



# MINISTERIAL DESIGN REVIEW FOR SINGLE-FAMILY AND OTHER LIMITED PROJECTS

**Purpose:** The purpose of Ministerial Design Review is to review projects of limited scope for compliance with established fixed standards set by the City’s General Plan, applicable Specific or Community Plan, Planning and Zoning regulations and adopted design rules specified in the Citywide Design Guidelines.

**Projects that may be eligible for Ministerial Design Review:** This type of design review may be appropriate *unless one or more of the following apply:*

- Area specific regulations require a Discretionary Design Review permit
- The project requires another planning permit from the Planning Commission
- The project may affect a potential or designated historic register resource requiring review by the Historic Architectural Review Board
- The project is inconsistent with adopted design rules within the Citywide Design Guidelines

If none of the above is true, then the following types of projects may utilize this checklist:

- Single-family homes that meet all of the following criteria:
  - The lot coverage by buildings is less than 40%,
  - The second floor area is no greater than 60% of the first floor area, and
  - The primary home floor area does not exceed 7,500 square feet.
- Exterior remodeling (e.g., new windows or doors) and minor additions equal to or less than 10 percent of the existing gross floor area on non-residential buildings.
- Accessory structures citywide and accessory structures less than 600 square feet in size within either an Open Space or Hillside Overlay zone.
- Accessory dwelling units when consistent with FMC Section 18.190.005.
- Trash enclosures, recycling and waste collection areas, and compactors.
- Accessible paths of travel from the public right of way to a building entrance that involve encroachment permits and/or modifications to site landscaping or irrigation systems.
- Sales, marketing or modular buildings.

**This Submittal Checklist is a part of your application:** This checklist shall be signed and returned with your other application materials. An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

|  |       |
|--|-------|
| I understand that my project review may be delayed if required materials are missing from the submittal package. |       |
| _____  | _____ |
| Project Applicant  | Date  |

## Submittal Requirements:

### NOTE:

- Indicates an item that is always required.
- ☑ Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check the box if the item is required for your application.

- A. A completed application form including:
  - Part I: Project information and the current property owner(s) signature authorizing the project proposal.
  - Part II: Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.
  - Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
  - Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
  - Part V: Development Statistics.
- B. Plans and other documents submitted in conjunction with your design review application shall include the following items:
  1. Accurately dimensioned site plan showing:
    - (a) Property lines.
    - (b) Location, configuration, and setbacks of all existing and proposed buildings and intended uses for buildings and site.
    - (c) Parking, vehicular circulation areas, and driveways.
    - (d) Pedestrian ways and recreation areas.
    - (e) Easements on the property.
    - (f) Adjacent street rights-of-way.
    - (g) Potential privacy sensitive areas on adjacent parcels shall be identified on the site plan and details shall be provided on how they have been addressed by the proposed design.
  2. For new or substantially reconstructed two-story homes and two-story addition projects:
    - (a) A [Neighborhood Context Survey](#) as outlined in Design Rule 2.14R and an analysis of how the project complies with the Neighborhood Context Design Rules and Guidelines of the [Citywide Design Guidelines](#).
    - (b) Identification of Privacy Sensitive Areas and proposal for addressing them. See pages 25-27 of the Citywide Design Guidelines.

3. Tree Survey Plan showing the following:
  - (a) A note on the site plan that “No trees exist on the site” or (b through e).
  - (b) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
  - (c) Tree(s) trunk six-inch diameter at Breast Height (DBH) (trunk diameter at 4.5 feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
  - (d) Trees labeled by number and tagged on-site per ISA standards.
  - (e) Summary table identifying botanical designation, DBH, and elevation of each tree at ground level.
4. Landscape plans denoting size, spacing, and botanical designation of all proposed or modified landscape material (including street trees); design details for such landscape features (e.g., walls, fences, security enclosure/fencing; lighting, bollards, and a complete irrigation system details). Completed WELO (Water Efficient Landscape Ordinance) [forms B or C](#) in 8.5” x 11” format if total landscape area is 500 square feet or greater.
5. Elevations, sections and architectural details.
6. Detail and description of material finish and color treatments for all surfaces/structures. This information should be keyed to elevations and depicted on a color/material sample board no larger than 8-1/2” by 11”. Any additional information necessary to clearly identify the specific materials shall also be included.
7. A civil engineering plan is required if new or modified street, curb or gutters are proposed or required by the Street Improvement Ordinance. Additionally, grading and drainage plans are required when the project involves over 100 cubic yards of earth movement or requires modifications to an existing drainage.
8. A Hazardous Materials Disclosure Statement (commercial/industrial uses only).
8. Erosion Control and Construction Best Management Practices Plan.
9. Two copies of the Stormwater Requirements Checklist (form is located at [www.fremont.gov/ISF](http://www.fremont.gov/ISF))
10. Stormwater Management Plan (<http://fremont.gov/SWMP>) showing proposed treatment measures if the project meets one or more of the following:
  - (a) Project creates or replaces more than 5,000 square feet of impervious surfaces and is a restaurant, a stand-alone parking lot, a retail gas outlet, or an automotive facility; or
  - (b) Project creates or replaces more than 10,000 square feet of impervious surfaces.

- A finalized Stormwater Treatment Measures Maintenance Agreement (a.k.a. O&M Agreement), including exhibits. Instruction & template documents may be found at [www.fremont.gov/stormwaterdevelopment](http://www.fremont.gov/stormwaterdevelopment).
  - Draft of the Stormwater Treatment Measures Maintenance Agreement (a.k.a. O&M Agreement), including exhibits, Item 10 above applies. Instruction & template documents are located at [www.fremont.gov/stormwaterdevelopment](http://www.fremont.gov/stormwaterdevelopment).
11. For projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and/or accessory structures, provide two (2) copies of a preliminary title report.

- C. Project Submittals. The number of plans and other items required to be submitted for design review only:
- Three (3) full size hard copies of the plan set and one (1) copy reduced to 11" x 17". Full size copy shall be folded no larger than 8.5" x 11".
  - One electronic copy of the plan set in pdf format.
  - One hard copy and one electronic (pdf format) copy of any supporting documentation.
  - One color/material sample board (no larger than 8.5" x 11").

Note: If you are applying for a Design Review Permit concurrent with another planning permit, you may provide plans and supporting documentation that meets the requirements of both permit submittal checklists on one set of plans. The number of plans provided should be the larger of the two checklist requirements, not the additive total.

If you are submitting concurrently with a Building Permit (only for single story additions or new single story single family dwellings):

- Five (5) additional sets of full-sized plans. If hazardous materials review is required, include one additional set of drawings (*The total number of sets of drawings may vary based on the scope of work. Contact the Development Service Staff at (510) 494-4480 for clarification*). **Please Note: Plan sets shall be rolled. Sheet size shall be no larger than 30"x42"**. Plans should also include:
  - (a) A "Request for Concurrent Processing" form.
  - (b) Building permit application.
  - (c) Complete working drawings (including items 1-6 above) along with building sections, foundation, framing and roofing plans, structural details and specifications.
  - (d) Two (2) sets of the following checked items (wet signed by professional who prepared the material):
    - Lateral and vertical force calculations
    - Energy calculations on State Forms for residential and non-residential buildings.
    - Soil report and/or geologic study (required for all new installations within

- the Hayward Fault Zone or hillside locations).
- (e) Mechanical, electrical and plumbing plans; including equipment layout details and specifications.
  - (f) One (1) set of specifications

NOTE: It is mandatory for the architect and/or engineer for the project to provide an “ORIGINAL SIGNATURE” on page one of all multiple page drawings/documents that are submitted for a Building Permit. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

**Schedule Time Line:** A staff person will be assigned as your project coordinator. All communications about your application should be with your project coordinator. Review of plans for the first phase of your submittal will generally be completed within 17 business days of your complete submittal for Design Review. Subsequent reviews will generally be completed within 12 business days of your submittal of corrected and/or revised plans. Upon approval of the design review permit (which may or may not include conditions of approval) you may apply for and obtain your building permit. Staff will review the building permit submittal for compliance with design review permit approvals.

**Appeals:** Appeals of design review permits and interpretations of Planning and Zoning Code are considered by the Planning Commission. Such appeals must be submitted within 10 calendar days of the design review permit approval letter. Contact Development Review Staff at (510) 494-4455 for more information.

**Application Deposit Fees:** The deposit for your design review application is \$\_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application including inspections by development review staff outside of the building permit inspection process. Progress billings will be invoiced during the review of the project if charges exceed the deposit. A refund will be provided at the completion of the project (building permit final) if excess funds remain.

**Development Impact Fees:**

*Commercial and Industrial Buildings:* Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact Fees assessed for commercial and industrial buildings: Traffic, Capitol Facilities, and Fire Protection Fees.

*Residential Developments:* New residential dwellings may trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and

industrial buildings, new residential construction subject to Development Impact Fees also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

*Impact Fee Deferrals:* Development Impact Fees can be deferred upon request and recordation of a lien on the property but must be paid in full prior to building occupancy, building final or within 18 months, whichever occurs first.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

**Other Fees:** Building permit plan check fee is to be paid at the time of submittal of a building permit. All other associated City fees are paid at the time of permit issuance.

NOTE: There may be other fees imposed by the City and other agencies in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application.

This Submittal Checklist furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_  
For proposal: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_