



City of Oakley  
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[www.ci.oakley.ca.us](http://www.ci.oakley.ca.us)

## Applicant's Guide to Procedures: DESIGN REVIEW

Design Review is a formal process through which proposed development projects are evaluated and assessed for their design quality and adherence to the Community's established guidelines and regulations. A project's plans are reviewed for conformance with Oakley's General Plan, Zoning Ordinance, and the Oakley [Residential](#) and [Commercial and Industrial Design Guidelines](#). Almost all new residential development and most exterior changes to commercial structures require some form of design review, whether conducted by Oakley Staff or the Planning Commission.

When Staff-level Design Review does not apply to a project, a request for Design Review requires at least one (1) public hearing before the Oakley Planning Commission. Processing time is typically twelve weeks; however, it is dependent on a complete application submittal and the number of applications before the City. The contents of Application submissions shall be reviewed for compliance with the submittal requirements below. **Applications submitted without the required information are not required to be accepted for processing.** When submitting to the Planning Division, all items must be submitted at one time. Please use the following checklist to ensure a complete application is submitted to the City. Unless noted otherwise, plans must be submitted electronically via email to the Oakley Planning Division at: [PlanningGroup@ci.oakley.ca.us](mailto:PlanningGroup@ci.oakley.ca.us).

### **Step 1 – Application Submittal**

The applicant should submit the completed formal application packet to the Planning Division. The Project Planner will review the materials to ensure that all of the required information is submitted. The following items must be submitted at time of formal application:

- Application deposit fee for Design Review.
- One (1) copy of the completed Universal Application Packet with all necessary signatures.
- Letter of Authorization from property owner(s) if represented by a third party.
- Public Notification Package should your item require a public hearing. Public Notice Package contains the following:

- 1) Completed Public Notification Information form.
  - 2) One (1) set of Contra Costa County Assessor's map(s), prepared by a Title Company, marked up showing the entire property outlined in red with a green line encircling the property at a distance of 500 feet from the property line. Each parcel lying wholly or in-part within the 500 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale **and not reduced**.
  - 3) One (1) copy of mailing label list, prepared by a Title Company. A typed list of all affected property owners' parcels highlighted in yellow as above; by Assessor's Parcel Number with names and address. The mailing label list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request. Please ensure the mailing labels only include the mailing addresses of property owners. Site addresses for absentee owners are not required, and if included by the title company should be clearly labeled as "current resident" and not "absentee owner."
- Preliminary Title Report or Condition of Title Guarantee. Report must include owners, legal description, and easements. Please Note: updated documentation could be requested depending on the date of the documents submitted.
- One (1) electronic copy of Elevation Plans drawn to scale indicating:
- \_\_\_ Project name, north arrow and scale.
  - \_\_\_ Colored building elevations from all sides (directions labeled on plans).
  - \_\_\_ All building materials and colors (labeled on plans).
  - \_\_\_ Floor plans with dimensions and floor areas.
  - \_\_\_ A roof plan with cross section indicating any roof mounted equipment and screening.
  - \_\_\_ A color and materials board or satisfactory alternative (check with Planning Division).
- One (1) electronic copy of a fully dimensioned Site Plan drawn to scale indicating:
- \_\_\_ Project name, north arrow, vicinity map, scale and date of preparation.
  - \_\_\_ Name, address, and phone number of owner/applicant and person preparing plans.
  - \_\_\_ Acreage, building square footage, percent of landscape coverage, parking requirements.
  - \_\_\_ Dimensions of each lot.
  - \_\_\_ Existing and proposed structures and/or features such as buildings, walls and trees. Show septic system and/or well if applicable.
  - \_\_\_ Names of adjoining landowners and existing land uses on adjoining properties.
  - \_\_\_ Easements, public right-of-ways, zoning designation, land use designation, and limits of 100 year floodplain (if applicable).

- \_\_\_ Existing and proposed building dimensions, setbacks, footprints and lot coverage.
  - \_\_\_ Driveways, including width and distance to property lines and/or street corners.
  - \_\_\_ Parking layouts showing dimensions of stalls, drive aisles and planter areas. Show location of handicapped parking, ramps and pavement markers. All parking spaces shall be individually numbered.
  - \_\_\_ Location of trash enclosure and recycling area(s).
  - \_\_\_ Show location of all landscaping and dimensions of planters.
  - \_\_\_ Entrances, exits and walkways.
  - \_\_\_ Screens for ground mounted equipment, trash enclosures, etc.
  - \_\_\_ Fencing/wall details.
  - \_\_\_ Exterior lighting including type, location, height, photometrics.
- One (1) electronic copy of a Preliminary Grading and Drainage Plan drawn to scale indicating:
- \_\_\_ Project name, north arrow and scale.
  - \_\_\_ All existing and proposed grades on site and on adjacent properties.
  - \_\_\_ Grades and slopes for all accessible paths of travel.
  - \_\_\_ All cut/fill slopes.
  - \_\_\_ Pad elevations of proposed buildings and existing/approved buildings on adjacent properties.
  - \_\_\_ Location and elevations of proposed retaining walls.
  - \_\_\_ All true elevations including contours, spot elevations, existing and post project elevations.
  - \_\_\_ Method of drainage.
  - \_\_\_ Drainage flow lines.
  - \_\_\_ Water and sewer lines.
  - \_\_\_ Grading quantities.
  - \_\_\_ Any existing utility structures.
- One (1) electronic copy of a Conceptual Landscape Plan drawn to scale indicating:
- \_\_\_ Project name, north arrow, and scale.
  - \_\_\_ Location of all existing and proposed trees and a tree legend indicating botanical and common names, quantity, size, spacing and water usage.
  - \_\_\_ Location of proposed turf, shrubs and groundcover.
  - \_\_\_ A plant legend including botanical and common names, size, quantity, spacing and water usage.
  - \_\_\_ Shade calculations for parking areas.
  - \_\_\_ Percentage of landscaping and parking noted on the plan.
  - \_\_\_ Signature of Landscape Architect, Architect or Licensed Nursery Person.
- One (1) electronic copy of the Geotechnical Study and Drainage Study.

- One (1) electronic copy of a Stormwater Control Plan for projects creating or replacing 10,000 sq. ft. of impervious area. A Stormwater C.3 Guidebook is available on the Clean Water Program's website at [www.cccleanwater.org](http://www.cccleanwater.org) (Please see the Engineering Department for more information).
- One (1) electronic copy of the Traffic Impact Study (*This is only for projects generating more than 100 peak hour trips*), TIS Memo VMT Analysis. Staff will assist in verifying which type of analysis is required based on the specifics of the proposed project.

**Also required if Applicable (Please contact the Planning Division to verify):**

- One (1) hard copy and one (1) electronic copy of the East Contra Costa County Habitat Conservation Plan and Natural Community Conservation Plan Application Form and Planning Survey Report. A copy of the Application and Planning Survey Report is available at:  
<http://www.co.contra-costa.ca.us/depart/cd/water/HCP/project-permitting.html>
- Other information deemed necessary by the Planning Division.

**Note: Following review, revisions are typically required for greater conformance with City requirements and/or those of other reviewing agencies such as the East Contra Costa County Fire Protection District, Diablo Water District, Ironhouse Sanitary District, Contra Costa Health Department, etc.**

**Step 2 – Application Review**

After the application is submitted to the Planning Division, the plans will be sent to the appropriate public agencies and City Departments involved in the project for their review and comment. The applicant will receive a response back within 30 days which either requests additional information and revisions, or deems the application complete.

**Step 3 – Environmental Review**

Once the application has been deemed complete it will be determined whether the project is subject to an Initial Study, pursuant to the California Environmental Quality Act (CEQA) or if it is statutorily or categorically exempt. If an Initial Study is conducted and finds no significant environmental impacts are anticipated, a Negative Declaration or Mitigated Negative Declaration (ND/MND) will be prepared. If it is determined that the project will have a significant environmental impact even after mitigation is implemented, an Environmental Impact Report (EIR) will be prepared and circulated for public review and comment. The ND/MND and EIR will result in additional processing time and costs, which will be determined after a scope of work is acquired for the analysis. Applicants are responsible to supplement the Developer Deposit account to cover all CEQA-related expenses.

#### **Step 4 – Notice of Application and Public Hearing Board Installation**

Upon the application being deemed complete, the applicant shall install a Notice of Planning Project Application and Public Hearing Sign on the project site in a location highly visible to the public and outside of the public right of way. The sign shall be designed consistent with the template as shown on the [City's website \(https://www.ci.oakley.ca.us/wp-content/uploads/2020/08/Project-Application-and-PHN-Board-Sign.pdf\)](https://www.ci.oakley.ca.us/wp-content/uploads/2020/08/Project-Application-and-PHN-Board-Sign.pdf) and meet the following design standards:

- Sign face shall be four feet (4') tall by eight feet (8') wide and consist of material that can withstand the weather for duration of the application and hearing process.
- Applicant is responsible to create and install the sign with all graphics and an 11" wide by 17" tall blank space for future placement of the Public Hearing Notice by City Staff.
- Posts shall be a minimum three feet (3') deep to ensure stability (Applicant is responsible for knowing locations of utilities prior to sign installation).

#### **Step 5 – Planning Commission Hearing**

The Planning Commission will, at a public hearing, either approve the Design Review as submitted, approve with modifications and non-standard conditions of approval, or deny the project. For projects that also include an application for legislative action (General Plan Amendment or Rezone) or a major tentative map (subdivision of 5 or more lots), the Planning Commission will make a recommendation regarding the the entire project to the City Council which will have final decision making discretion.

#### **Step 6 – Post-Entitlement**

Projects will be required to pay the County Clerk and California Department of Fish and Wildlife fees (State Law - AB3158). Country Clerk filing fees for CEQA documents are \$50 per project approval. Current California Department of Fish and Wildlife CEQA Environmental Document Filings Fees can be found at the following website: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

#### **Applicant Acknowledgement**

I certify that I (either the Applicant or Authorized Person) have read and understand all of the requirements detailed in the Applicant's Guide to Procedures. I further understand that there may be additional issues and/or project conditions placed on the project as a result in changes to the project by either the applicant or from requests from the City and/or other reviewing agencies such as the Fire District, Diablo Water District, Iron house Sanitary District, Contra Costa Health Department, etc.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_