



CITY OF HERCULES

APPLICATION : DESIGN REVIEW PERMIT - ADMINISTRATIVE

111 Civic Drive, Hercules, CA 94547

Phone: 510-245-6529 Fax: 510-799-8249

www.ci.hercules.ca.us

A completed Basic Application for Review is required for all City of Hercules Zoning and Subdivision Permit applications. This application requests general information about your project and submittal requirements. Supplemental information, statements and/or forms may be required for your specific project as determined by staff.

1. TYPE OF APPLICATION

- Design Review Permit - Residential Fee: \$400.00 (subject to change)
- Design Review Permit - Signage Fee: \$200.00 (subject to change)

2. GENERAL DATA REQUIRED

A. PROPERTY ADDRESS OR LOCATION: _____

B. APPLICANT NAME _____

APPLICANT ADDRESS/ZIP _____

PHONE _____ FAX _____ EMAIL _____

C. DESCRIPTION OF PROPOSAL (on additional sheets if needed)

D. ASSESSOR'S PARCEL NUMBER: _____

E. SITE AREA (ACRES/SQ.FT.) _____

F. GENERAL PLAN LAND USE AND ZONING CLASSIFICATION: _____

(TO BE CONFIRMED BY STAFF)

G. EXISTING USE OF PROPERTY: _____

H. DESCRIPTION OF SURROUNDING USES: _____

3. SUPPLEMENTAL PROJECT & LOT INFORMATION

AREA CALCULATIONS	Existing (E)	New (N)	Total	% Change (N/E)
Footprint Area				
Floor Area – Residential				
Floor Area – Garage				
Floor Area - Accessory Structure(s)				

ZONING COMPLIANCE	Required	Existing	Proposed
Total Lot Area (in square feet)			
Front Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Maximum Building Height			
Parking Spaces			
Open Space			

SIGN CALCULATIONS	
(SEE SECTION 5 FOR SIGN DETAILS)	
Zoning	
Sign type	
(permitted, y / n)	
Storefront lineal footage	
(permitted, y / n)	
Square footage of sign proposed	
(permitted, y / n)	
Elevations	
Return type	

4. SUBMITTAL REQUIREMENTS: WHAT TO SUBMIT

The following information and drawings must be included in the submittal package for your application. Planning staff reserves the right to require additional plans as needed for certain development proposals. ***See Section 5 for details.**

Required Submitted

- | | | | |
|--------------------------|--------------------------|--|--|
| ✓ | <input type="checkbox"/> | Application For Design Review Permit – Administrative (residential or signage) | This application and all information required in the Submitted column. |
| ✓ | <input type="checkbox"/> | Supporting Statements and Required Findings | Justification statement describing how the proposal adheres to the applicable criteria and required findings. |
| ✓ | <input type="checkbox"/> | Site Plan | Submit ONE (1) set of plans for all applications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Floor Plans | Include the number of plans for review (see section 5 for details). Please also submit one (1). |
| ✓ | <input type="checkbox"/> | Elevations | Include elevation drawings for review one (1). |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan | Required for all <u>new construction</u> projects. |
| ✓ | <input type="checkbox"/> | Materials and Color Board | Please submit samples of colors and materials (see section 5 for details). |
| ✓ | <input type="checkbox"/> | Filing Fee: \$_____ | Applicable fee, covers: 1) public notification; 2) environmental review and determination; and 3) a recommendation to the Planning Commission or Community Development Director. Fee is payable by check made out to the “City of Hercules” or credit card. (Visa/MasterCard only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign drawing(s) and specifications | Include sign drawings and specs. for review and approval ONE (1). |

5. DETAILED INFORMATION FOR SUBMITTAL REQUIREMENTS

Plans submitted for review shall include the following details, as applicable. Planning staff reserves the right to require additional information plans as needed.

ALL PLANS

- Fold plans. Plans must be on sheets no greater than 11x17.
- **Include north arrow, date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate, but should be discussed with Planning staff before filing.**
- Name and phone number of person preparing the plan. Stamp and "wet signature" of licensed architect, landscape architect and/or civil engineer required on final plans as appropriate or required.

SIGN PLANS *(If within an existing shopping center or bound by C.C.&R.'s, please check with the Planning Department staff to verify compliance with an approved Sign Program and/or Sign Criteria)*

- Specify type of proposed sign (canister, individual channel letters, blade, window, monument etc.)
- Specify dimensions of signage including face, font, color, and materials.
- Submit location/s of proposed sign.
- Specify storefront lineal footage. (measure property line to property line)
- Submit elevation/s of proposed sign.

SITE PLAN (required): Include

- Summary Table showing:
 - Square footage of the lot
 - Square footage of the existing and proposed structures
 - Lot coverage
 - Lot slope indicated by contours at regular intervals, or site survey if required

- Location of proposed development. Illustrate the property lines.
- Location and dimensions of all existing and proposed buildings
- Dimensions of required and proposed front, side and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, parking spaces and maneuvering aisles
- Location and dimension of existing and proposed private and public open space
- Location of all existing trees, and indication of any trees to be removed
- Location of existing and proposed height of walls and fences, indicating top and bottom wall and fence elevations with spot elevations or contours shown at regular intervals
- Building footprints and approximate height of structures on adjacent lots
- Location of drainage ways, creeks or wetlands
- Vicinity map indicating site in relationship to major streets

FLOOR PLAN (if applicable): Show all existing and proposed construction and/or alterations, fully dimensioned and prepared to appropriate scale.

ELEVATIONS (if applicable): Show all structure elevations fully dimensioned and prepared to appropriate scale:

- Existing and proposed new construction and/or alterations, including all mechanical, duct work, utility boxes (front, side and rear). All elevations of each building to be constructed.
- Details for fascia trim, windows, doors, trim, sills, railing and fencing and final height of building.

LANDSCAPE PLAN (if applicable): All landscape design shall be prepared per Stormwater C.3 Guidebook. Development shall show Post Construction Best Management Practices (BMPs). *Copies of the Stormwater C.3 Guidebook is available in the Engineering Division.* Development shall show planting areas and proposed plant palette. Indicates type, size and location of new landscaping to be installed and any existing landscaping that is to be removed. Include landscape lighting locations and cutsheet/details of the type of lighting fixtures.

6. PROPERTY OWNER OR AUTHORIZED AGENT

Name of Business _____

Address _____

Phone No. _____ FAX No. _____

Property Owner **OR** Authorized Agent _____

PRINT NAME

Property Owner **OR** Authorized Agent _____

Signature

7. APPLICANT CERTIFICATIONS

I understand that submission of this application does not constitute approval for any administrative review, conditional use, variance, map approval or exception for any other City regulations, which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Community Development Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. The City has attempted to request everything necessary for an accurate and complete review of your proposal; however, after the City has taken in your application and reviewed it further, it may be necessary to request additional information and clarification.

Signature of Owner or Authorized Agent

Date

8. OFFICE USE

Application Taken in by:	Project Discussed with:	Related Files:	Date app. Rec'd.:
Application Type:	Application Number:	Date app. Apprvd.:	
300 Foot Public Notification: Yes/No Public Hearing: Yes/No Subject to Appeal Process: Yes To: Planning Director	Review Body: Planning Staff <hr/> Staff Name <hr/> Staff Signature		
Findings:	Conditions:		