

## **When is Design Review needed verses Administrative Design Review?**

Through the Design Review process new structures, including exterior alterations, and enlargements to existing buildings for commercial, industrial, multifamily residential projects, and new custom residential homes are reviewed for proper relationship to their site and the surrounding area. Whereas, Administrative Design Review looks at smaller projects, such as additions to homes and construction of small structures over ten (10) feet in height, etc.

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

In designing, you should consider the compatibility of the project with the surrounding vicinity, be sensitive to the location, size, colors, and materials to be used, as well as the affects on adjacent uses and properties, such as privacy or visual factors. The City encourages you to interact with your neighbors and Owners' Association early in the process to provide you with important feedback related to your proposal.

The concurrent review of signage for commercial projects is encouraged at the time of Design Review to ensure compatibility of building or site signs with architectures and other features of the project. If any signage is proposed, please provide the information that is listed in the Sign Design Review handout.

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

Prior to submittal of a formal application for Design Review, the Planning Division strongly encourages you to submit a no-fee preliminary, conceptual plan for staff review and comment.

## **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/contact.html>**

*Or*

*stop in to see a planner:*

**City Hall**

**200 Old Bernal Avenue**

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

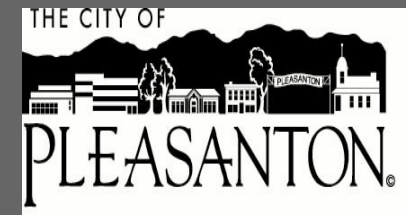
**\*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.**

*Brochure prepared by the Planning Division*

# **Design Review**

## **What is Design Review?**

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

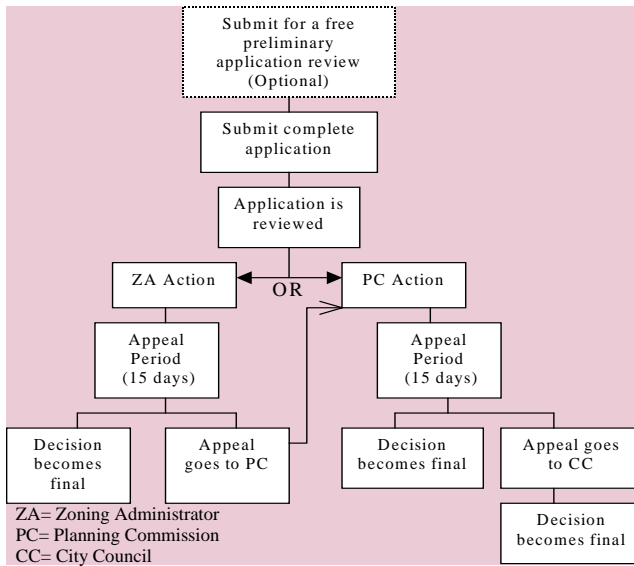


**City of Pleasanton  
Community Development Department  
Planning Division**

**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 assigned to a staff planner. Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project will be reviewed and the project planner will communicate if any additional information is needed.

Design Review applications are processed one of two ways: administratively or by public hearing. When a public hearing is needed the planner will write a staff report which contains staff's recommendation for action. The recommendation can be to approve, deny, or approve with specific conditions. You will be provided with a copy of the staff report prior to the hearing.

The Zoning Administrator (ZA) /Planning Commission (PC) determines if the project meets the Design Review criteria before approving or conditionally approving a project.

Most Design Review applications are noticed to property owners within a 300 foot radius of the subject site. The notice states the proposed project and states the time and location of the public hearing if one is needed.

### Administratively

The commercial projects that are processed administratively will have action taken on them by the ZA and an action report will be forwarded to the PC.

Residential projects that are processed administratively are noticed prior to the ZA taking action.

### Public Hearing

Projects which are not processed administratively will be scheduled for a PC hearing and noticed. The PC will consider the information in the staff report and all testimony given at the hearing. It is strongly recommended that you attend the hearing to present your case and to answer any questions the PC may have. When the PC renders its decision, you will be informed in writing along with any conditions that were attached to the approval.

## Can the Action be appealed?

### Appeal Period

Any ZA or PC action taken on a project does not become effective until 15 days after the ruling. 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. Appeals of a ZA action goes to PC, appeals of a PC action goes to City Council (CC). The decision of the CC is final. See the handout on appeals for additional information.

## How long does the process take?

Normally, from the time the application is deemed complete, the process is about **four to six weeks** for administrative approvals and **six to eight weeks** for Planning Commission approvals\*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

\*These timelines are goals and a variety of factors can result in longer timelines.

## How do I get a building permit?

After receiving approval for your application and the appeal period has expired, you can 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 printed in the building plan set.**

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

## What about tree removal with my project?

The project scope needs to state if there are trees to be removed or impacted, the site plan needs to show which trees will remain and which ones will need to be removed, and a tree report may need to be prepared by one of the arborist on the City's approved arborist list.

## 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 or Business Owners' Association need to also provide an approval letter from the Association stating their review and approval of the proposed project.

**Photographs/photo simulation:** Submit photographs or a photo simulation to illustrate your proposed location and proposal.

**Color and material board:** Submit a material board to illustrate the colors and materials to be used on the project.

**Green building measures:** are required to be submitted for new residential construction over 2,000 sq. ft. or 20,000 sq. ft. of commercial construction.

**Form A:** is required to be submitted with all project creating additional impervious surface.

**CD:** Projects for public hearing must provide a CD with the plan sheets and renderings in PDF format. The digital files will be used by staff to create a PowerPoint presentation for the public hearing.

**A total of:**

**ZA Level-** 8(eight) (1 full size and 7 reduced size)† complete plan sets:

**Planning Commission Level:** 19 (nineteen) (1 full size and 18 reduced size)\*\* complete sets:

- **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**
- **Landscape plan**
- **Elevation drawings and four sided color renderings**
- **Grading and drainage plan**

*All plans need to be drawn to scale and no smaller than 8 1/2"X11" nor larger than 24"X36" with scale noted..*

\* 1 full size plan set and 5 reduced required at initial submittal, with the remaining plans required prior to hearing.

† Additional plans and materials may be required if the project is appealed.