

ADMINISTRATIVE DESIGN REVIEW

The Administrative Design Review (ADR) process encompasses minor changes to single-family residential properties that exceed 10 feet in height, such as additions (including interior loft additions with exterior windows), roof changes, new windows and accessory structures. Fences and walls greater than six feet, but not over eight feet, in height require ADR approval, which may be reviewed over-the-counter. Projects located in the Downtown may be subject to additional requirements. Please refer to the historic preservation handout for additional information related to additions and exterior modifications to historic homes in the Downtown.

When designing your project, consider the location, size, colors, and materials to be used, as well as the potential effects on adjacent uses and properties, including privacy or visual factors, and impacts to existing vegetation and trees. Before you prepare your plans, it is recommended to contact the Planning Division and verify the development standards for your property, such as setbacks, height restrictions, and/or maximum floor area ratio. It is strongly recommended you share your proposed design with your neighbors and ask for their feedback prior to submitting to the City for review.

REVIEW PROCESS OVERVIEW

When your application is submitted it will be reviewed for completeness and assigned to a staff planner. Once an application is deemed complete, the process takes about two - three weeks for administrative level approval (not including a 15-day appeal period, which starts at the time of administrative level approval). This period will be longer if the plans require revisions or if interested parties request an administrative hearing.

The first step in the ADR process is a notice will be sent to adjacent neighbors informing them of the proposed project (properties located in the Downtown Specific Plan Area, a notice will also be sent to the Pleasanton Heritage Association and Downtown Improvement Association, which are citizen advisory groups interested in historic preservation and residential construction Downtown). The neighbors will have seven days to review the plans, provide comments, or request a Zoning Administrator (ZA) hearing. If no comments or hearing requests are received, and 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 subject to a 15-day appeal period.

If a hearing is requested during the seven-day noticing period, a ZA hearing is scheduled. All concerned parties will be notified. At the hearing, the ZA will decide whether to approve or deny the project, or approve it with specific conditions. If the ZA action is appealed, the item is forwarded to the Planning Commission and property owners and occupants within a 1,000-foot radius of the project site will be notified. If the Planning Commission action is appealed, the item is forwarded to the City Council. Actions taken by the City Council are final unless challenged in a court of law.

After receiving approval for your application and expiration of the appeal period, you have one year to secure a building permit and diligently commence construction. Please review the plan check submittal requirements at www.pleasantonpermits.com under the Building and Safety Division.

SUBMITTAL REQUIREMENTS

Following is a list of plans and documents that may be required for ADR application submittal. Additional data or documents not listed below may be required for complex projects (e.g., projects located in a seismic zone or involving a historic resource). Please consult with planning staff prior to submittal. All ADR application fees are due at the time of submittal.

- Application and fee:** An Application for Development Review form can be obtained online at www.pleasantonpermits.com or from the Planning Division at 200 Old Bernal Avenue. The property owner must sign the application form or provide a written letter of authorization upon submittal. The ADR application fee is due at the time of submittal.
- Homeowner's Association (HOA) approval (where needed):** Applicants with projects located in Ruby Hill or Golden Eagle must provide an approval letter from the HOA confirming their review and approval of the proposed project. Applicants with projects located in other areas with a HOA are not required to obtain approval from the HOA in order for the City to process and take action on the project. The City, however, encourages applicants to interact with their neighbors and HOA early in the process to obtain feedback related to the proposal.
- Green Building measures:** The current Green Building checklists from www.builditgreen.org must be submitted for additions of any size to newer homes (five years of age or less from date of final inspection) that were less than 2,000 square feet when built and for additions 2,000 square feet or larger to a home of any age.
- Stormwater documents:** Stormwater forms may be required and information can be obtained via the City's website under the Engineering Department's Stormwater Requirements webpage.
- Arborist Report:** An arborist report from a City-approved consulting arborist may be required if any tree six inches in diameter or greater will be affected by the proposal. More information can be found via the City's website under the Landscape Architect Division webpage.
- One complete set (11"x17" to 24"x36") of the following (plans must be drawn to scale):**
 - a. **Site Plan:** An exhibit which clearly shows the property lines, dimensions of the lot, adjacent street names, existing structure(s), any proposed new construction, existing and proposed parking (if applicable), setbacks, and any other aspect of your site that should be considered (e.g., easements). Accurately show the trunk and dripline of all existing trees six inches in diameter and greater on or off of the project site adjacent to the proposed construction. Indicate if any trees are proposed to be removed or pruned to accommodate the project.
 - b. **Project Data:** A table detailing the lot size, existing home square footage (with and without the garage), square footage of the proposed addition, and the Floor Area Ratio (FAR). The FAR is calculated by dividing the gross floor area on a property by the square footage of the property (Pleasanton Municipal Code Section 18.08.195).
 - c. **Floor plans:** Existing and proposed floor plans showing all relevant details of the proposed construction, including dimensions, walls, windows, doors, and use of each existing and proposed room (e.g., kitchen, bathroom, etc.).
 - d. **Exterior Elevations:** Existing (if applicable) and proposed elevation drawings showing all relevant details of the proposed construction, including dimensions, materials, colors, and any other special characteristics of the project.
 - e. **Photographs, Color/Material Board:** Photographs or a color/material board can be used to illustrate the proposed materials. Photographs work well if an addition will be matching the existing building/structure. A color/material board is required only if the proposed colors/materials are different than the existing.