or less from date of final inspection) and for additions 2,000 sq. ft. or larger to any age home.

**One (1) full size (24"x36") complete set of the following:**

- **Site Plan:** an exhibit which clearly shows the dimensions of the lot, the existing structure(s), any proposed new construction, existing and proposed parking (if applicable), setbacks, and any other aspect of your site that could be an issue. Show all existing trees on the property and indicate any to be removed as part of the project.
- **Floor Plans**
- **Elevation Drawings** (if applicable)
- **Project Data:** The project plans need to contain a table detailing the lot size, existing home size (with and without the garage), and the size of the proposed addition in square feet, and the Floor Area Ratio (FAR).
- **Photographs/Color Boards:** Provide photographs or a color board to illustrate the materials that will be used. Photographs work well if an addition will be matching the existing materials. A color board is only required if the materials to be used are different than what is existing.

*All plans need to be drawn to scale.*

\* Fees for appeals are in addition to the application fee.

\*\* The number of plans and additional materials will be required if the project is appealed.

