

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
FEE PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**APPLICATION FOR ADMINISTRATIVE DESIGN REVIEW**  
Projects eligible pursuant to Section 17.20.5 (a) and (b)

**Property Owner Information**

Name(s) of Property Owner(s) \_\_\_\_\_

Address of Property \_\_\_\_\_

Mailing Address of Property Owner(s) (if different from above) \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

**Design Professional/Agent of Property Owner Information**

Name of Design Professional/Agent \_\_\_\_\_

Address of Design Professional/Agent \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

Professional License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Piedmont Business License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(required for all design professionals/contractors/engineers)  
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

**Agent Authorization**

(optional if the applicant is the property owner, required if the applicant is the property owner's agent.)

This authorization permits City staff to contact your agent if necessary.

I authorize \_\_\_\_\_ to act as my agent  
(architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

Submit this application form, along with the fee, and all required plans and documents listed on the attached **Administrative Design Review Submittal Checklist**. Planning staff may waive certain application materials from the Checklist if it is deemed that the materials will not provide information that is necessary for the review of your particular application. If your proposed project, or a part of your project, is eligible under 17.20.5 (b) below, *Projects Requiring Adjacent Affected Neighbor Sign-Off*, you must have the property owners of all adjacent affected properties sign, date and list their address on the plans that show the proposed construction. If your plans change during the design review process, you may need to have the property owners of all adjacent affected properties sign the updated plans. An adjacent affected property is any property that is contiguous to your property, and is physically or visually adjacent to the portion of your property that proposes construction, as defined under Section 17.2.2 (a) of the City Code. Staff will help you determine which neighbors are affected, based on your proposed project. If you are not able to obtain adjacent affected property owner sign-off, or at the discretion of the Director of Public Works, this application shall be deferred to the Staff Design Review process under 17.20.7.

### APPLICATION ELIGIBILITY (To be completed by the applicant)

Only projects specifically listed in Sections 17.20.5. (a) and (b) (see below) of the City Code are eligible for Administrative Design Review. The project will be approved or approved with conditions only if the Director of Public Works finds that all of the following are met: (1) the proposed project is one of the projects listed below; (2) the change in design is so insubstantial that there is no foreseeable effect on the public welfare; (3) findings can be made for each of the three standards of Section 17.20.9; and (4) the project is in compliance with the Residential Design Review Guidelines and approved city policies. Any action of the Director of Public Works may be appealed as provided in Section 17.25.1.

**Please provide a short description of your project including all proposed exterior changes:**

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**Does this application propose changes to a previously approved application that does not yet have a building permit that has received final inspection?**      \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
**If YES, please proceed to section 17.20.5 (b).**

**Please indicate all categories below that your project meets:**

17.20.5 (a):    PROJECTS NOT REQUIRING ADJACENT NEIGHBOR SIGN-OFF

- \_\_\_\_\_ (i)    The removal of a window or door, or the reduction in size of a window or door within the existing opening, provided that the wall is patched and painted to match the surrounding wall;
- \_\_\_\_\_ (ii)    New chimney tie-downs, seismic bracing, and caps, provided that such bracings, and caps are painted to match the structure walls, chimney or roof color;
- \_\_\_\_\_ (iii)    New or relocated gas meters, alarm boxes, and electrical panels that are no greater than 200 amps, proposed on the front wall, street-facing side wall, or area of a side wall containing a front door, provided they are painted to match the structure color;
- \_\_\_\_\_ (iv)    New or modified handrails on existing stairs and handrails on new or renovated on-grade stairs;

- \_\_\_\_\_ (v) Changes to deck or stair railings to meet the current California Building Code, such as adding stiles to meet the minimum spacing requirement or increasing the height to meet the required minimum height, provided that there is no significant change in materials or design;
- \_\_\_\_\_ (vi) The replacement of an existing feature not involving a change in size or location, such as a window, door, and garage door replacement; and the installation of a new garage door for a garage that does not currently have one; and
- \_\_\_\_\_ (vii) Temporary handicap features such as wheelchair ramps, to accommodate handicapped and disabled residents for a period of up to one year.
- \_\_\_\_\_ (viii) Other very minor changes to a structure subject to the approval of the Director of Public Works, provided that the change is very minor or is minor and not permanent.
- \_\_\_\_\_ (ix) Modifications to prior approvals for projects that are eligible for Administrative Design Review without neighbor sign-off.

17.20.5 (b): PROJECTS REQUIRING ADJACENT AFFECTED NEIGHBOR SIGN-OFF

- \_\_\_\_\_ (i) Minor design revisions to previously approved staff or Planning Commission design review applications including minor window changes (size, location, design); minor door changes (such as sliding to French); landscape material changes; the elimination of a feature previously approved (such as a window or exterior light fixture); the retention of an existing feature that was previously proposed to be removed (such as a window or exterior light fixture), provided that the change is limited to a feature or aspect of the prior approval, and provided that there is no increase in structure coverage, hardscape surface coverage, or floor area ratio;
- \_\_\_\_\_ (ii) Chimney extensions and minor chimney modifications not involving significant design or materials changes to meet the requirements of the California Building Code;
- \_\_\_\_\_ (iii) Landscape lighting not otherwise regulated by this chapter, including up-lights, entry lights and wall or fence-mounted lights, and any other exterior lighting
- \_\_\_\_\_ (iv) New, relocated or enlarged driveways and parking pads;
- \_\_\_\_\_ (v) Storage structures not located in required setbacks or otherwise exempt from a building permit pursuant to Section 5.2.2 of the City Code;
- \_\_\_\_\_ (vi) Minor modifications to existing decks, such as a new railing or stair design, not involving a change in deck size;
- \_\_\_\_\_ (vii) New flat-profile skylights that project less than 12 inches provided that they are not located on any street-facing roof slope, or are located behind a parapet on a flat roof, and are not visible from any street or roadway; and
- \_\_\_\_\_ (viii) New or modified solar panels not otherwise regulated by this Chapter;
- \_\_\_\_\_ (ix) New or relocated walls, fences or a combination of wall and fence greater than six feet (6') in height but no more than eight feet (8') in height, provided that the wall or fence are not located within the front yard setback, street side yard setback or rear yard setback of a through lot.

- \_\_\_\_\_ (x) New or modified roof-mounted solar panels that are reflective but project less than 12 inches (12”) from the roof surface, provided that they are not located on any street-facing roof slope, or are located behind a parapet on a flat roof, and are not visible from any street or roadway.
- \_\_\_\_\_ (xi) Other very minor changes to a structure subject to the approval of the Director of Public Works, provided that the change is very minor, or is minor and not permanent.

Any project not listed under 17.20.5 (a) and (b) above is not eligible for Administrative Design Review. Any project not eligible for Administrative Design Review or not listed as exempt from design review under Section 17.20.4 is subject to a different level of design review. Please contact the Planning Department at 510-420-3050 for assistance.

My signature below signifies that I:

- have read the background information and have provided all applicable information per the attached Administrative Design Review Submittal Checklist;
- have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) \_\_\_\_\_  
\_\_\_\_\_;
- believe the information provided in this application is accurate to the best of my knowledge;
- am aware that City staff will be on my property to view proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) \_\_\_\_\_  
\_\_\_\_\_;
- understand that if this application is approved, a building permit is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes will likely require a new design review application;
- understand that a building permit must be issued prior to the expiration of my Administrative Design Review approval. I also understand that I should submit the building permit application several weeks prior to the expiration of my Administrative Design Review approval to ensure an adequate amount of time to make corrections if necessary; and
- understand that I may appeal the Administrative Design Review decision on my application within 10 calendar days of the decision. I also understand that pursuant to Section 17.25.1 (a) of the City Code, I may apply for a building permit during the 10-day appeal period, and if the building permit is issued prior to the expiration of the 10-day appeal period, I shall have no further right of appeal.

**SIGNATURE(S) OF PROPERTY OWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPLICATION FEE**

- \_\_\_\_\_ \$150 for all eligible projects except those listed below
- \_\_\_\_\_ \$175 for window replacements
- \_\_\_\_\_ \$240 for modifications to a prior approval

## ADMINISTRATIVE DESIGN REVIEW SUBMITTAL CHECKLIST

\_\_\_ Application form signed by property owner(s) (one copy) \_\_\_ Fee

**2 sets of folded plans (no larger than 24"x 36")**, at the required scales listed below, must be submitted with this application. In general, the following materials are required for Administrative Design Review applications unless specifically waived by Planning Department staff. Your application may not need all of the materials listed below. Please stop by the Planning Department counter and staff will assist you with application submittal requirements.

\_\_\_ **Site Plan** (preferred scale 1/4" or 1/8")  
Please indicate the location of all existing primary, accessory, and secondary structures and provide setback dimensions from the proposed construction to the property lines (setbacks are measured from the property line to the nearest point of the construction including all eaves, sills, gutters and/or other architectural projections). Please show a North arrow.

\_\_\_ **Floor Plans (only for window and door applications)** (preferred scale 1/4")  
Please provide plans for all floor levels that propose window or door changes including basements and attics, and indicate room functions, window and door locations and ceiling heights.

\_\_\_ **Photographs or Existing Elevations** (preferred scale 1/4")  
Please provide photos or elevations of any exterior wall proposed to be changed or affected by new construction. Please indicate all existing materials of any feature proposed to be changed, and provide the styles and operational characteristics of windows and doors. Please do not abbreviate architectural terms. If you are proposing changes to a previously approved application that is still under construction, please clearly label the photos or elevations as "previously approved."

\_\_\_ **Proposed Elevations or Photo Montages** (preferred scale 1/4")  
Please provide elevations or photo montages for any exterior wall proposed to be changed or affected by new construction. Please indicate all existing and proposed materials of any feature proposed to be changed including exterior vents, downspouts, gutters and exterior light fixtures, and provide the styles and operational characteristics of windows and doors. Please do not abbreviate architectural terms. If you are proposing changes to a previously approved application that is still under construction, please cloud elements of the elevation that are proposed to change, and label the elevations or photo montages "proposed."

\_\_\_ **Manufacturer's Specification Sheets**  
Please submit manufacturer's specification sheets that provide information on proposed features (windows, doors, vents, light fixtures, etc.)

\_\_\_ **Previously Approved Plans**  
Please submit the approved plans for any project proposing a revision to a previously approved Staff or Planning Commission Design Review application. You only need to show the portions of the plans that are proposed to change (for example, if you wish to modify a previously approved deck railing, you only need to submit the previously approved elevations that show the railing).

\_\_\_ **Adjacent Affected Neighbor Signatures**  
If your proposed project, or a part of your project, is eligible under Section 17.20.5(b), *Projects Requiring Adjacent Affected Neighbor Sign-Off*, you must have the property owners of all adjacent affected properties sign, date and list their addresses on the plans that show the proposed construction.

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at 510 420 3050 and make an appointment to meet with a planner.