

2. THE DESIGN REVIEW PROCESS

2.01 INTRODUCTION

There are three primary principles used when reviewing the merits of a proposed project. They are:

- 1. Aesthetic Design:**
Determining the appropriateness of a proposed design, including its architectural character, design integrity, consistency, proportionality, mass and scale.
- 2. Compatibility:**
Evaluating the impacts of a proposed design on its intended occupants, as well as residents in the vicinity of the structure, to protect privacy, maintain the consistency of a structure's orientation to the street, identity, convenience, and visual access to significant views.
- 3. Safety:**
Ensuring the proposed project maintains public safety, including emergency access, fire protection and wildfire prevention, physical security, pedestrian and bicycle safety, vehicle safety, and the mitigation of earthquake hazards.

Each of these three principles are addressed at three physical scales. They are:

- 1. Neighborhood:**
As defined in Section 3.01; Neighborhood Typologies
- 2. Contiguous Parcels:**
All parcels touching the subject property on which the proposed project is located.
- 3. On-Site:**
Relating to the property where the proposed project is located.

2.01.01 PERMIT APPLICATIONS

There are five primary types of planning permit applications. They are:

1. Expedited Design Review Permit Application – Reviewed by the Planning Director:

- a. New or replacement windows and/or doors, or their removal or relocation.
- b. Minor modifications to a Design Review Permit Application previously approved.
- c. Minor improvements or replacements to existing building elements, as described in the [*Expedited Design Review Permit Application*](#).
- d. New or relocated utility connections, as described in the [*Expedited Design Review Permit Application*](#).

2. Director Design Review Permit Application – Reviewed by the Planning Director:

- a. Projects up to a certain construction value, that are otherwise not exempt from Design Review or eligible for Expedited Design Review, as described in the Zoning Ordinance [*Sec. 17.66.040*](#).
- b. Projects that do not include fencing within a 20-foot street yard setback.
- c. Projects that do not require a variance.

3. Design Review Permit and/ or Variance Permit Application – Reviewed by the Planning Commission:

- a. Projects with a certain construction value or greater, as described in the Zoning Ordinance [*Sec. 17.66.040*](#), which generally involve additions and remodels to an existing structure, remodels to an existing structure with exterior stylistic changes, or projects involving the construction of new structures.
- b. Construction projects requiring a variance or conditional use permit.
- c. Any site feature, fence or retaining wall as described in the Zoning Ordinance [*Sec. 17.66.040*](#).
- d. Projects referred to the Planning Commission by the Planning Director.

4. Accessory Dwelling Unit Permit – Reviewed by the Planning Director

- a. Proposals to add an accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) (also know as a second unit permit or in-law unit), as defined in Zoning Ordinance Sec. 17.38.020 and meet the requirements of Division 17.38.

5. Ministerial Design Review Permit – Reviewed by the Planning Director

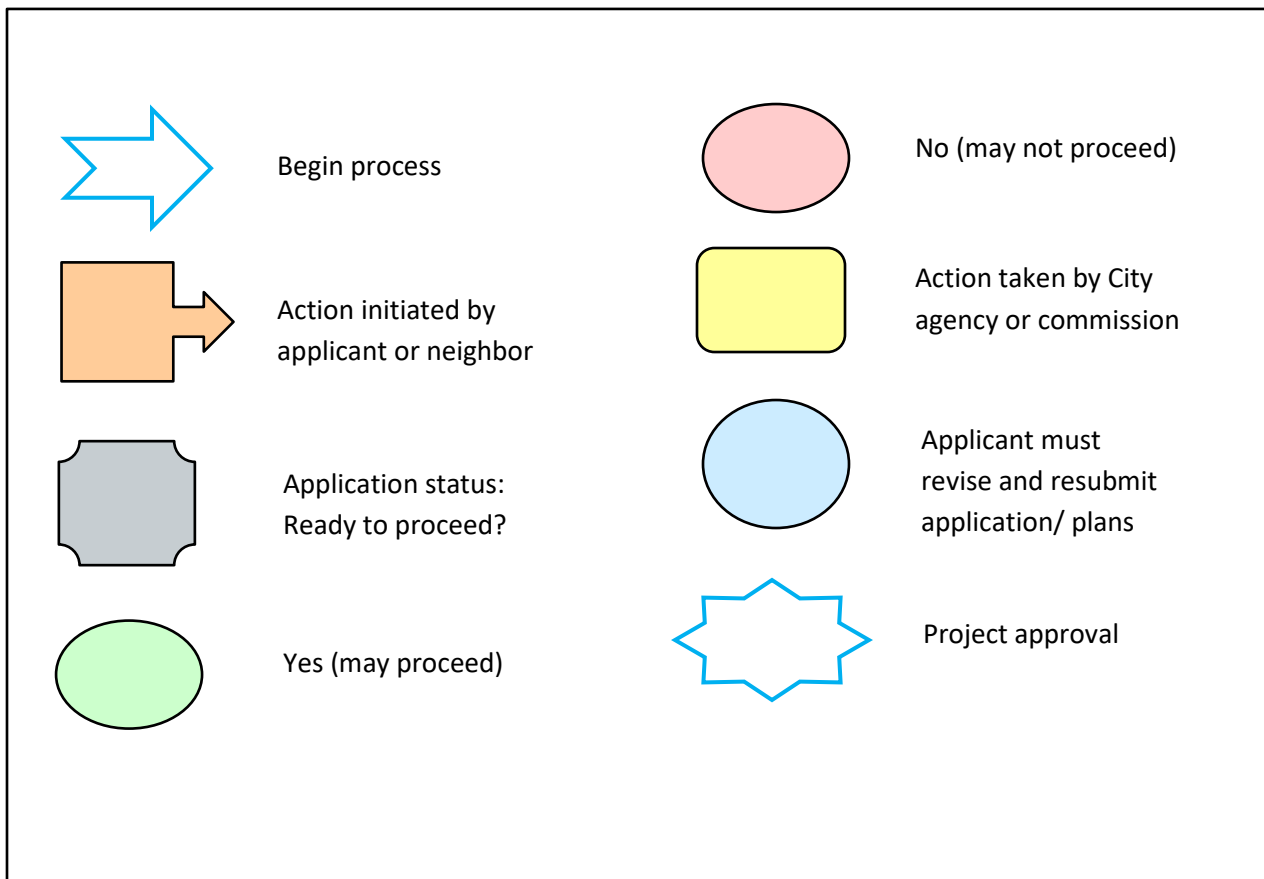
Proposals to construct multifamily development or mixed-use development of four or more housing units or proposal for two or more housing units that meet the eligibility criteria of Zoning Ordinance Sec. 17.67.030.

2.01.02 IMPLEMENTATION

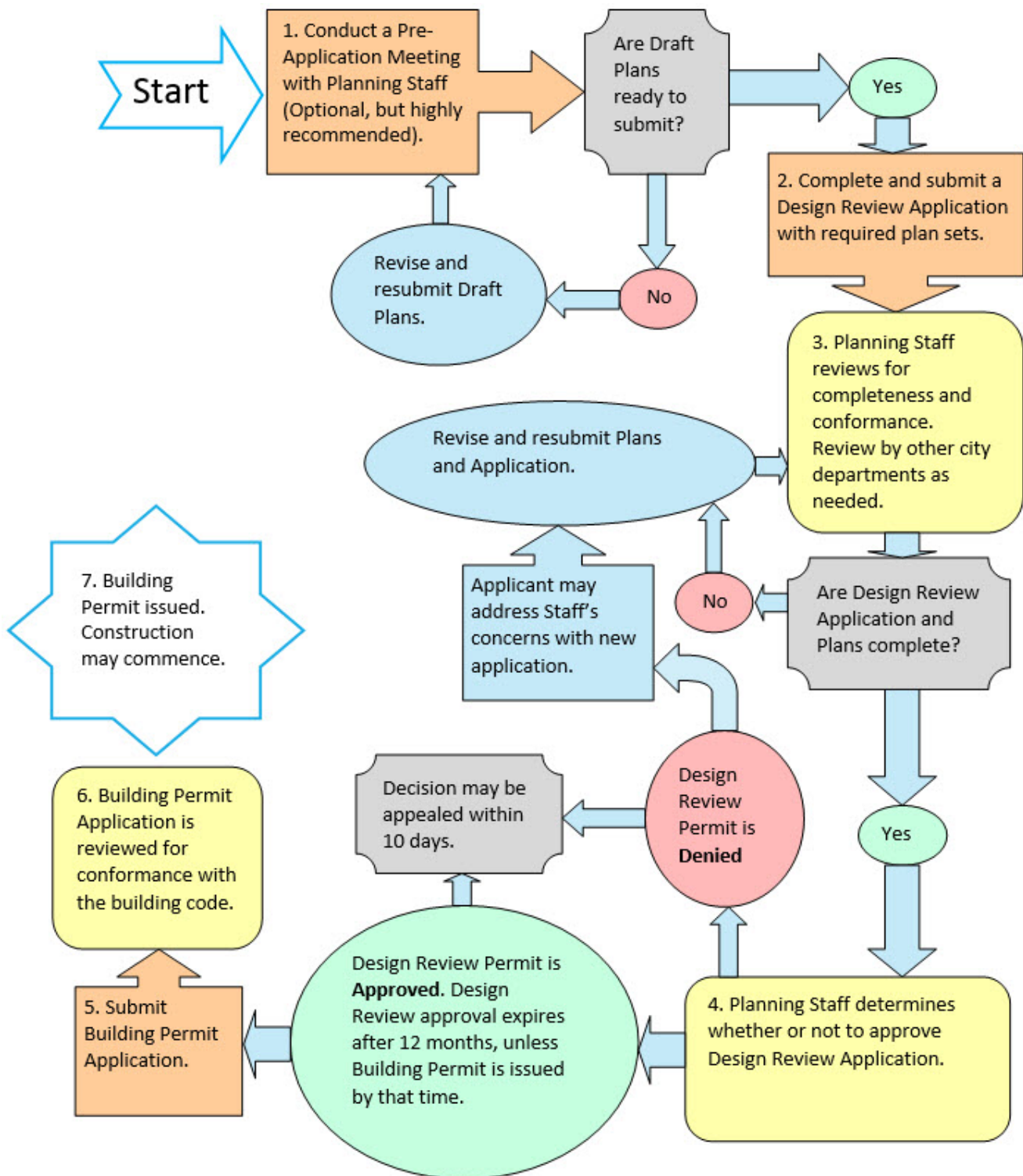
Each type of planning permit application has its own unique approval process. The five diagrams on pages 2-4, 2-5, 2-6, 2-7, and 2-8 map each type of permit review process, from initial contact with the Planning Department to a final approval for construction. These diagrams enable project applicants, design professionals and the general public to better understand project review procedures.

2.01.03 LEGEND FOR PROCESS DIAGRAMS

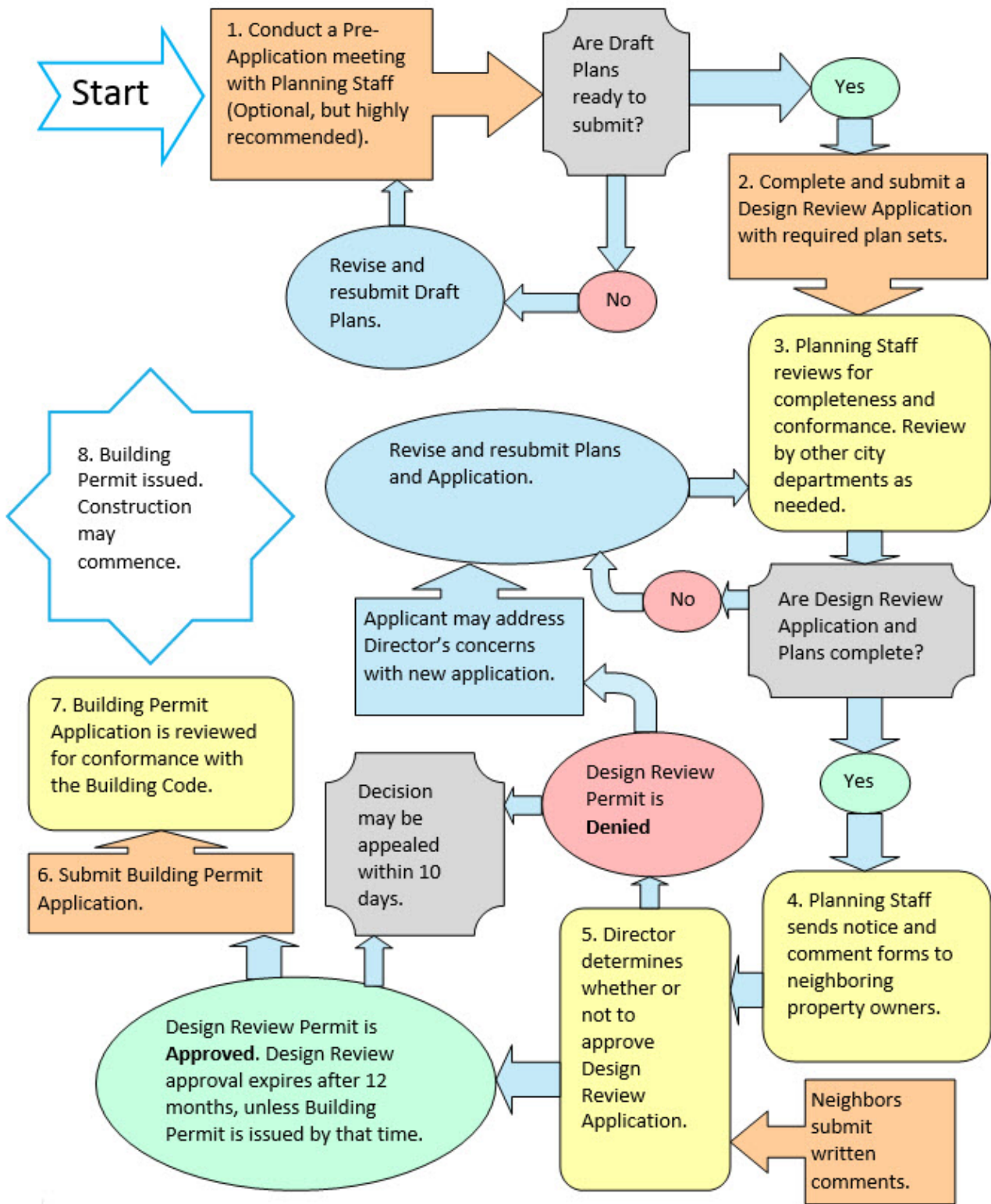
Each process diagram uses the same set of graphic symbols and colors, identifying the responsible party for tasks involved during project review, as well as the path used for obtaining project approvals. The symbols are shown in the legend below:



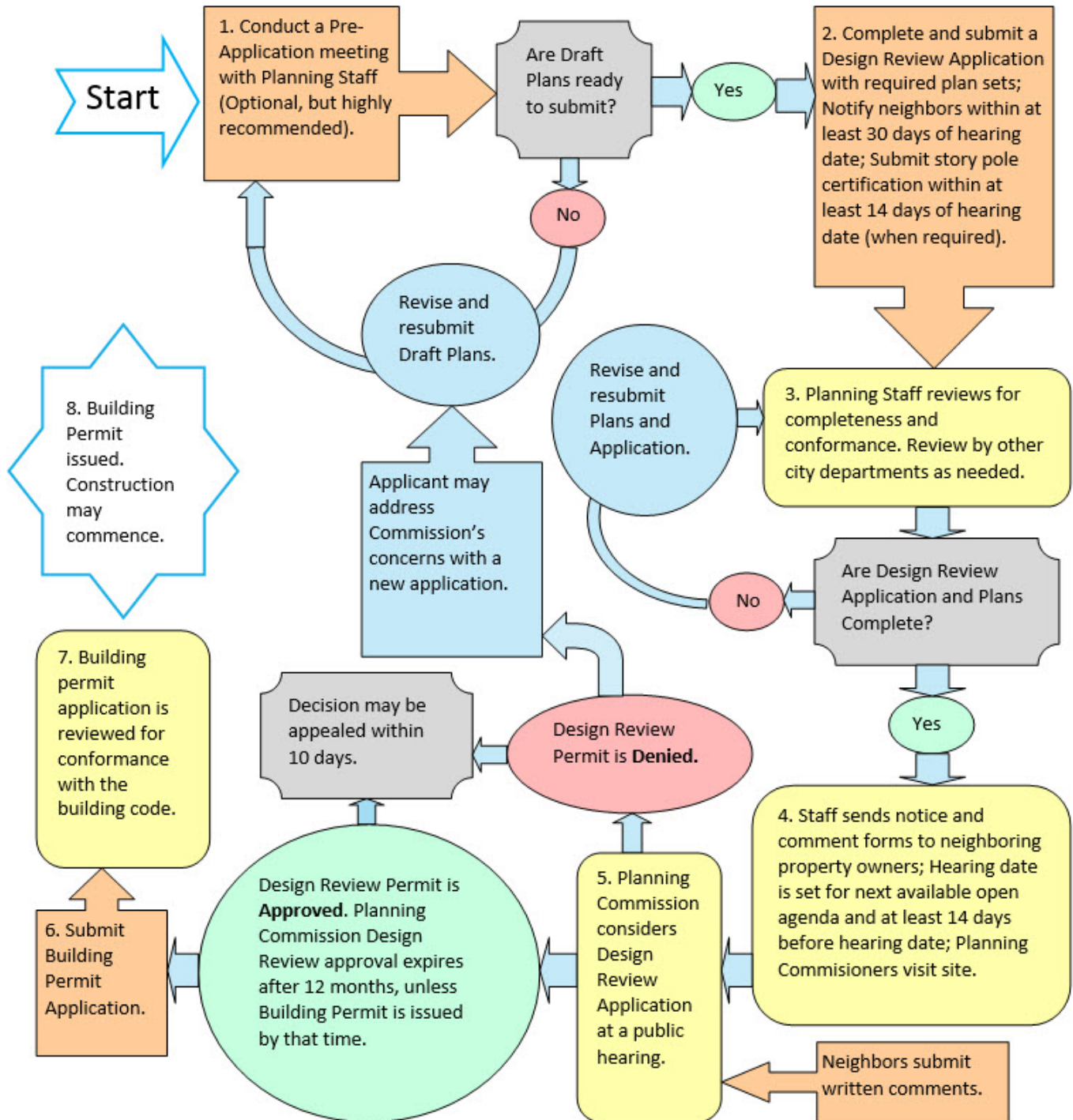
2.02 EXPEDITED DESIGN REVIEW PERMIT



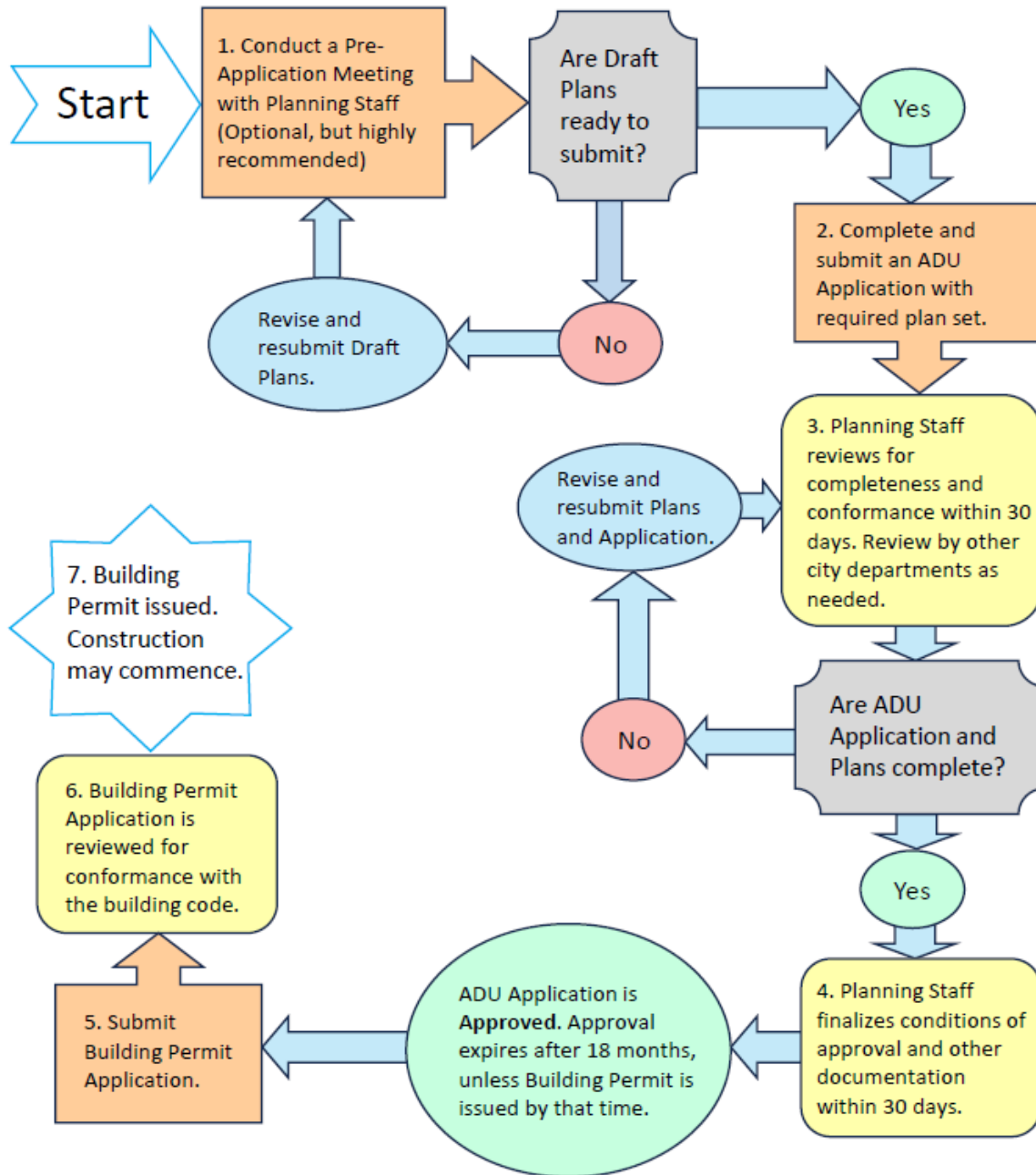
2.03 DIRECTOR DESIGN REVIEW PERMIT



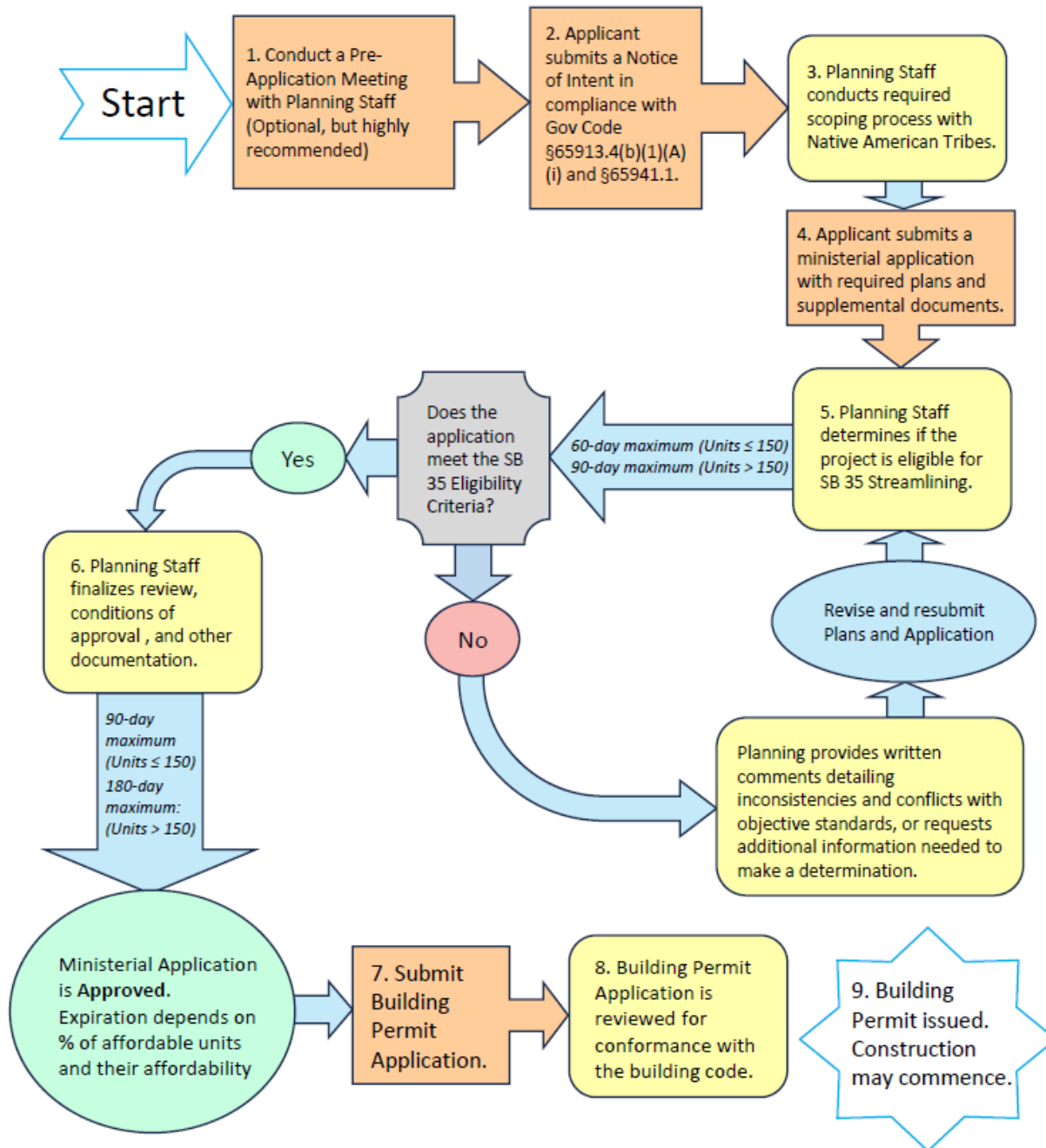
2.04 PLANNING COMMISSION AND/OR VARIANCE DESIGN REVIEW PERMIT



2.05 ACCESSORY DWELLING UNIT PERMIT



2.06 MINISTERIAL DESIGN REVIEW PERMIT



2.10 LIST OF EXCEPTIONS TO DESIGN REVIEW PERMITS

The following are considered small improvements and do not require a Design Review Permit:

DESIGN STANDARD:

1. Small Improvements That Do Not Require A Design Review Permit.

Ref: Zoning Ordinance Sec. 17.66.020.B.2.a and Sec. 17.66.030

1. Unless regulated by the City Code, interior remodeling of existing buildings where the use of the property, number of rooms eligible for use as a bedroom, and exterior form of the building is unchanged.
2. Fences and fences in combination with retaining walls as outlined in Zoning Ordinance [Sec. 17.32](#) that are no greater than six feet (6') in height and not located in a street setback, and retaining walls retaining existing grade that are less than thirty inches (30") in height.
3. On-grade or below-grade improvements, including but not limited to walkways, patios and decks under 12 inches in height; irrigation lines and drainage work, unless a variance from minimum landscape coverage is required; or unless the improvement is a patio in the street setback and is not necessary for ingress or egress; or unless the improvement is a new or enlarged driveway or parking pad anywhere on the lot.
4. Normal repairs, replacement and maintenance of existing construction, so long as there is no change in the materials, design and size of the feature being repaired or replaced.
5. Minor construction related changes to previously approved plans which are architecturally compatible with approved new construction and existing construction, so long as the prior written approval of all affected neighbors has been obtained by the property owner and provided to the Director.
6. A satellite dish less than one meter in diameter.
7. Parking modifications required to conform to state ADA regulations.

8. A complete change in the exterior wall material from wood siding to cementitious fiber siding with a texture that matches the existing wood siding, so long as there is no change in the siding location, orientation or design.
9. A change in roof material, provided that the new roof material is not a light or reflective color or surface (unless required to be so under Chapter 5 of the City Code (Piedmont Building Code), henceforth known as the City Building Code) for the following changes:
 - a. Existing sloped roofs with wood shingles, wood shakes, simulated material, material that is the subject of a recalled product, tar and gravel or other granular material to composition shingles, cap sheet to tar and gravel, provided that all sloped roofs for the entire house and accessory structures will be consistent throughout the property.
 - b. Existing flat roofs with any material to:
 1. Polyvinyl Chloride (PVC).
 2. Closed-cell sprayed polyurethane foam (SPF).
 3. Tar and gravel, or other similar material such as modified bitumen with a granular surface, provided that exposed seams are covered with a granular surface.
10. Flat-profile skylights that project no more than 12 inches from the roof surface and tubular daylighting devices with a maximum 14 inch diameter tube, provided that that the flashing is painted to match the surrounding roof material and that the skylight or device is not on a street-facing roof slope or is located behind a parapet on a flat roof or is otherwise not visible from the street.
11. Automatic pool and spa covers that are less than 12 inches above adjacent surrounding grade.
12. Exterior-mounted electric vehicle chargers, provided no electrical conduit leading to the charger is exposed on the exterior wall of the building.
13. The replacement of a mechanical device, such as an air-conditioning unit or pool filter pump, provided that there is no significant change in size or location and the replacement device meets the sound output limits outlined in the City Building Code.

14. A new ground-mounted air-conditioning unit, provided that:
 - a. There is no more than one unit on the property.
 - b. The unit is not visible from the street and is not located within a required setback.
 - c. The unit meets the sound output limits outlined in the City Building Code.
 - d. The footprint of the unit is no more than 10 square feet.
 - e. No electrical conduit or plumbing is exposed on the exterior wall of the adjacent building.

15. A maximum of one one-story detached accessory building used as a tool or storage shed, playhouse or similar use, provided the projected floor area does not exceed 120 square feet, it is not located within the setback from a street property line, and is less than 7 feet in height measured from the lowest adjacent grade to the highest roof projection.

16. New, relocated or replacement electrical panels that are no greater than 400 amps, electric meters or alarm boxes, provided that they are not located within the street setback, on the front wall, street-facing side wall, or area of a side wall containing the front door; and such meters, boxes, panels, exposed lines, and exposed conduit are painted to match the structure color.

17. New or relocated gas meters, provided that they are not located on a street-facing wall setback or are otherwise screened from street view.

18. The complete demolition and/or removal of:
 - a. Outdoor features including fences, site features, pools, decks, patios, awnings, greenhouses, storage sheds, solar panels and equipment, and exterior lighting not required by the City Building Code;
 - b. Non-original decorative architectural elements such as shutters and flower boxes; or
 - c. Exterior architectural elements including chimneys, skylights, vents, chases, stacks, antennae, satellite dishes and conduit, provided that the area is patched and painted to match the adjacent wall, eave, or roof material.

19. The installation of downward-directed low voltage path lights and stair lights, and downward-directed wall lights required by the City Building Code of a maximum 800 lumens or equivalent of a 60-watt incandescent bulb, that have an opaque or translucent shade that completely covers the light bulb, so long as all electrical conduit to new exterior wall fixtures is concealed within the wall.

20. The construction of mailboxes, driveway gate key pads and non-structural decorative elements such as flower boxes, house numbers and mail-slots.

21. New or relocated non-structural portable barbeques, fire pits, fire tables, bird baths and fountains that do not require hard-wired electricity, or plumbing for gas or water.
22. New or relocated wood or metal gutters and downspouts that are painted to match the existing structure or trim color, and new or relocated unpainted copper gutters and downspouts.
23. New or relocated low-profile flues, vents and spark arrestors that are mounted on the wall or roof, not including wall-mounted plumbing lines or stacks, that have no exterior fans or blowers, provided that the vents/flues/spark arrestors project less than 12 inches and are painted to match the adjacent wall, roof or chimney color. Roof-mounted attic or ridge vents may be covered in the matching roof material in lieu of painting.
24. New or relocated crawl space access doors that are not full height, and pet doors, not located on the front wall of a house that are painted to match the house color.
25. The replacement of existing “domed” skylights with flat-profile skylights, provided that there is no change in size or location.
26. New or replacement flooring material on decks, balconies, patios, stairs, and entry porches and stairs, provided that the entire surface is replaced.
27. Small residential rooftop solar energy systems as outlined in the California Solar Rights Act, so long as no variance is needed from setback or building height requirements outlined in the Zoning Ordinance, Article 2.
28. 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.
29. Chicken coops, bee hives and dog houses, provided that they are not located within a street setback, have a maximum combined footprint of 100 square feet, and have a maximum height of 5 feet measured from lowest adjacent grade.
30. The replacement of foundations, provided that there are no alterations that would otherwise alter the size, shape or exterior design of the building.
31. Children’s play equipment, provided that the equipment is not located within the street setback, is not permanently attached to the ground, is no more than 10 feet in height, and the total combined footprint of all play equipment does not exceed 300 square feet. Children’s play equipment includes, but is not limited to: trampolines, swing-sets, play houses, slides, and “monkey” bars.

32. The replacement of an existing wood window or door with a new window or door made of wood with aluminum or fiberglass exterior cladding, provided that there is no change in the following:
 - a. The size or location of the window or door.
 - b. The operation of the window or door.
 - c. The recess of the window or door from the exterior wall surface.
 - d. The divided lite pattern (if any), provided that any new divided lites are either true divided lites or 3-dimensional simulated divided lites.

33. Tankless hot water heaters that are installed within the interior of a building, or within an enclosed alcove on the exterior of a building, provided that the alcove door is flush with the exterior wall and painted to match the surrounding wall material, and all plumbing and electrical lines are not visible on the exterior. Vents for the tankless water heater must not project more than 12 inches from the roof or wall surface.

34. A bicycle rack on commercial or public properties provided it is not proposed in a required parking space, a walkway, or driveway needed for turn-around and vehicular travel.

35. Security cameras mounted to the exterior of a residence, provided that the conduits and cables serving the cameras are not external.

36. Minor modifications to existing features or to prior approvals that otherwise are not regulated by the City Code Zoning Ordinance, subject to the approval of the Director.

2.11 DESIGN REVIEW SUBMITTAL GUIDELINES AND CHECKLIST

2.11.01 FORMS, FEES, NUMBER OF PLANS AND PLAN SIZES

1. Planning Permit Application Form signed by the property owner(s). Click [here](#) to choose between and download the Expedited Design Review, Director Design Review, Planning Commission Design Review Permit, Accessory Dwelling Units, and Ministerial Design Review application forms.
2. Application Submittal Checklist Form. This form may be found at the end of this chapter and in more detail on each of the application forms.
3. Fee payment, as specified on the application form.
4. **Electronic Plan Set Submittal.** Instructions for submitting planning applications electronically are available on the applications webpage of the City website here: www.piedmont.ca.gov.

2.11.02 ITEMS TO BE INCLUDED IN THE PLANS

1. GENERAL INFORMATION

Each page of the plan set should include a title block including the project address, drawing scale, the date the plans were prepared, sheet number and professional certification stamp, if required.

2. TITLE SHEET

- a. Please provide a brief summary describing the scope of work of the project.
- b. Please indicate the zoning district where the project is located.
- c. In addition to the graphic calculations required as part of this submittal, please provide a table showing existing and proposed square footages, as well as existing and proposed floor area ratios (FAR).
- d. Please provide an architectural symbols and abbreviations index

3. SITE SURVEY (Required for new construction. Preferred scale 1/8"=1'0")

- a. Please dimension and show coordinates for all lot lines.
- b. Please show the location of street right-of-way.
- c. Please show the location of all existing structures, fences, retaining walls, significant trees with a minimum of 12" trunk diameter.
- d. Please show grade elevations at building corners.
- e. Please show existing floor elevations.
- f. Please show existing roof eave and roof peak elevations.
- g. Please show utilities and easements.
- h. Please provide contour lines at a minimum of 2 ft. intervals.
- i. Please provide a north arrow.

4. EXISTING SITE PLAN (Preferred scale 1/8"= 1'0")

Please indicate the location of all existing structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance [Sec. 17.90.020.](#)). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property. Please show a North arrow, label adjacent streets, and call out existing features.

5. PROPOSED SITE PLAN (Preferred scale 1/8"= 1'0")

Please indicate the location of all existing and proposed structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing and proposed structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance [Sec. 17.90.020.](#)). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property, and any changes proposed to these features. Please show a North arrow, show grade changes at the property line, label adjacent streets, and call out existing features and proposed modifications.

6. ROOF PLANS: EXISTING AND PROPOSED (Preferred scale 1/8" = 1'0")

Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and gutters. Roof plans may be shown on the site plans. Please specify all existing and proposed roof materials.

7. EXISTING FLOOR PLANS (Preferred scale ¼" = 1'0")

Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Show the removal of any existing features, including roofs, walls, ceilings, windows, doors, built-in-cabinets, appliances, fixtures and parking spaces. Please show a north arrow and label the floor level.

8. PROPOSED FLOOR PLANS (Preferred scale ¼" = 1'0")

Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Please show a north arrow, label the floor level, and call out proposed modifications. **Please show each proposed floorplan either side by side on the same page as the corresponding existing floorplan or in a manner where a contrasting outline of the existing construction is shown on the proposed plan, if possible.**

9. EXISTING EXTERIOR ELEVATIONS (Preferred scale ¼" = 1'0")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average existing building height (See Zoning Ordinance [Sec. 17.90.020](#)). Please do not abbreviate architectural terms. Label each elevation as "existing" and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side). See application form for additional submittal requirements if the application architect does not permit the sharing of electronic plan sets with members of the public.

10. PROPOSED EXTERIOR ELEVATIONS (Preferred scale ¼" = 1'0")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height (See Zoning Ordinance [Sec. 17.90.020](#)). Please do not abbreviate architectural terms. Label each elevation as "proposed" and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side). **Please show each proposed exterior elevation either side by side on the same page as the corresponding existing exterior elevation, or in a manner where a contrasting outline of the existing construction is shown on the proposed elevation, if possible.**

11. BUILDING SECTION: When required for additions and new construction (Preferred scale ¼"= 1'0")

Please provide a minimum one building cross section showing the relationship between existing and new construction, and/ or new construction and existing grade.

12. WINDOW SCHEDULE

If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, a typical window detail in a partial wall section showing the window recess dimension from the face of the exterior wall, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites). At the discretion of the Planning Director, a window schedule can be omitted only if all the above information is otherwise provided.

13. GRAPHIC CALCULATIONS (1 SET ONLY)

Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on the permit application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:

- a. **Existing and proposed lot coverage/structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Zoning Ordinance [Sec. 17.90.020](#).
- b. **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Zoning Ordinance [Sec. 17.90.020](#).
- c. **Existing and proposed floor area ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area, please see Zoning Ordinance [Sec. 17.90.020](#).

14. PHOTOGRAPHS

Please provide photographs of the front (street), rear and side views of the existing structures on the subject property. Please also provide a front (street) view of the structures on the two adjacent properties. The photographs may be placed either on a standard permit application sheet size and be part of the submittal package, or may be placed on 8 ½" x 11" sheets as an accompanying submittal package.

15. 3D MODELING (Highly Recommended for Certain Projects)

The complexity of some projects may warrant the need for 3D representation. At the discretion of staff, a recommendation during the initial pre-application to produce these materials may occur. If so, please consider providing a 3D graphic representation, digital 3D model, or constructed scale model showing existing and proposed views from the street, as well as any critical views that best describe how the proposed project mitigates any potential negative impacts on adjacent parcels.

16. LANDSCAPE PLANS (When required by Zoning Ordinance [Sec. 17.34.](#))

Landscape Plans should include lot lines, indicate landscape areas, identification of vegetation, the location of all structures and hardscape surfaces. The landscape plans may also include a plant list including the size and spacing of plants to be installed and the location of proposed planting. Landscape plans must also address irrigation and comply with the *California Water Efficient Landscape Ordinance*.

17. STORY POLE CERTIFICATION (When required)

Please see the Story Pole Protocol in Section 2.07)

2.11.03 DESIGN REVIEW SUBMITTAL CHECKLIST FORM

Please see the Form directly following this page for a summary of submittal requirements for Expedited Design Review, Director Design Review, and Planning Commission Design Review Permit.

CITY OF PIEDMONT
CALIFORNIA



City use only
Date Received _____

Time Received _____

DESIGN REVIEW SUBMITTAL CHECKLIST FORM

INSTRUCTIONS:

1. Please determine the type of design review application to be used.
2. Please provide a check mark for each item next to "yes" or "no" to show what is included in your submittal package.

Item	Expedited Design Review			Director Design Review			Planning Commission Design Review		
	Yes	No		Yes	No		Yes	No	
General Information									
Title Sheet									
Site Survey									
Existing Site Plan									
Proposed Site Plan									
Roof Plans									
Existing Floorplans									
Proposed Floorplans									
Existing Exterior Elevations									
Proposed Exterior Elevations									
Building Section									
Window Schedule									
Graphic Calculations									
Photographs									
3D Modeling									
Landscape Plans									
Story Pole Certification									

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

2.12 STORY POLES

The following guidelines apply to discretionary design review permit applications.

2.12.01 PURPOSE

To enable neighbors, Planning Commissioners and staff to envision the proposed construction of design review applications and ensure the accuracy of the story pole representations, in accordance with Piedmont City Code Sections 17.66.010, and 17.66.020.

2.12.02 PROTOCOLS

The Planning Department shall require the installation and verification of story poles for design review applications pursuant to Piedmont City Code Division 17.66 when:

1. A new residence and/or any other detached structure requiring design review is proposed;
2. An upper level expansion of an existing residence (including decks and dormers) is proposed;
3. A neighbor's light, view and/or privacy is in question;
4. The installation is needed by the staff or Planning Commission to assess the proposed height and/or bulk of large single story expansions or any other proposed expansions.

2.12.03 PROCEDURES

Unless otherwise directed by the Planning Director or the Director's designee, story poles are to be erected by the applicant or the applicant's representative and verified by a California Licensed Land Surveyor or Licensed California Civil Engineer. Verification must be in the form of a completed Story Pole Certification Form that is stamped and signed by the licensed professional along with photographs of the story poles. The Certification Form, the format of which shall be determined by the Director of Planning, shall state that the story poles are in compliance with the proposed application.

The verification shall be submitted to the Planning Department no later than 12:00 noon, 14 days before a scheduled Planning Commission hearing in accordance with the most recently published Planning Commission schedule. **Without exception, applications that do not have verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.** For Director Design Review applications, staff will not consider the application to be complete or send the required notice to neighbors until verification is received, and will not take action on the application until at least 14 days from the receipt of the story pole verification. Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

Story poles shall be installed to define the outlines of the proposed construction in order to show the proposed height and mass of the construction. Typically, there will be a pole at every proposed corner to indicate the wall planes, and poles that represent roof points, with boards, tape or ropes that connect the poles to indicate the roof height, ridges, slopes and relationship to the walls. There are no required materials for the poles, but the poles must be clearly visible and stable (wood and aluminum stud framing and rigid PVC pipes are typical materials for the vertical members with flag banners, PVC pipe, colored rope, plastic construction netting or durable caution tape preferred as horizontal members), and the tape or ropes should be brightly colored, clearly visible and strongly attached. Staff and the Planning Commission may require colored flags or plastic construction netting to help understand the proposed construction. Should inclement weather cause damage to the story poles, they may need to be repaired and reverified prior to the application being considered by the Planning Commission or staff. Please contact staff if you have questions about a specific project.

Story poles shall remain erected through the appeal period after action is taken on the application, and shall be removed promptly after the end of the appeal period if an appeal has not been filed. If an appeal is filed, the story poles must remain erected until final action is taken on the application.

2.12.04 STORY POLE CERTIFICATION FORM

Please see the Story Pole Certification Form directly following this page. It must be submitted along with photographs of the story poles.



City use only
Date Received _____

Time Received _____

STORY POLE CERTIFICATION FORM

(Must be prepared by a California Licensed Surveyor or Civil Engineer and must be accompanied by photographs of the installed story poles.)

On _____, I surveyed the story poles located at
(Date)

_____, Piedmont, CA, related to plans
(Property address)
submitted as part of design review application _____.
(Application number)

I have determined that the story poles are in substantial compliance with the plans dated
_____, and accurately represent the proposed
(Plan date or City date-stamp date)
construction in terms of dimensions, corner/wall locations, and ridge heights/locations.

PLEASE STAMP AND SIGN BELOW

(Name - please print)

(Company)

(Address)

(Phone Number)

(Email address)

(Piedmont Business License Number)

2.13 SITE VISITS

DESIGN OBJECTIVE:

1. Piedmont City Council policy regarding site visits.

The following guidelines apply to discretionary design review permit applications.

2.13.01 PROTOCOL

The purpose of this protocol is to provide guidance to planning commissioners, staff and residents concerning appropriate site visit procedures for applications for a design review permit pursuant to Piedmont City Code Division 17.66.

2.13.02 PROCEDURES FOR THE DECIDING BODY

For every application for a design review permit the deciding body is expected to make a site visit to the subject property. The deciding body is either a member of the planning staff, the Planning Commission, or the City Council. These procedures shall also apply to the Planning Commission when making a recommendation to the City Council regarding a design review permit. The decision-maker shall make every effort to leave their business card whenever they enter onto a subject or neighboring property, and no one is home.

Subject Properties:

1. For purposes of this policy, the term “site visit” does not necessarily mean entering onto a property. In some instances, it is possible to assess the impacts of a project without stepping on the subject or neighboring property (for example, a fence proposed for the front property line). However, the decision-maker shall enter onto the property if it is necessary to understand the application and surrounding context (for example, a proposed rear deck that cannot be easily seen and understood from the street).
2. Understanding the property and context is critical to the design review permit decision-making process. Staff members may not take action on a design review permit application until a site visit to a subject property has been made.
3. If any planning commissioner is unable to make a site visit to the subject property prior to the planning commission hearing, said commissioner shall recuse himself or herself from the discussion and action on the application.

4. In almost all cases, it is not necessary to see the inside of the subject residence. From the exterior, the decision-maker shall assess the relationship of the proposed construction and its possible impacts to the existing site, the adjacent properties and surrounding neighborhood. At their discretion, the decision-maker may request permission from property owners of adjacent properties to make a site visit in order to assess potential impacts from the neighboring property.

Neighboring Properties:

When a neighbor of a permit applicant’s property requests a site visit in accordance with the procedures below, the decision-maker shall make a site visit, as defined above, to the neighboring property to view the story poles and understand the context.

1. If specifically requested in writing (via letter or e-mail), staff shall visit the interior of the requesting neighbor’s house. Council members and planning commissioners are encouraged, *but not required*, to visit the interior of the requesting neighbor’s house. The council members and commissioners shall use their discretion in determining the necessity of viewing a project from the interior of a neighboring residence. In general, neighboring residences that are not near the proposed construction, or where it is clear that there is little impact, do not usually need an interior site visit. However, it is City Council policy to encourage interior site visits of properties that are adjacent to the proposed construction, or are near an application that proposes a large addition or new second story.

Brown Act:

In order to avoid Brown Act violations, no more than two commissioners may visit any property at the same time without the notification requirements of City Code Division 17.62 having been implemented.

2.13.03 PROCEDURES FOR APPLICANTS AND NEIGHBORS

Planning commissioners often have 10-15 applications per month, involving site visits to each subject property. In general, they must fit numerous site visits into very busy work and family schedules during the weekdays and weekend days just prior to the meeting, including site visit requests from neighboring residents.

Applicants:

1. Since the decision-makers rarely need to see the inside of an applicant’s property, applicants only need to make the exterior of their property available. However, applicants shall take appropriate measures to ensure access to the exterior portion of their property subject to review, such as unlocking gates and keeping dogs indoors.

Applicants shall not use the site visit as an opportunity to privately lobby staff, commission members or council members outside of the public process.

Neighbors:

1. Neighboring residents who request staff site visits to their properties, shall do so by returning the comment form mailed with the notice of the application, or by sending a letter or e-mail to the planner who signed the notice by noon, at least two business days prior to the deadline indicated on the form.
2. Neighboring residents who request planning commission site visits shall do so in writing as early as possible, but no later than *noon* two business days prior to the planning commission meeting.
3. Neighboring residents who request site visits shall provide written instructions (e.g., which gate to use, and what they want the commission and staff to look at) and shall take appropriate measures to ensure access to the exterior of their properties (e.g., keeping dogs indoors, etc.).
4. Neighboring residents who request commissioners or staff members to view the proposed development from the interiors of their residence, shall do so only when the neighbor believes that the proposed development will have an adverse impact on the interior of their residence. For applications being considered by the Planning Commission, they must make themselves available to provide access to the interior of their residence during the last five calendar days prior to the meeting, or designate someone (e.g., a neighbor) who can provide access on their behalf.
5. Neighbors shall not use the site visit as an opportunity to privately lobby staff, commission members or city council members outside of the public process.
6. Objecting neighbors who do not make their property conveniently available for site visits shall not later claim lack of site visits as a basis for appeal.

