



# 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](http://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"/>	Filing Fee	See <a href="#">Planning Fee Schedule</a>

## 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.

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Signature or Owner or Authorized Agent

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Date



## City of Hercules COPYRIGHT RELEASE FORM

Building Department/Permit Services, 111 Civic Drive, Hercules CA 94547

Telephone: (510) 799-8244 Fax: (510) 799-8244

Web: [www.ci.hercules.ca.us/government/building/](http://www.ci.hercules.ca.us/government/building/)

I certify by signing below that I own the copyright on or have a license (or other express legal authority) to use all text, drawings, photographs, graphics, plans, or other copyrightable material (the "Project Plans") submitted to the City of Hercules by me, my agents, or representatives in connection with:

### PROJECT INFORMATION

PROJECT NAME:

STREET ADDRESS/LOCATION:

ASSESSOR'S PARCEL NUMBER(S):

### COPYRIGHT AUTHORIZATION

I hereby grant permission to the City of Hercules to use, modify, or reproduce, in whole or in part, Project Plans and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative and legal functions, including sharing of information with other governmental entities; copies for the general public shall be subject to California Public Records laws and any applicable exemptions in state or federal law.

COPYRIGHT OWNER/ AUTHORIZED AGENT SIGNATURE :

DATE:

COPYRIGHT OWNER/AGENT NAME:

STREET ADDRESS:

CITY / STATE / ZIP:

COPYRIGHT OWNER/AGENT TITLE:

BUSINESS PHONE:

EMAIL:

(       )

### FOR CITY USE ONLY

RECEIVED BY:

DATE RECEIVED:

ASSOCIATED PROJECT NOS.

PLANNER ASSIGNED:



## City of Hercules COPYRIGHT RELEASE FORM (CONT.) FREQUENTLY ASK QUESTIONS

The City of Hercules maintains a record of approved architectural drawings as a reference. The architectural drawings are available for review; however, copyright law protects the duplication of these drawings without the owner's consent.

**Q: What is a copyright?**

A: Copyright is a form of protection provided by federal law to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works; including architectural works. This protection is available to both published and unpublished works. Copyright protection affords the creator the right to control the display, publication, reproduction and creation of derivative works.

**Q: Why is the City treating architectural works (plans and drawings) differently than other types of documentation?**

A: While many types of work may be eligible for copyright protection, architectural works are given specific protection under U.S. Copyright law. (An architectural work is "the design of a building as embodied in any tangible medium of expression, including a building, architectural plans or drawings. The work includes the overall form as well as the arrangement and composition of spaces and elements in the design, but does not include individual standard features.")

**Q: Why is the City saying architectural plans are copyrighted if I don't see the © symbol on it?**

A: There are a few reasons. Federal law no longer requires copyright holders to place the symbol on a work for it to have copyright protection. Also, architectural works are given specific protection under U.S. Copyright law.

**Q: Doesn't California Public Records Law mean the City has to give copies to the public?**

A: No. Federal copyright law supersedes California Public Records law. Requestors still do have the right to view copyrighted material under the Public Records law, but may not make copies of the material without the copyright owner's consent.

**Q: Who is the "owner" of a copyright?**

A: The "owner" is the party that holds the copyright and has the exclusive right to allow copies of the work. For architectural works such as plans and drawings, this may be either the architectural firm that drew the plans, or the party that hired the architectural firm as "work for hire," such as a builder or individual homeowner.

**Q: How can a customer determine who holds the copyright on plans or drawings?**

A: The customer should view the plans/drawings and investigate who owns the plans/drawings by contacting the architect or owner represented on the plans. The City accepts that the customer has done their due diligence in investigating ownership and obtaining the proper release or making a determination that their use qualifies as "fair use." (See, e.g. Title 17 U.S.C. Section 107.)

**Q: How do I know if I'm qualified to copy under fair use?**

A: This is not an easy question to answer, but in general, it is acceptable to copy if it is for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. It is also generally acceptable to copy small portions of a plan for limited, non-commercial use, such as a copy of a particular section in order to locate electrical or a support wall, etc. It is not acceptable to copy a full set of plans or drawings to avoid having to pay the owner for copies of those plans. It is not fair use if the purpose is to gain commercial advantage. IF THERE IS ANY DOUBT, IT IS ADVISEABLE TO CONSULT AN ATTORNEY. OUR STAFF CAN NEITHER DETERMINE NOR ADVISE YOU ON IF A CERTAIN USE MAY BE CONSIDERED FAIR USE.