

Administrative Design Review - Commercial/Industrial

PJR-059

❖ **Purpose:** The purpose of this form is to identify the information and materials required for an Administrative Design Review application for commercial or industrial projects. The Sonoma County Zoning Code allows Administrative Design Review for (1) new commercial or industrial uses previously approved by use permit or design review, and for (2) minor facade changes or minor building additions for commercial or industrial uses. Additionally, new structures up to 10,000 square feet in urban areas may be eligible for Administrative Design Review. Administrative Design Review applications are evaluated in accordance with the provisions and development standards found in the Design Review section of the Sonoma County Zoning Code ([Article 82](#)). Design Review applications must also be consistent with applicable policies of the General Plan, Specific/Area Plans, and the Zoning Ordinance.

Procedure: After a complete application is submitted, a Project Planner in the Project Review Division of the Permit and Resource Management Department (PRMD) is assigned to the project. Project applications may be sent on referral to various PRMD divisions, County departments, and State agencies for review, comment(s) and condition(s). Administrative Design Review is typically conducted at staff level; on occasion, the Project Planner will refer a project to the Sonoma County Design Review Committee. Neither a public hearing nor public notification is required for Administrative Design Review actions. Administrative Design Review approvals will be in writing and will specify any conditions of approval. Administrative Design Review actions are appealable, within ten calendar days, to the Sonoma County Design Review Committee.

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

1. **Applications.** Planning application form [PJR-001](#), signed by the property owner and Indemnification Agreement form [PJR-011](#), signed by applicant.
2. **Proposal Statement.** This should be a written description of the current use of the property and the proposed changes. Include information regarding the type of use, the structures proposed, magnitude or size of the use, the intensity and frequency of the use.
3. **Site Plan.** Provide four full-sized Site Plans (either 24 in. X 36 in. or 11 in. X 17 in.). All plans must be legible, drawn to scale and folded to 8 ½ in. x 11 in. . Site Plans must include, at a minimum, the information required on the Minimum Standard Site Plan, form [CSS-019](#).
4. **Architectural Plans.** (Either 24 in. X 36 in. or 11 in. X 17 in.). Architectural elevations and floor plans are required. Plans must include changes to site and building signs and lighting. Compliance with accessibility elements within the California Building Code may be required.
5. **Landscape Plans.** (Same scale and size as Site Plan above).
6. **Parking.** New and/or expanded uses must meet Zoning Code Parking Regulations ([Article 86](#)), and parking lot layouts must conform to the dimensions shown in the Zoning Code Off-Street Parking Design Standards ([Article 82](#)). Compliance with accessibility elements within the California Building Code may be required.
7. **Tree Protection.** On the Site Plan, locate and identify all existing trees by name in the development area of the property. Any trees proposed for removal may need to be replaced in accordance with the Zoning Code Tree Protection Ordinance ([Article 88](#)).
8. **Location/Vicinity Map.** Provide one 8 ½ in. X 11 in. Location/Vicinity Map (locator map or road map) showing where the project is located in relation to nearby lots, streets, and highways.
9. **Assessor's Parcel Map.** Provide one 8 ½ in. X 11 in. copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the County Assessor's Office or PRMD.
10. **Filing Fee.** See the current PRMD Project Review Fee Schedule.

Sonoma County Permit and Resource Management Department

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