



DESIGN REVIEW FOR COMMERCIAL, MIXED USE & QUASI PUBLIC PROJECTS

Purpose: The purpose of Design Review is review projects for compliance with established fixed standards set by the City’s General Plan, and applicable Specific or Community Plan, Planning and Zoning regulations and adopted design guidelines.

Types of Non-Residential Projects Covered by this Submittal Checklist:

- Commercial, Mixed-Use, or Public/Quasi Public buildings
- Any non-residential development project that cannot conform to the design rules established by the Citywide Design Guidelines or other area specific guidelines
- Any project that requires another planning permit from the Planning Commission

Note: A project that may affect a potential or designated historic register resource requires review and recommendation by the Historic Architectural Review Board.

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: Affordable Housing Plan Proposal for all projects resulting in two or more net new units
 - Part VI: Development Statistics
- B. A detailed written project description. The project description shall be prepared and submitted as a separate document. The project description should include the purpose of the project, the square footage of each building and the intended use for each portion/area of the building. The project description shall also include an architectural design statement that describes the proposed architectural design.
- C. Plans submitted in conjunction with a design review application shall include the following items:
 1. Vicinity map showing a half-mile radius from the project site
 2. Context map showing the location and all land uses, structures, driveways, parking areas, trees, and drainage courses on the site and within 200 feet of the perimeter of the site. The context map may be on the site plan or submitted on a separate sheet.
 3. 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 including occupancy classification and type of construction as defined by the Building Code
 - (c) Parking, vehicular circulation areas, and driveways
 - (d) Pedestrian ways and recreation areas
 - (e) Fencing
 - (f) Easements on the property as identified in the preliminary title report (See item 12 for title report requirements)
 - (g) Adjacent street rights-of-way and proposed street improvements, including median dividers
 - (h) Signing and striping of street frontage
 - (i) Existing trees proposed or required to be preserved showing trunk locations and accurate canopy outline. Groves may be shown in one outline.

- (j) All fire hydrants within 300 feet of the project site
 - (k) Statistics as follows:
 - (i) Building lot coverage
 - (ii) Building floor area ratio
 - (iii) Number of parking spaces. Specify the number of spaces that are: full size, compact, accessible, carpool and electronic vehicle charging
4. Tree Survey and Landscape Plans:
- (a) Tree survey plan showing the following (if no trees exist onsite, please provide a statement by the civil engineer or surveyor indicating no trees exist onsite):
 - (i) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
 - (ii) Tree(s) trunk six-inch (DBH) trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy line
 - (iii) Summary table identifying botanical designation, DBH, and elevation of tree at ground level

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans.

- (b) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way planting
- (c) All trees graphically differentiated from other planting types. Existing trees proposed for preservation. Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use
- (d) Design details and section drawings for all landscape architectural features such as wall fences, lighting, paving types and patterns, arbors, benches, fountains and other like features accurately showing size, scale, form, materials, and colors

NOTE: The City's Landscape Development Requirements and Policies are available online at: <http://www.fremont.gov/LDRP>

- 5. Elevations showing each side of all proposed buildings
- 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. Floor plans, indicating all intended uses of each area
- 8. Sections through the site and building, including one section that shows the street frontage. Additional sections through the site that show the relationship to adjoining sites and buildings

9. Civil drawings including:
 - (a) Grading and Drainage Plan showing the following:
 - (i) Existing and proposed grades from existing City benchmark, including estimated grading quantities
 - (ii) Estimated grading quantity (cut and fill calculation).
 - (iii) Finish floor and pad elevation
 - (iv) Stormwater treatment devices and site design measures.
 - (v) The location, pipe sizes, slope, invert and grate elevations of proposed underground storm drain system
 - (vi) Hydraulic drainage calculations
 - (b) Utility plans showing water, sanitary sewer, gas, electric, cable and phone.
 - (c) Preliminary Stormwater Management Plan (<http://fremont.gov/SWMP>) showing proposed treatment measures if the project meets one or more of the following:
 - o The project creates or replaces more than 5,000 square feet of impervious surfaces and is a restaurant, stand-alone parking lot, retail gas outlet, or an automotive facility; or
 - o The project creates or replaces more than 10,000 square feet of impervious surfaces
10. Erosion Control and Construction Best Management Practices Plan.
11. Statistics as identified below. May be shown on site plan.
 - (a) Building lot coverage.
 - (b) Building floor area ratio.
 - (c) Number of parking spaces. Specify the number of spaces that are: full size, compact, accessible, carpool and electronic vehicle charging.
12. Two (2) copies of a current preliminary title report 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.

- D. Project Submittals. The number of plans and other items required to be submitted for design review:
- Ten (10) hard copies of full size plans (30" x 42" sheets maximum size and folded no larger than 8" x 13")
 - Eleven (11) copies of plans reduced to 11" x 17", collated and folded to 8-1/2" x 11" or one (1) pdf format copy of the plan set formatted to read as an 11" x 17" sheet
 - One (1) hard copy and one pdf format copy a detailed project description.
 - One (1) hard copy and one pdf format copy of any additional supporting documentation
 - A color/material sample board (no larger than 8-1/2" x 11")
 - Your planner may subsequently request:
 - (a) Additional copies of plans
 - (b) Color renderings, photo simulations, three-dimensional models, or other drawings for public hearings

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. 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:

- Ten (10) 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 planner. All communications about your application should be with your project planner. Review of plans for the first phase of your submittal will generally be completed within 33 business days of your complete submittal for design review. Subsequent reviews will generally be completed within 21 business days of your submittal of corrected and/or revised plans. Upon completion of project review and once environmental review has been completed your project will be scheduled for a public hearing. Public hearings occur before the City Zoning Administrator unless they are grouped with other entitlements requiring Planning Commission or City Council review. In these instances the Commission or Council will act on the design review permit. Upon approval of the design review permit 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 acted on by the Zoning Administrator are considered by the Planning Commission. Appeals of the Planning Commission are considered by the City Council. Appeals must be submitted within 10 calendar days of the design review permit approval letter.

Application Fee Deposit: 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: New non-residential buildings and additions always require payment of Development Impact Fees for Capital Facilities, Traffic and Fire Facilities. Residential units within mixed-use projects also pay Park Facilities and Park Dedication In-Lieu fees. Changes of use may also require payment of additional impact fees. 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.

Other Fees: The City also will charge building permit (plan check and inspection fees). There may be other fees imposed by the City and other agencies may require proof of payment of their fees prior to issuance of building permit issuance. Please contact the Development Services Center for more information.

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