

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 EXPEDITED DESIGN REVIEW PERMIT
Projects eligible pursuant to 17.66.040(B)(3)

Property Owner Information

Name(s) of Property Owner(s) : _____

Address of Property: _____ Zip Code: _____

Mailing Address of Property Owner(s) (if different from above): _____
_____ City, State, Zip Code: _____

Telephone Number _____ Email _____

Design Professional/Agent of Property Owner Information

Name of Design Professional/Agent _____

Address of Design Professional/Agent _____

City, State, Zip Code: _____

Telephone Number _____ Email: _____

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.)

APPLICATION FEE (includes a \$27 records management fee)

- _____ \$244 for all eligible projects except those listed below
- _____ \$280 for window and door replacements
- _____ \$383 for modifications to a prior approval

INSTRUCTIONS

Submit this application form, along with the fee, and all required plans and documents listed on the attached **Expedited Design Review Permit 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 the list of projects eligible for Expedited Design Review Permit pursuant to 17.66.040(B)(3), *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 17.90.010 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 Planning & Building, this application shall be deferred to the Director Design Review Permit process under 17.66.040(B). Some projects are exempt from design review; please review the list of projects that do not need design review in [Section 2.05](#) of the Piedmont Design Guidelines.

APPLICATION ELIGIBILITY

(To be completed by the applicant)

Only projects specifically listed pursuant to 17.66.020(B) of the City Code are eligible for Expedited Design Review. The project will be approved or approved with conditions only if the Planning Director 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 17.66.060; and (4) the project is in compliance with the Residential Design Review Guidelines and approved city policies. Any action of the Planning Director may be appealed as provided in Section 17.78. *All design review applications will require a [building permit](#) application if approved.*

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

Please indicate what steps you have taken to discuss this project with city staff prior to submittal: _____

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**

Prior Design Review Application Number: # _____ *(For staff use only)*

Please indicate all categories below that your project meets:

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 or relocated gas meters, alarm boxes, and electrical panels that are no greater than 400 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;
- _____ (iii) New or modified handrails on existing stairs and handrails on new or renovated on-grade stairs;
- _____ (iv) 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;
- _____ (v) 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;
- _____ (vi) Outdoor fire tables no greater than 30 inches in height and outdoor electric and gas space heaters that are hardwired to the electrical circuitry or connected to the gas plumbing for the property;
- _____ (vii) Exterior wall-mounted heaters, fans, and related mechanical equipment that is otherwise not visible from the street and meets the Building Code requirements for mechanically generated noise;
- _____ (vii) Built-in benches and planter boxes no greater than 30 inches in height;
- _____ (viii) Other changes to a structure or improvement determined to be minor by the Director; and
- _____ (iv) Modifications to prior approvals for projects that are eligible for expedited design review without neighbor sign-off.

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 or floor area ratio, and no reduction in landscape area;
- _____ (ii) Chimney extensions and minor chimney modifications not involving significant design or materials changes to meet the requirements of the California Building Code;
- _____ (iii) Exterior light fixtures not listed as exempt from design review;
- _____ (iv) New, relocated or enlarged driveways and parking pads;
- _____ (v) Storage structures not listed as exempt from design review;

- _____ (vi) Minor modifications to existing decks that do not involve a change in deck size, such as a new railing or stair design, or new or modified structural supports, provided that such modifications otherwise meet the zoning regulations outlined in Article 2 of the Municipal Code;
- _____ (vii) New flat-profile skylights that project less than 12 inches from the roof surface and tubular daylighting devices with a maximum 14 inch diameter tube and do not meet the requirements for exemption under Section D.1.j of the Design Review Guidelines;
- _____ (viii) Permanent building features that address the needs of the physically disabled, provided that the project is in conformance with the zoning regulations outlined in Municipal Code Chapter 17, Article 2;
- _____ (ix) New or relocated walls, fences or a combination of wall and fence greater than 6 feet in height but no more than 8 feet 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) The replacement of an existing window, door, or garage door involving a change in size or location; and the installation of any new windows or doors;
- _____ (xi) One or more residential generator or air conditioning unit attached to the ground, a flat roof or wall that are not in the 20-foot street yard setback, are not visible from the street, and meet Building Code requirements for mechanically-generated noise (Piedmont Building Code Section 8.02.020.JJ);
- _____ (xii) Hot tubs that are not located within a required setback, meet the Building Code requirements for mechanically generated-noise, and do not exceed the minimum landscape or maximum structure coverage requirements;
- _____ (xiii) Modifications to existing decks that are required in order for the deck to meet the fire protection requirements of City Code Chapter 8 Building, Construction and Fire Protection, provided that such modifications otherwise meet the zoning regulations outlined in Article 2 of City Code Chapter 17; and
- _____ (xiv) Other changes to a structure or improvement determined to be minor by the Director.

Projects not listed above are not eligible for an Expedited Design Review Permit and are subject to a different level of review. Please contact the Planning Department at 510-420-3050 or ondutyplanner@piedmont.ca.gov for assistance.

Authorization of Design Review Permit Submittal

My signature below signifies that I:

- have read the background document and have provided all applicable information per the attached design review permit 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.
- agree to provide city staff and/or Planning Commissioners access to my property to view existing conditions and 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 (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes to the approved construction may be made without city approval, and changes may require a new application; and
- understand that that I, the property owner, shall defend (with counsel acceptable to the city), indemnify and hold harmless the city (including its agents, officers, and employees) from any claim, action, or proceeding to challenge an approval of the Planning Commission, City Council, or any officer or department concerning a permit granted under City Code Chapter 17.

➤ **SIGNATURE(S) OF PROPERTY OWNER(S)** _____ date _____

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** _____

EXPEDITED DESIGN REVIEW PERMIT SUBMITTAL CHECKLIST

- ___ Application form signed by property owner(s) (one copy)
- ___ Fee (check or online by credit card)

Digital copies of plans and application materials must be submitted to ondutyplanner@piedmont.ca.gov. A hard copy of plans (no larger than 24"x 36") may be submitted to City hall using the scales listed below. In general, the following materials are required for Expedited Design Review Permit applications unless specifically waived by Planning Department staff. Your application may not need all of the materials listed below. Please contact the Planning Department and staff will assist you with application submittal requirements.

Please label all drawings and supporting documents with the property's address.

- ___ **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, label adjacent streets, and call out the location of the proposed modification.
- ___ **Floor Plans** (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. Please show a North arrow, label the floor level, and call out proposed modifications.
- ___ **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. 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).

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. 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).

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 Director or Planning Commission Design Review Permit 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). Please label previously approved plans as "previously approved."

— **Adjacent Affected Neighbor Signatures**

If your proposed project, or a part of your project, is eligible under *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.

— **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.

— **Reach Code Compliance**

If your proposed project has a stated value cost of over \$25,000, expands the roof area by at least 30%, affects the electrical panel, or alters the kitchen or laundry room; you may be affected by building code requirements for energy efficiency. Please visit the webpage below and click on “Checklist for requirements” to see if your project is affected:

Webpage: (https://piedmont.ca.gov/services_departments/planning_building/about_building)

Or **PDF:**

(https://piedmont.ca.gov/UserFiles/Servers/Server_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf).

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