

Design Review - Commercial/Industrial (Design Review Committee)

PJR-058

❖ **Purpose:** The purpose of this form is to identify the information and materials required for a Design Review application for commercial and industrial projects. This form applies to commercial and industrial projects that do not qualify for Administrative Design Review form [PJR-059](#) because either new buildings and/or uses are proposed or major changes or additions to existing buildings and/or uses are proposed. Design Review applications are evaluated in accordance with the development standards found in the Design Review section of the Sonoma County Zoning Code ([Article 82](#)). Design Review applications must also be consistent with applicable policies of the General Plan, Specific/Area Plans, and the Zoning Ordinance.

Procedure: After a complete application is submitted, a Project Planner in the Project Review Division of the Permit and Resource Management Department (PRMD) is assigned to the project. Project applications are sent on referral to various PRMD divisions, County departments, and State agencies for review, comment(s) and condition(s). Applicants should contact appropriate divisions, departments, and agencies for additional fees and requirements. Environmental review, in accordance with the California Environmental Quality Act (CEQA) is required, unless the proposed project is specifically exempt. Additional information or studies may be required to complete processing of the application. The Project Planner will prepare an Initial Study under CEQA. This is an assessment of potential environmental impacts and identification of mitigation measures to reduce potential impacts to a less than significant level to complete environmental review and/or process the application. If the project planner determines that no significant environmental impact will result from the proposed project, a Negative Declaration, or Mitigated Negative Declaration, will be prepared incorporating any mitigation measures as conditions of approval.

Design Review for these projects is conducted by the Sonoma County Design Review Committee. The Committee is comprised of an architect, landscape architect and a land use planner. Both the architect and the landscape architect are volunteer positions; the land use planner, also the chair of the Committee, is a staff planner at PRMD. In most cases, a preliminary Design Review is conducted by the Committee. The applicant will be sent a written summary of the meeting which will include any recommended design changes. The project planner will prepare the Negative Declaration (or Mitigated Negative Declaration) prior to scheduling final Design Review which will be a public hearing before the Design Review Committee. (NOTE: If the Design Review application is coupled with a Use Permit or other application, the Design Review Committee will evaluate the project's design on either a referral basis or after the project is approved by another decision-making body). If the project is approved by the Design Review Committee, there is a ten day appeal period for appeals to the Planning Commission. For approved Design Review applications, the applicant has 24 months to comply with the final conditions of approval and implement the project. The applicant may apply for a one year extension of time prior to the expiration of this 24 month period.

Required Application Materials: A complete application must include all of the following:

1. **Applications.** Planning application form [PJR-001](#), signed by all property owners and Indemnification Agreement form [PJR-011](#), signed by applicant.
2. **Proposal Statement.** This should be a one or two page written description of the current use of the property and the proposed changes. Include information regarding the type of use, the structures proposed, magnitude or size of the use, the intensity and frequency of the use. Discuss changes such as traffic and noise that will result from the proposal, quantified where possible. Indicate any planned future use beyond the present proposal.

3. **Site Plan.** Provide four full-sized Site plans (either 24 in. X 36 in. or 11 in. X 17 in.). All plans must be legible, drawn to scale and folded to 8 ½ in. X 11 in. Preparation of the required Site Plan by a draftsman, architect, landscape architect or engineer is strongly recommended. Site Plans must include, at a minimum, the information required on the Minimum Standard Site Plan, form [CSS-019](#). If the existing site is to be significantly modified by the proposed project (i.e. removal of existing buildings, extensive grading and removal of vegetation), both an existing site plan and a proposed site plan should be submitted.

NOTE: If the proposed project is subject to the City-County Design Review process, seven full-sized Site Plans are required. (These are projects within the South Park Sanitation District in Santa Rosa). Applicants must also submit a Utility Certificate application to the City of Santa Rosa, Community Development Department, and a copy of the receipt of this submittal must be included with the Design Review Application.

4. **Reduced Site Plan.** Provide one reduced sized Site Plan (8 ½ in. X 11 in.). This reduced site plan must clearly depict the information shown on the full-sized Site Plan.
5. **Preliminary Site Grading and Drainage Plan.** (Same size and scale as Site Plan.) Provide four, full-sized and one legible, reduced size (8 ½ in. X 11 in.) copy of the preliminary site grading and drainage plan.
6. **Preliminary Architectural Plans.** (Same size and scale as Site Plan.) Provide four full-sized copies and one legible, reduced size (8 ½ in. X 11 in.) copy of all architectural elevations and floor plans; provide seven sets if subject to City-County Design Review process. Structural plans are not required until application is made for building permits. The elevations must identify the type and color of the roof and other exterior materials. All mechanical equipment, exterior lights, trash enclosures and other exterior structures must be shown on these plans. The plans must include a cross-section for each structure showing the location of natural grade underneath the structure; the building's height must be identified on the cross-section (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point of the roof). Compliance with accessibility elements within the California Building Code is required.
7. **Preliminary Landscape Plans.** (Same scale and size as Site Plan above.) Provide four, full-sized copies and one legible, reduced size (8 ½ in. X 11 in.) copy of the preliminary landscape plans.
8. **SUSMP Requirements.** If the project is subject to Standard Urban Storm Water Management Plan (SUSMP) requirements, then a Preliminary Storm Water Mitigation Plan is required. Please refer to the following forms: Standard Urban Storm Water Mitigation Plan Questionnaire, form [NPD-004](#) and the Preliminary Storm Water Mitigation Plan Worksheet, form [NPD-005](#). Applicants can discuss this requirement at the Storm Water cubicle at PRMD.
9. **Stormwater Management Submittals.** Provide description of stormwater management including runoff, treatment, drainage, and flood control. If applicable, provide location of existing wetlands and measures to avoid. An alternative analysis should be required demonstrating why the wetlands cannot be avoided.
10. **Accessibility Requirements.** New construction and remodeling of, or additions to, existing facilities must meet State of California disabled accessibility requirements. Applicants can discuss such requirements at the Building cubicle at PRMD.
11. **Parking.** New and/or expanded uses must meet Zoning Code Parking Regulations ([Article 86](#)), and parking lot layouts must conform to the dimensions shown in the Zoning Code Off-Street Parking Design Standards ([Article 82](#)). Compliance with accessibility elements within the California Building Code is required.

12. **Tree Protection.** On the Site plan, locate and identify all existing trees by name in the development area of the property. The following trees are protected by the Zoning Code Tree Protection Ordinance: big leaf maple, black oak, blue oak, coast live oak, interior live oak, madrone, oracle oak, Oregon oak, redwood, valley oak and California bay. The dripline of tree masses in the development area, with species identified, shall be shown on the site plan. More detailed information may be required during processing of the application.
13. **Location/Vicinity Map.** Provide one 8 ½ in. X 11 in. Location/Vicinity Map (locator map or road map) showing where the project is located in relation to nearby lots, streets, and highways.
14. **Assessor's Parcel Map.** Provide one 8 ½ in. X 11 in. copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the County Assessor's Office or PRMD.
15. **USGS Quad Map.** Provide a USGS Quad Map with the site outlined. Provide one 8 ½ in. X 11 in. excerpt of a USGS quad map with the project site identified. Maps may be obtained from PRMD. Check current fee schedule for cost.
16. **Filing Fee.** See the current PRMD Project Review Fee Schedule.