

## **DESIGN REVIEW**

A Design Review (DR) process is required for new commercial and industrial development (not in conjunction with a rezoning application), alterations and/or enlargements/modifications to existing commercial and industrial buildings/sites, new single-family homes, new multi-family residential projects (not in conjunction with a PUD application), or when modifying an approved residential development plan. A DR application is reviewed for proper relationship to the site and surrounding areas and consistency with the Pleasanton Municipal Code, approved plans and/or guidelines, and City policies/standards. The DR process allows the City to review all aspects of a project, including the layout, landscaping, parking, architecture, colors and/or materials, illumination, amenities, and community impacts. 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 the property and the process.

### **REVIEW PROCESS OVERVIEW**

When the DR application is submitted it will be assigned to a staff planner and reviewed for completeness. The information provided will be sent to the appropriate departments, divisions, and agencies for review against applicable standards and policies. Within 30 days from receipt of the application, the staff planner will either deem the application complete or prepare and send the applicant a comment letter outlining the comments received, suggestions for project revisions to address any concerns and request any missing information. This process may be longer if the plans require revisions, the project is being processed concurrently with other Planning entitlements, and/or if review under the California Environmental Quality Act (CEQA) is required.

Once the applicant responds to the comment letter, the staff planner will review the revised information within 30 days and either deem the application: (1) incomplete and advise the applicant of any missing information; or (2) complete and proceed with public notifications or schedule the project for a public hearing with the Planning Commission. Some DR applications are subject to public notification or public notification with a public hearing. The staff planner will inform you if public notification is required and the type of notification. If a public hearing is required, the staff planner will schedule the application for a public hearing and prepare a staff report containing staff's recommendation for action to the Planning Commission (PC). The applicant will be provided with a copy of the staff report prior to the public hearing and all property owners and tenants within a 1,000-foot-radius of the subject site will be notified of the request and the time and location of the public hearing. It is at the public hearing the actual decision concerning the application will be made. The PC will consider the information in the staff report and any testimony given at the public hearing. It is strongly recommended the applicant attend the public hearing to present the applicant's case and to answer any questions the PC may have. The PC can approve, deny, or approve with specific conditions of approval. The applicant will be informed in writing of the Planning Commission's decision and any conditions of approval attached to the approval.

Once action is taken on the application, it does not become effective until 15 days after the determination and/or after the next City Council public hearing, whichever is greater. During this time, the applicant or any concerned party may appeal the action by submitting a written request and an appeal fee. An appeal will be scheduled for the first available public hearing. The decision of the City Council is final.

## SUBMITTAL REQUIREMENTS

Following is a list of plans and documents required for a DR application submittal. Additional data or documents not listed below may be required for sites with special conditions (e.g., projects located in an active seismic fault zone, with sensitive natural resources, or involving a historic resource). Not all items on the list are required for every DR application. Please consult with planning staff prior to submittal. All 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](http://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 DR application fee, as stated in the City's Master Fee Schedule reflected on the Application for Development Review form and updated each calendar year, is due at the time of submittal.
- Photographs:** Submit photographs of the existing site conditions and neighboring properties.
- Project Narrative:** The narrative needs to state in detail all elements of the project, including but not limited to the size/area of the project site, size and number of all proposed buildings, size and number of proposed dwelling units or amount of non-residential square footage, unique characteristics of the proposal, etc.
- Environmental Assessment:** Complete the *Initial Environmental Assessment* form, which can be found on the City's webpage at: <http://www.cityofpleasantonca.gov/gov/depts/cd/permit/applications.asp/>. *(Consult with planning staff to determine if applicable for your project.)*
- Neighborhood Context:** Show project in the context to its surroundings by providing:
  - a. Streetscape elevations, photographs, and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees.
  - b. Photo-simulations from a bird's eye view and street-level view perspective showing existing neighborhood context. *(Not required with initial application submittal. The project planner will notify you when required prior to public hearing.)*
  - c. Massing model showing the proposed project and surrounding buildings. Massing model may be a physical model or three-dimensional digital model. *(Not required for all projects or with initial application submittal. The project planner will notify you when required prior to public hearing.)*
- Preliminary Title Report:** Provide two copies of a current (dated within six months of application date) preliminary title report for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures. Provide all recorded easements and restrictions.

- Soils Report, Geologic Report, and/or Geotechnical Study:** Provide two copies of reports and studies prepared by a registered civil engineer and/or a registered geologist depending on the site characteristics. *(Consult with Planning staff to determine if applicable for your project.)*
- Stormwater Documents:** Projects creating or replacing 2,500 square feet or more of impervious surface will need to comply with the Impervious Surface/Stormwater Submittal Requirements from the Engineering Department. The required forms, submittal requirements and additional information can be obtained on the City's webpage at: [www.cityofpleasantonca.gov/depts/engineering/stormwater.asp](http://www.cityofpleasantonca.gov/depts/engineering/stormwater.asp)
- Arborist Report and Tree Survey:** Provide two copies of the survey and arborist report. A survey of the existing trees on the site with a trunk diameter of six inches or greater, including size, species, and indication of which trees are to be removed, note all "heritage" trees, with accurate trunk and drip lines noted. The survey must be accompanied by a tree report prepared by a City-approved Arborist. A list of City-approved Arborists can be obtained on the City's webpage at: [www.cityofpleasantonca.gov/resident/trees.asp](http://www.cityofpleasantonca.gov/resident/trees.asp). All trees need to be labeled by number and tagged on-site per ISA standards. More information can be found via the City's website under the Landscape Architect Division webpage.
- Traffic Analysis:** A traffic analysis prepared by a certified traffic engineer may be required for certain developments. Applicant is responsible for funding the traffic analysis. *(Consult with Planning staff to determine if applicable for your project.)*
- Sustainability Checklist:** A completed LEED checklist applicable to your project will be required. Green building measures are required to be submitted for new commercial construction 20,000 square feet or more in size.
- Colors and Materials Board:** Submit a board to illustrate the colors and materials to be used on the project. Include samples of actual colors and materials on 8" x 11" foam board to be retained by the City as part of the permanent file.
- Story Pole or Ground Staking:** Submit a story pole or ground staking plan (certified by a California Licensed Surveyor or Civil Engineer) showing the layout, height and location of all proposed structures, a minimum of 14-days prior to public notification. Submit photographs of the story poles from the most visible public vantage points and surrounding residences. *(Consult with Planning staff to determine if applicable for your project.)*
- 12 complete sets [2 full size and 10 reduced size (minimum 11 x 17 inches)] and one digital copy in PDF format of the following plan types. Additional plan sets are required prior to each public hearing:**
  - a. **Site Plan:** An exhibit clearly showing the dimensions and location of all streets, on-street and off-street parking, buildings, and other structures and, where applicable, any bicycle paths and trails; should include lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, adjoining driveways, and existing trees. The topographic information may also be provided on this sheet or as a separate sheet. For most projects the site plan and documentation of existing features should be based on a survey prepared by a licensed professional.
  - b. **Project Data:** Every plan set must have a table identifying:
    - i. Square footage of impervious surfacing and percentage of impervious surfacing of the total lot size. Impervious surfacing includes: building footprint(s), parking areas, streets and sidewalks, driveways, and other hardscape.

- ii. Square footage and percentage of the total lot size of building floor area ratio (FAR), with areas used parking itemized separately.
  - iii. Existing zoning, APN, vehicular parking (number required and proposed) and bike parking spaces (number required and proposed).
  - iv. A calculation of the standard density and population density of the development for residential development.
- c. Floor Plans: Dimensioned floor plans with gross floor area of each floor and total floor area listed. Projects must show the location and types of uses of spaces. Also provide existing floor plans with demolition details/proposed changes (if applicable).
  - d. Exterior Elevations: Plans showing the detailed appearance of all proposed construction (include all sides of the buildings and provided colored and black/white elevations). Dimensions, heights, colors, materials, lighting, and special architectural features (all windows, doors, eaves, vents, roof equipment and screens, wall vents/louvers associated with mechanical ventilation, etc.) shall be shown on the elevations. If any existing buildings are to remain, provide elevations of all sides of the existing buildings. Commercial/Industrial projects need to provide a conceptual sign program (*Refer to the Sign Design Review handout for details.*)
  - e. Building Sections: Provide illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave roof (drawing should be a min.  $\frac{1}{2}'' = 1'$  scale). Include measurements from adjacent grade and top of curb to wall plate(s).
  - f. Schematic Details: Provide schematic architectural details showing how adjacent materials connect (e.g., siding to windows, siding to eave/soffit, etc.) and how attachments connect to the building (e.g., railings and awnings).
  - g. Roof Plans: Provide a roof plan for each structure indicating the ridges, valleys, gutters, roof pitches, etc. Show all heating, ventilation, air conditioning (HVAC) units, if located on the roof. Provide unit details, height, and distance from parapet or equipment screen. Provide HVAC equipment screen location and details (if applicable). Show the location and mounting detail(s) of photovoltaic panels, if proposed.
  - h. Parking Layout and Circulation: Provide a fully dimensioned parking plan and required number of vehicular and bicycle parking spaces, including a calculation of required and/or proposed parking ratios. Include accessible parking and loading areas, main points of entry and exit traffic flow, and a vehicular and pedestrian circulation plan. This information may be included on the site plan in-lieu of a separate plan sheet.
  - i. Emergency Vehicle Access Plan: Provide a fully dimensioned emergency vehicle access plan showing fire engine turnarounds, road width, road material, slope and vertical clearance. (*Consult with Planning staff to determine if applicable for your project.*)
  - j. Lighting Plan: Provide photometric drawing, including foot-candle measurements several feet beyond the property lines; catalog cut sheets of proposed exterior fixtures.
  - k. Landscape Plan: A plan detailing the project's existing and proposed landscaping. The plan must indicate the location, spacing, species (botanical and common names), and container sizes of all proposed trees, shrubs, and groundcover. Plans should clearly indicate all existing trees and vegetation to be preserved and/or removed, including trunk diameter and species, and be keyed to an arborist report if provided.
    - i. Provide concept sections and elevations drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, and other

like features showing scale, form, materials, and colors. Include trash enclosures, bicycle enclosures, etc. (must be screened with landscaping).

- ii. Show the location of backflow preventers, electrical utilities, and ground-mounted HVAC units.
  - iii. New construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square will need to comply with the City's Water Efficient Landscape Ordinance (WELo) and Bay Friendly Basics Landscape Checklist. More information can be obtained on the City's webpage at: [www.cityofpleasantonca.gov/resident/trees.asp](http://www.cityofpleasantonca.gov/resident/trees.asp).
  - l. Shade Tree Calculations and Plan: Commercial developments shall provide shade calculations and plan consistent with the [City of Pleasanton Shade Tree Guidelines for Commercial Properties](#).
  - m. Conceptual Grading and Drainage Plan: A plan showing the existing and proposed grades from existing City benchmark, and the depths of all cuts and fills; estimated cut and fill quantities and whether the site will balance; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations. Contour lines should be carried a minimum of 50-feet beyond the project boundaries on both the grading plan and the topographic map. Grading cross-sections may be needed for certain projects (e.g., hillside development).
  - n. Slope Classification: A map showing the lands with < 10%, 10-25% and > 25% slopes. A development profile may be required by the Director of Community Development. (*Consult with Planning staff to determine if applicable for your project.*)
  - o. Conceptual Utility Plan: Show underground utilities (sewer, gas, electric, water); location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.; overhead utilities, location of existing joint poles. Plans should indicate any utilities to be removed and/or services placed underground.
  - p. Street Improvement Plan: Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, indications if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed. All street improvements should conform to City standards, unless specific exceptions are granted.
- Certain projects may require additional submittal items. Consult with Planning staff prior to submittal regarding the items listed below:**
- a. Design Guidelines
  - b. Topographic survey of the existing site conditions
  - c. Noise Study
  - d. Air Quality Analysis/Health Risk Assessment
  - e. Biological Resources Survey
  - f. Utility Study (e.g., water, sewer, hydrology, etc.)
  - g. Integrated Pest Management Plan
  - h. Fencing Plan
  - i. Shade and Shadow Study