



# DOWNTOWN SPECIFIC PLAN ADMINISTRATIVE DESIGN REVIEW APPROVAL

Planning Division

Effective: September 17, 2007  
Revised: September 17, 2007

## What is an administrative design review approval?

An administrative design review approval is a requirement of the Downtown Specific Plan when physical changes are proposed to either properties or existing buildings. The types of changes requiring approval include exterior building modifications (i.e. painting, new windows, etc.), modifications to existing signs or the addition of new signs, additions to existing structures up to 5,000-square-feet in size, and new residential projects providing four (4) units or less. The approval is considered administrative since it is reviewed by City staff only, and not the Planning Commission or the City Council.

## Overview of City Process (approximate two-week processing time)

The City of Brentwood has adopted procedures (Section 2.1.4 of the Downtown Specific Plan) for the approval of administrative design review applications in the Specific Plan area. These types of applications are processed administratively, subject to the Zoning Administrator's approval. Under this process, an application is submitted to the Community Development Department (Planning Division) and assigned to a staff planner. Once all of the required application materials are submitted, the planner reviews the information for conformance with the requirements of the Specific Plan. If the application is determined to be consistent with the Specific Plan, it is approved, either as submitted or with certain conditions. Each application is evaluated on an individual basis, within the context of surrounding land uses as well as the purpose and intent of the Specific Plan.

## Information Required for a Complete Application Submittal

- Universal Application form
- Property owner signature
- Site plan
- Building elevations
- Written narrative
- Color photographs of the property and building(s)
- Material and/or color samples
- Supplemental information such as a landscape plan, sign plans, etc., as required by the Zoning Administrator

A total of **three (3)** copies (ten (10) copies for new residential units or commercial additions) of the following exhibits are required to accompany the application materials. The more complete the application is, the more promptly it can be processed. A planner can assist you with any questions you may have.

A **site plan** or other exhibit is required that clearly shows what is intended in a graphic manner. The site plan should be drawn accurately and to scale, if possible. The Planning Division can advise you on how to prepare such an exhibit. It is important to show the dimensions of the subject property, all existing structures, existing and proposed parking areas, any proposed new construction, and any other aspects of the site that are relevant to the application.

**Building elevations**, drawn to scale, clearly showing existing conditions and how the proposed changes would affect the exterior of the building(s).

A **written narrative** describing the proposed project is also required to accompany the application.

In lieu of a site plan and/or building elevations, **color photographs (preferably digital) of the property and building(s)** may be submitted in order to demonstrate existing development.

**Material and/or color samples** proposed as part of the project are required. If material samples are not available, color copies showing the samples are acceptable, as long as they provide a realistic representation of the proposal.



# DOWNTOWN SPECIFIC PLAN ADMINISTRATIVE DESIGN REVIEW APPROVAL

Planning Division

Effective: September 17, 2007  
Revised: September 17, 2007

## THE APPLICATION PROCESS

**\*Please allow approximately two weeks to complete the approval process.\***

### **Step 1- Submit a Complete Application to the Planning Division**

The applicant desiring to receive approval of an administrative design review is required to submit a complete application, including all of the information required for a complete application submittal shown on this handout. Supplemental information may be required upon review of the submitted application if deemed necessary by the City, based on the proposed project. The application should be submitted to the City's Planning Division at 104 Oak Street, between the hours of 8:30 AM and 5:00 PM, Monday through Friday. A planner will be available to review your application submittal for completeness or answer any questions about the process during these hours.

### **Step 2 – Staff Analysis**

After your application is submitted, a planner will be assigned to review it. The application will be reviewed for conformity to the requirements of the Downtown Specific Plan, including compatibility with surrounding land uses. The staff planner will contact you to report the status of the project and to obtain information as necessary. Changes or modifications to your project may be suggested or recommended.

### **Step 3 – Staff Approval**

Once any required changes are made and the application is in compliance with the Specific Plan, staff will prepare an approval letter and mail it to you. The letter may include certain conditions that will need to be complied with as part of the approval.

### **Step 4 – Appeal Process**

The decision of the Zoning Administrator shall become effective ten days after the date of the letter. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting a written request and an appeal fee to the City Clerk during the 10-day appeal period. An appeal will be scheduled for the first available Planning Commission meeting for which public notice can be given. The decision of the Planning Commission may be appealed to the City Council within 10 days of the Commission's action. The decision of the City Council shall be final.