



**DESIGN REVIEW
OR
CONDITIONAL USE PERMIT
REQUIRING DESIGN REVIEW**

Planning Division

Revised: September 23, 2008

A request for Design Review or Use Permit requiring Design Review requires one (1) hearing before the City's Planning Commission. Processing time is normally two (2) to three (3) months; however, it is dependent upon the number of similar requests before the City. The applicant or the applicant's representative must be present at all hearings to answer questions.

Application Requirements:

No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department.

- A) One (1) copy of the completed Universal Application form, with all required signatures.
- B) The necessary application fee (see fee schedule).

PLEASE NOTE THAT APPLICATIONS FOR DESIGN REVIEW ONLY REQUIRE 10 COPIES RATHER THAN 20.

- C) Twenty (20) copies of a fully dimensional site plan drawn to scale indicating:
 - _____ Property lines.
 - _____ Building setback lines.
 - _____ All easements of record.
 - _____ Existing buildings and other structures on-site and on adjacent properties with distances from subject property.
 - _____ Driveways and parking spaces (double-striped). All parking spaces shall be individually numbered and handicapped, van/car-pool and compact spaces shall be designated.
 - _____ Locations of all existing and proposed driveways within 100 feet of the subject property, on both sides of the street.
 - _____ All planted areas and areas to be planted (include location of existing trees).
 - _____ Entrances, exits, and walkways.
 - _____ All trash enclosures indicating height, materials and color.
 - _____ Screens for ground-mounted equipment, tanks, etc.
 - _____ Existing and proposed fencing detail.
 - _____ Exterior lighting including type, location, height, and method of shielding light.
 - _____ Existing easements.
 - _____ Project name.
 - _____ A vicinity map.
 - _____ North arrow and scale (must be engineer's scale - no smaller than 1" = 40').
 - _____ Summary of project statistics including zoning, square footage by uses and parking required and provided.
 - _____ One (1) 8 1/2" x 11" site plan reduction.
 - _____ One (1) 8 1/2" x 11" color site plan reduction.



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- D) Twenty (20) copies of preliminary grading/drainage plan indicating:
- Scale to match site plan.
 - Project name.
 - All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading).
 - Surrounding street grades.
 - All cut/fill slopes.
 - All true elevations including: contours, spot, existing and post project elevations.
 - Method of drainage.
 - Any natural features including: wetlands, streams, slopes, etc.
 - All existing trees with elevations and numbered corresponding to an arborist report.
 - Grading quantities (excavation, fill and site balance).
 - One (1) 8 1/2" x 11" preliminary grading/drainage plan reduction.
- E) Twenty (20) copies of fully dimensional elevation plan drawn to scale indicating:
- Building elevations from all sides (indicating direction).
 - All building materials and colors - labeled on plans.
 - Roof plan with cross section indicating any roof mounted equipment and screening.
 - Project name.
 - Scale (no smaller than 1/8" = 1').
 - Sample board of materials and colors.
 - One (1) 8 1/2" x 11" fully dimensional elevation plan reduction.
 - One (1) full size set, including floor plans
 - Ten (10) 11" x 18" Booklets – excluding floor plans
 - Ten (10) Full Size Master Plotting Plans
- * Each model must be presented with a different color**
- F) One (1) copy of building elevations **MUST BE IN COLOR.**
- G) One (1) copy of the preliminary title report on the subject property no more than six (6) months old at the time of submittal.
- NOTE¹: A detailed landscape, irrigation and planting plan will be required at the building permit stage.**
- NOTE²: Prior to preparing landscape plans, please consult the City's Urban Forest Guidelines.**
- H) Twenty (20) copies of a preliminary landscape plan drawn to scale indicating:
- Location of all plants, planting materials.
 - Shading calculations for parking areas.
 - A schedule of plantings in table form, indicating botanical name, common name, number, spacing and container size.
 - The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping.
 - North arrow and scale (no smaller than 1" = 40').
 - Irrigation system(s) delineating coverage (optional, but must be submitted with plans for building permits).
 - Project name.
 - One (1) 8 1/2" x 11" copy of a preliminary landscape plan reduction.



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- J) Four (4) copies of a Stormwater Control Plan for projects incorporating over 43,560 sq. ft. of impervious surface.
- K) One (1) copy of an arborist report (required for native trees located on the property or overhanging the site from adjacent properties).
- L) One (1) copy of a biological record search and/or an appropriate biological survey prepared by a California-qualified biologist.
- M) One (1) copy of an archeological (Cultural Resource) record search and/or Cultural Resource Survey prepared by a California qualified archeologist or cultural resource specialist.
- N) Additional information as deemed necessary by the Community Development Department.
- O) One (1) CD-RW disk containing all plans in PDF format.
- P) One (1) narrative description of the architecture of the building(s), or the architecture for each elevation of each plan presented for residential units, in both written and CD-RW disk form in Microsoft Word format.

**NOTE: All exhibits larger than 8 ½" x 11" must be FOLDED prior to submittal.
Full size color exhibits are not required to be folded.**

If you have questions, call the Community Development Department at (925) 516-5405. Our staff is available at 150 City Park Way, Brentwood, CA 94513.