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DESIGN REVIEW PROCEDURES

PURPOSE

The Design Review process is intended to implement General Plan objectives and policies and documents that stipulate standards and regulations governing design, such as the Residential, Commercial and Industrial Design Guidelines, Zoning Ordinance and Station Area/Downtown Plan. The purpose of Design Review is to protect the City's spectacular natural vistas and dynamic features as well as to preserve historic buildings, the scale and character of established older neighborhoods and the City's downtown. It is intended to promote high-quality design to ensure that structures and uses are properly related to their location and surrounding sites. Design Review is required for new construction, remodels which change the exterior appearance, and the installation of awnings or similar features for all commercial and industrial buildings and properties fronting on Cloverdale Boulevard and Highway 101.

TYPES OF DESIGN REVIEW

Minor: Minor changes to the exterior of existing non-residential buildings that require a building permit, including awnings, or a change of use in a non-residential building and site not involving substantial site changes. Minor Design Review applications are reviewed at staff level.

Major: 1) Commercial, industrial, office and residential projects (two or more units per site) which involve the development of vacant land with site and building improvements or substantial changes or additions to a previously developed site; 2) Applications involving a change of use that requires substantial changes to the site or exterior building modifications; 3) Projects subject to development approval by the Planning Commission, such as subdivisions, use permits and projects requiring the approval of variances; 4) Projects subject to the California Environmental Quality Act (CEQA). Major Design Review applications are reviewed by the Planning Commission.

PROCESS:

Step 1 - Pre-application Discussion with Staff

It is recommended that the applicant review the proposal with planning staff prior to the submission of the formal application. This will allow staff to advise the applicant on conformity with the General Plan and Zoning Ordinance, possible environmental concerns, or specific traffic, siting, landscaping, and building-design criteria. The applicant should provide preliminary plans and a project description. A large or complex project may necessitate follow-up discussion. Usually, this is the most important step and helps a project move faster through the process.

Step 2 - Filing of Application

The applicant should submit the completed application, an accurately drawn and fully-dimensioned site plan, building elevations, landscape plan, filing fee, and any other required supplemental information to the Community Development Department, 124 N. Cloverdale Blvd., Cloverdale, CA 95425. Planning staff will review the material to make sure all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional

information is required. The application must be signed by the applicant and the property owner.

Step 3 – Review by City Project Review Committee (PRC)

Once the initial application has been received and fees paid, the proposal may be scheduled for review by the Project Review Committee (PRC.) The PRC consists of city staff who collectively and informally consider an application in its early stages. The intent of the PRC meeting is to identify any significant issues early in the application process.

Step 4 – Planning Commission Review

Once a major Design Review application is deemed complete, a hearing is scheduled before the Planning Commission. Building permits cannot be issued until ten days after the Design Review application has been approved. The Building Official shall not issue building permits which do not conform to the approved plans. Any design review approval shall automatically be revoked if not used within two years from the date of approval unless a time extension is approved. A request for an extension must be submitted in writing prior to the expiration date.

ESTIMATED PROCESSING TIME

The actual time for the processing of a Design Review application will vary depending on the complexity and magnitude of the proposal, but generally requests for Minor Design Review take less than two weeks. Major Design Review applications require four weeks including appeal periods (depending upon Planning Commission agenda availability). It cannot be over emphasized that the burden for meeting the time frame rests largely on the applicant. Without a complete and accurate application, a four-week time frame may not be possible.

APPLICATION SUBMITTAL REQUIRMENTS:

1. Application form completed and signed.
2. Application fee
3. Project description
4. Fifteen copies of a detailed, fully-dimensioned site plan drawn to a measurable scale depicting the following. (Depending on whether new construction is proposed, more or less information may be required. Consult with the Planning Department to ascertain what would be required for your project.)
 - a. North Arrow
 - b. Property lines
 - c. Topography, if more than 5% slope
 - d. Preliminary grading and drainage plans
 - e. Proposed and existing building location(s) with setbacks
 - f. Floor area ratios
 - g. Easements and adjacent streets
 - h. All existing and/or proposed on-site improvements (buildings, paving, driveways, walkways, fences/walls, etc.) and all required and proposed setbacks from all property lines
 - i. Adjoining properties and locations of buildings
 - j. Building elevations and finish materials
 - k. On site circulation for vehicles and pedestrians
 - l. Required street dedications

- m. Landscape and irrigation plans that comply with the Water Efficient Landscape Ordinance
- n. Location of the backflow prevention device
- o. Existing trees, waterways and/or other significant natural amenities
- p. Locations and elevations of trash/recycling enclosure(s)
- q. Outdoor Storage (if applicable)
- r. Location and type of signage
- s. Exterior lighting plan
- t. Large projects may need to provide visual simulations.