



## DESIGN REVIEW

### Submittal Requirements

**To submit a Design Review application**, email all submittal requirements as PDF documents as attachments or via file share link to [planning@albanyca.org](mailto:planning@albanyca.org). Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

- Planning Application** – including:
  - Signed Terms and Conditions of Application (page 2 of application); and
  - Signed Online Posting Consent Form (page 2 of application) or
  - Massing Diagram and Site Plan are prepared for posting as defined in CA Govt. Code Section & CA Govt. Code 65013.5(f)(3)
- Project Information Form for Single-Family Lots** (for single-family projects only) – Refer to the [Basic Residential Site Regulations](#) handout or Site Development Regulations by District, [Table 2A](#) of [§20.24.020](#).
- For Commercial Projects Only** – Written narrative on purpose of project, including proposed uses and activities within any new square footage, as applicable.

**Project plans.** All plans must be fully dimensioned, and include the name of person preparing plans, dates of preparation and revision, project address, graphic scale, north arrow, and legend describing all symbols and notations. Project plans shall include all of the following:

- Site Survey** – prepared and stamped by a licensed surveyor, including:
  - Dimensioned setbacks of all structures to nearest property line(s)
- Cover sheet** – including:
  - Detailed project description
  - Plan sheet index
  - Photos of the existing home and proposed location of new development
- Lot Coverage and FAR Diagrams** – fully dimensioned with square footage of area(s). See Municipal Code [§20.24.050](#) and [20.08](#) respectively on how to calculate FAR and Lot Coverage.
- Site Plan Sheet** –
  - Property lines and lot dimensions
  - Existing and proposed building footprint(s) (dimensioned), setbacks (required, existing and proposed), and projections such as eaves, balconies, and bays. Show all accessory structures, such as garages, sheds, etc. and all unenclosed accessory structures such as patios, hot tubs, decks etc.
  - Delineation of proposed additions, if any, with shading, hatching or another appropriate method

- Dimensioned areas(s) for existing or proposed vehicle and bicycle parking, trash/solid waste storage areas, curb cuts, driveway layout with materials indicated.
- Include area of public right-of-way (ROW) between curb and property line along property frontage and indicate location of all street trees, utility boxes and poles, streetlamps, fire hydrants and other improvements within the ROW

- Elevations** – existing and proposed with building heights
- Colors and Materials “Board”** – color photographs as call outs on elevation drawings to show design, materials and colors of proposed elements such as windows, doors, trim, railings, decking, roof, ornamentation, etc.
- Floor Plans** – existing and proposed with all rooms dimensioned and labeled
- Roof Plan** – existing and proposed with material indicated
- Building Sections Sheet** – with floor to ceiling heights indicated (separate page)
- Window Schedule/Details** – window dimensions (including existing and proposed window recess), materials, divided lights, etc. - (see [window handout](#) for reference)
- Street elevation** – showing neighboring properties
- Landscape Plan** – for projects that include new construction or residential projects which exceed a .45 FAR (inclusive of ADU square footage).

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- Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. When obtaining more than one planning approval, the full amount for the highest fee will apply and ½ fee will be charged for any other. The application is deemed submitted on the date fees are paid in full.

**Fiscal Year 2024-2025 Planning Fees** (fees subject to change)

• Administrative Design Review	\$1,592.22	Use Permit Commission Level ...	\$2,955.35
• Variance .....	\$5,455.63	Use Permit – Administrative .....	\$1,364.17
<b>Commission Level Design Review:</b>			
• Residential: additions, new construction of up to 2 units			\$3,637.43
• Residential (complex): new construction of 3 or more units			\$9,320.07
• Commercial/Mixed Use: alterations, accessory structures, additions ≤ 2,000 sq.ft.			\$3,637.43
• Commercial/Mixed Use – additions > 2K sq.ft., new construction			\$9,320.07

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**Story Poles** (For Single-Family Residential Projects Only) – New construction and alterations that increase the height of a single-family building in the R-1 District require the installation of story poles during the public hearing noticing period to show the proposed building height. Hearing dates will not be scheduled until story poles are installed and verified by staff. More information on story pole requirements can be found in the [Story Pole Handout](#) on the Planning Division website.