



CITY OF HERCULES

Administrative Design Review Permit

ADRP No. _____

111 Civic Drive, Hercules, CA 94547
Phone: 510-799-8200 Fax: 510-245-6530
www.ci.hercules.ca.us

A completed Administrative Design Review Permit is required for signage, additions to single-family homes, accessory structures, and fences. This application requests general information about your project and submittal requirements. Supplemental information, statements and/or forms may be required for your specific project as determined by staff.

TYPE OF APPLICATION

- Design Review Permit – Residential
- Design Review Permit – Signage
- Design Review Permit – Minor Modification

GENERAL DATA REQUIRED

Property Address or Location: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Email Address: _____

Description of Proposed Work: _____

Assessor's Parcel Number: _____

Site Area (Acers/SQ.FT.): _____

General Plan Land Use: _____

Zoning District: _____

Existing Use of Property: _____

Description of Surrounding Uses: _____

SUPPLEMENTAL PROJECT & LOT INFORMATION

Area Calculations	Existing (E)	New (N)	Total	% Change (N/E)
Footprint Area				
Floor Area – Residential				
Floor Area - Garage				
Floor Area – Accessory Structure (s)				

ZONING COMPLIANCE

Primary Dwelling

Accessory Structure Attached Detached

	Required by Zoning	Existing	Proposed
Total Lot Area (in square feet)			
Front Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Maximum Building			
Parking Spaces			
Open Space			

RESIDENTIAL PAVING & LANDSCAPE REQUIREMENTS [\(MUNICIPAL CODE SEC. 13-30.750\)](#)

	Total Area	Existing Landscape	Existing Hardscape	Proposed Landscape	Proposed Hardscape
Front Yard					
Side/Back Yard					
House Garage					
Total					

SIGN CALCULATIONS

Zoning/Sign Program	
Sign Type	
Storefront Lineal Footage	
Signage Square Footage	
Elevation	

SUBMITTAL REQUIREMENTS

Required Submitted

✓	<input type="checkbox"/>	Application For Design Review Permit – Administrative (residential or signage)	This application and all information required in the Submitted column.
✓	<input type="checkbox"/>	Supporting Statements and Required Findings	Justification statement describing how the proposal adheres to the applicable criteria and required findings.
✓	<input type="checkbox"/>	Site Plan	See Site Plan below
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plan	See Floor Plan below
✓	<input type="checkbox"/>	Elevations	See Elevations below
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan	See Landscape Plan below
✓	<input type="checkbox"/>	Material and Color Board	Please submit samples of colors and materials
<input type="checkbox"/>	<input type="checkbox"/>	Sign Drawing(s) and specifications	See Sign Plan below
✓	<input type="checkbox"/>	Filling Fee	See Planning Fee Schedule

DETAILED SUBMITTAL REQUIREMENTS

Plans submitted for review shall include the following details, as applicable. Planning staff reserves the right to require additional information plans as needed.

ALL PLANS

- Digital Portable Document Format (PDF) Plan Set
- **Include north arrow, date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate but should be discussed with Planning staff before filing.**
- Name and phone number of person preparing the plan. Stamp of licensed architect, landscape architect and/or civil engineer required on final plans as appropriate or required.

SIGN PLANS *(If within an existing shopping center or bound by C.C.&R.'s, please check with the Planning Department staff to verify compliance with an approved Sign Program and/or Sign Criteria)*

- Specify type of proposed sign (canister, individual channel letters, blade, window, monument etc.)
- Specify dimensions of signage including face, font, color, and materials.
- Submit location/s of proposed sign.
- Specify storefront lineal footage. (measure property line to property line)
- Submit elevation/s of proposed sign.

SITE PLAN (required): Include

- Summary Table showing:
 - Square footage of the lot
 - Square footage of the existing and proposed structures
 - Lot coverage
 - Lot slope indicated by contours at regular intervals, or site survey if required
- Location of proposed development. Illustrate the property lines.
- Location and dimensions of all existing and proposed buildings
- Dimensions of required and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, parking spaces and maneuvering aisles
- Location and dimension of existing and proposed private and public open space
- Location of all existing trees, and indication of any trees to be removed
- Location of existing and proposed height of walls and fences, indicating top and bottom wall and fence elevations with spot elevations or contours shown at regular intervals
- Building footprints and approximate height of structures on adjacent lots
- Location of drainage ways, creeks, or wetlands
- Vicinity map indicating site in relationship to major streets

FLOOR PLAN (if applicable): Show all existing and proposed construction and/or alterations, fully dimensioned and prepared to appropriate scale.

ELEVATIONS (if applicable): Show all structure elevations fully dimensioned and prepared to appropriate scale:

- Existing and proposed new construction and/or alterations, including all mechanical, duct work, utility boxes (front, side and rear). All elevations of each building to be constructed.
- Details for fascia trim, windows, doors, trim, sills, railing and fencing and final height of building.

LANDSCAPE PLAN (if applicable): All landscape design shall be prepared per Stormwater C.3 Guidebook. Development shall show Post Construction Best Management Practices (BMPs). *Copies of the Stormwater C.3 Guidebook is available in the Engineering Division.* Development shall show planting areas and proposed plant palette. Indicates type, size and location of new landscaping to be installed and any existing landscaping that is to be removed. Include landscape lighting locations and cutsheet/details of the type of lighting fixtures.

PROPERTY OWNER OR AUTHORIZED AGENT

Name of Business: _____

Address: _____

Phone Number: _____

Property Owner or Authorized Agent Name: _____

Property Owner or Authorized Agent Signature: _____

APPLICANT CERTIFICATION

I understand that submission of this application does not constitute approval for any administrative review, conditional use, variance, map approval or exception for any other City regulations, which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Community Development Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. The City has attempted to request everything necessary for an accurate and complete review of your proposal; however, after the City has taken in your application and reviewed it further, it may be necessary to request additional information and clarification.

Signature or Owner or Authorized Agent

Date