

# ***Administrative Design Review - Residential***

**PJR-056**

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**Purpose:** The purpose of this form is to summarize the Administrative Design Review (ADR) process for residential projects. The objective is to retain the largely open, scenic character and to preserve the scenic beauty of the County.

**Background:** Many areas of Sonoma County have significant scenic resources. In an attempt to allow for development while preserving these resources, scenic areas have been designated as Scenic Resource (SR) or Scenic Design (SD). Administrative Design Review is conducted by a staff person in consultation with applicants. Agricultural structures (barns, stables, etc.) are exempt from design review except for properties subject to the Bennett Valley Area Plan and the Local Coastal Plan.

The purpose of Administrative Design Review is to ensure that proposed structures are screened from view from public roads by existing topography and vegetation to the maximum extent practicable. On exposed sites, landscaping may be required. The review process includes evaluation of the proposed building(s) location, architecture, and landscaping. As part of the design review process, the proposed building materials and colors are evaluated as are site and building lighting, and driveway location. Driveway entrance location onto public roads may require PRMD Encroachment review and approval.

**Procedure:** The applicant submits a complete Planning Application form [PJR-001](#). The application is assigned to a Project Planner in the Project Review Division of PRMD. The Project Planner will evaluate the proposal and arrange a site visit with the applicant. Story poles, which are wooden or plastic poles that depict the outline of the proposed structure, may be required by the Project Planner to aid in assessing potential view impacts (Please refer to Installation of Story Poles, attached). Applicants are required to bring color and material samples for review with the Project Planner at the site. After the site review, the Project Planner may approve the proposed project. This action, which will be in writing and will specify any conditions of approval, is appealable to the Design Review Committee. Appeals must be submitted within ten (10) calendar days of the date of the approval letter. For complex or difficult projects, the Project Planner may refer an application to the Sonoma County Design Review Committee for decision.

**Required Application Materials:** A complete application must include all of the following:

1. **Applications:** Planning Application form [PJR-001](#), signed by all property owners and Indemnification Agreement form [PJR-011](#), signed by the applicant.
2. **Proposal Statement.** This should be a one or two page letter fully describing the current use of the property and the proposed project. The applicant should address whether the proposed building(s) and any new driveway(s) will be visible from public roads. The Proposal Statement must discuss how all proposed building colors and materials will blend with the surrounding environs.
3. **Site Plan.** Provide three full-sized, folded Site Plans (either 24 in. x 36 in. or 11 in. x 17 in.). All plans must be legible and drawn to scale. Additional copies may be required if the project is scheduled for review by the Design Review Committee. Preparation of the required Site Plan by a professional draftsman, architect, or engineer is strongly recommended.

Site Plans must include the following:

- a. Name, address and telephone number of applicant.

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- b. Scale, north arrow, and dimensions of all property lines. (An engineer's scale of 1 in. = 10 ft. or 20 ft. is recommended). The entire property must be shown; sometimes a vicinity-type inset map can be used to orient the viewer to the proposed development area. Please delineate "Limits of Work" for all areas on the property to be developed or graded.
  - c. Location and identification of all existing and proposed buildings, structures, fencing, lighting, landscape areas, etc., including their approximate dimensions and distances to property lines. Identify land uses on adjacent properties and depict buildings, structures, etc. within 50 ft. of the subject property.
  - d. Location, width, name and status (public or private) of all existing and proposed roads and easements lying within, adjacent to or serving the site, showing route of access from the road.
  - e. Location of streams, ditches, drainage facilities and other water courses, ponding areas, or areas subject to periodic inundation.
  - f. Contour lines indicating the direction of slope and approximate percent of grade.
  - g. Location of any existing or proposed wells and septic systems including distances to waterways, drainage courses, cut/fill areas, structures and roadways.
  - h. Location and dimensions of all parking areas and driveways from adjacent roadways.
  - i. Location and identification of existing trees greater than 9 inches diameter in the development area. Specify which trees are intended for removal. Identify other vegetation that provides screening of the proposed structures.
4. **Preliminary Site Grading Plans.** Provide three full-sized copies of Preliminary Grading Plans that distinguish between areas of cut and areas of fill.
  5. **Preliminary Building Plans.** Provide three full-sized copies of all Preliminary Building Elevations and floor plans. Label all rooms. Identify exterior colors and materials. Structural plans are not required until application is made for building permits.
  6. **Preliminary Landscaping Plans.** Provide three full-sized copies of Preliminary Landscaping Plans showing location, species, common name, and size of plants to be planted.
  7. **Preliminary Lighting Plans.** Provide one cut sheet for each light fixture proposed for the building(s) and the site.
  8. **Materials and Color Samples.** Provide samples of roof, siding, trim, and window materials. Include proposed paint and finish as appropriate. These should be small enough to fit into the planning file (8 1/2 in. x 14 in. max.). Color photographs of the materials are acceptable.
  9. **Photographs.** Provide photographs of the Site and Surrounding Area. Photographs should be labeled with the direction in which the view was taken. Photographs should be taken from appropriate public road locations from which the proposed development may be visible.
  10. **Location/Vicinity Map.** Provide an 8 1/2 in. x 11 in. map identifying the project site in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
  11. **Assessor's Parcel Map.** Provide one 8 1/2 in. x 11 in. copy of the current Assessor's Parcel

Map with the project site identified. Maps may be obtained from the County Assessor's Office or PRMD.

12. **USGS Quad Map.** Provide one 8 ½ in. x 11 in. map with site outlined. Maps are available from PRMD.
13. **Filing Fee.** See Project Review Fee Schedule.

## Installation of Story Poles - Attachment

When story poles are required for an Administrative Design Review application, the following guidelines should be followed by applicants:

1. The applicant must submit a story pole plan to the Project Planner for review and approval before story poles are erected on the development site. This plan shall identify the proposed story pole locations on the Site Plan and the Preliminary Building Plans.
2. Story Poles shall consist of white plastic pipe or wood (typically 2 x 4's). A minimum of three (3) story poles are usually required: one at each outermost eave line and the third at the highest ridge line. Red triangles (minimum of one foot on each side) shall be placed at the final eave/ridge heights of the proposed building, atop each story pole. Please refer to the graphic below for a sample story pole installation.

Additional story poles are sometimes necessary for buildings with varying roof heights, split-level floor plans, etc.. If directed by the Project Planner, construction barrier tape or similar material may be required to illustrate the ridgelines and full massing of the proposed building. As the story poles must represent the final height of the building with change in grade taken into account, applicants are urged to have their architect or contractor erect story poles in the approved locations.

3. As some Administrative Design Review's require multiple visits by staff and/or may include a review by a local citizen's committee, applicants are instructed to not remove the story poles any sooner than 20 days after the first site visit by the Project Planner.

