



Dear Property Owner and/or Business Operator:

Thank you for your interest in participating in the **Downtown Façade Improvement Grant Program**. This program is managed and funded by the City of Brentwood. Our goal is to increase the quality of life and economic vitality by improving the condition of commercial buildings in our Downtown.

The Downtown Façade Improvement Grant Program can assist your business with the following services:

- Grants to qualifying property owners and tenants for exterior improvements to buildings and storefronts.
- Financial assistance with architectural and graphic design services (Matching Grants only) for façade improvements
- Technical and financial assistance to assist you through the design approval and permit process.
- Improved and attractive storefronts are a proven way to attract customers and add value to the property and neighborhood.

Our role is to provide financial and design approval assistance and are a resource to help you make decisions about improving your property. You select the contractor, negotiate the price to be paid, and accept or reject work.

We are happy to discuss with you the process and documents needed to participate in the Downtown Façade Improvement Grant Program. If you have any questions, please call me at 516-5187. Thank you again for your interest.

Sincerely,

Peggy Berglund

Peggy Berglund
Senior Technician

**CITY OF BRENTWOOD
DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM
GUIDELINES & APPLICATION**

ELIGIBILITY: APPLICANTS

Applicants must own the commercial property to be improved or be tenants (see paragraph below) of a commercial property within the Downtown Specific Plan area. Businesses must have a current City business license.

If a tenant applies, they must include a letter from the property owner allowing the tenant to make the proposed building and site modifications. To be eligible for the Downtown Façade Improvement Grant Program, tenants will be required to verify that they have at least three years remaining on the lease. If tenant is accepted to the program, the property owner will be required to co-sign an agreement with the City.

ELIGIBILITY: BUILDING

All grants shall apply only to existing buildings in the Downtown (see attached boundary map) and shall be administered on a first come, first served basis until the budgeted funds are depleted for the fiscal year the Façade Program is operational. Legal, conforming businesses as determined by the Downtown Specific Plan must be located in at least 75% of the ground floor of an eligible building.

Buildings on corner lots with frontages on both a qualifying street and another street not qualifying will qualify for grants for improvements of facades along both streets.

The Applicant must not have any code violations or code enforcement actions currently active against the building or the business.

Vacant buildings are eligible only with proof of a contracted, incoming tenant.

No tenant or building façade will qualify for a grant more than once in five years.

In addition to the City's Design Review process, proposed façade projects will be reviewed by staff based on the following criteria:

- The project's ability to promote the economic development goal for Downtown Brentwood to become a high quality shopping, dining, and entertainment district with a refined, tasteful architectural experience for shoppers and visitors; and
- The project's adherence to the model architectural styles included in the Downtown Specific Plan.

In order to achieve these two objectives, staff will have the discretion to make additional, reasonable requirements to the façade design.

DECIDING WHAT NEEDS TO BE DONE

The City of Brentwood has an exciting vision for the Downtown and recognizes the importance of a high quality retail and business environment for the continued success of Downtown Brentwood and is here to help property and business owners achieve this vision via a joint partnership. The Downtown Façade Improvement Grant Program is available to assist property owners and businesses with upgrading building exteriors to create a positive visual impact, stimulate private investments and complement the downtown community revitalization efforts, as improvements to commercial buildings can directly benefit the Downtown district, both visually and economically.

Priority consideration will be given to Applicants that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of Downtown Brentwood and advance Economic Development goals for the Downtown.

The standards to be used as guidelines for this Program shall consist of:

- The City of Brentwood Downtown Specific Plan.
- The adopted California Code of Regulations - Title 24, Zoning Ordinance and applicable Design Guidelines.

Project improvements commenced prior to the City's issuance of a Notice to Proceed are not eligible for this Program.

The following improvements are eligible for reimbursement through the Downtown Façade Improvement Grant Program for an eligible participant and building:

- Exterior painting
- Decorative or architectural treatments
- New, repaired or refinished stucco, wood, stone, brick, metal, tile or other exterior building materials
- Signage
- Awnings, canopies or other sun control devices
- Exterior lighting
- Re-chaulking
- Landscaping directly related to the exterior of the building
- Repair/replacement of doors or windows visible from public view
- Artistic elements

The Façade Program **will not** reimburse funds for structural improvements, removal of illegal improvements, security systems, and/or routine maintenance, cleaning or repair. Improvements that are maintenance or repair oriented, such as but not limited to roofing and structural upgrade improvements are not eligible for grant funds but may be undertaken as a part of the Applicant's total improvement program at the Applicant's expense.

All Applicants must pay all applicable design and building permit fees prior to commencement of work by contractors.

PROJECT FUNDING

Funds for the Program are available on a first come, first served basis. If funds are exhausted at the time of application submittal, staff will retain the application. If additional funds become available, staff will contact Applicants in the order applications were received. Program staff will retain applications for no more than 12 months.

GRANT AMOUNTS

Eligible property owners or tenants who propose façade improvements can apply for one of two grants.

- 1. Mini-Grant** - This grant provides reimbursement for commercial building façade improvements to approved Applicants in the amount of up to Two-Thousand Five Hundred dollars (\$2,500) with no match requirement.
- 2. Matching Grant** – This grant is for projects in excess of \$2,500. The City will fund 100% of the first \$2,500 of eligible project costs, plus two-thirds (67%) of eligible project costs in excess of \$2,500. The maximum grant amount is \$20,000.

Grant proceeds are to be used for labor and materials directly related to the façade construction. Tools may not be purchased with grant funds, but tool rental is allowable.

Any expenditure which exceeds the grant amount for either the mini grant or matching grant shall be the sole responsibility of the Applicant(s). Approved grant amount shall be paid to Applicant upon verification that approved improvements are complete and paid in full.

Disbursement of grant proceeds to approved Applicants will be in a reimbursement payment issued after City deems the project complete. All reimbursement requests must include proof of payment and other supporting documentation, as deemed necessary by the City (i.e. invoices, cancelled checks, etc.), sufficient to demonstrate to the City's satisfaction that all façade improvement costs have been paid.

The City of Brentwood reserves the right to cancel or modify this Program at any time prior to grant approval, without notice. Continuation of the Program is subject to sufficient funding as appropriated by the Brentwood City Council.

HOW TO APPLY

- Step 1:** Please contact City staff before filing an application, having architectural drawings made or making any improvements to your building. Staff can answer questions and help you determine if you are eligible for the Downtown Façade Improvement Grant Program.
- Step 2:** If eligible, complete Downtown Façade Improvement Grant Program application and Universal application (attached). As the owner and/or tenant, you must submit the following documents with the Universal application for review by City Planning Division staff:
1. Site plan;
 2. “Before” photos of exterior;
 3. Preliminary sketches of all elevations; and
 4. Materials/Color board
- Step 3:** A Project Planner will be assigned to your project. S/he will review your application for completeness and process the proposed façade improvements for design review approval.
- Step 4:** Following the acceptance of the grant application, verification of eligibility **AND** Administrative Design Review approval, an agreement must be executed between the Applicant and the City and commit the Applicant to complete the improvements according to approved plans and committing the City to reimbursement upon completion of the project. The agreement must be fully executed prior to proceeding with any construction. The agreement will state applicable terms and conditions. The Agreement shall also indemnify the City from all responsibilities arising from or in consequence to City’s participation in the Program.

Upon the execution of the agreement, a Notice to Proceed shall be issued by Program staff to the Applicant. The Notice to Proceed will provide the Applicant with the Design Review Approvals and guidelines as necessary to begin improvements. Any additional improvements outside of the approved improvements will not be considered for reimbursement.

After a Notice to Proceed has been issued to Applicant, all required building permits may be issued and work may commence. Work must be completed within 120 days of building permit issuance.

SELECTING THE CONTRACTOR

Applicant selects the contractor and is responsible for completing any agreement with the contractor to carry out the work. All work must be conducted by contractors licensed by the State of California and who have a City of Brentwood business license.

The contractor should provide a warranty for their work and all manufacturers' warranties. Projects in the Downtown Façade Improvement Grant Program are required to comply with CA Labor Code 1771, et seq, regarding prevailing wage rates.

The City shall not be involved in general disputes between the Applicant and the contractor or sub-contractors.

GETTING REIMBURSED

Step 1: Applicant submits the following documentation to City Program staff for review:

1. Copies of invoices and contracts;
2. The Applicant's cancelled checks or credit card receipts, showing that all costs have been paid in full;

City Program staff acquires the following documentation:

1. Statement from City Project Planner affirming that the completed improvements are in substantial compliance with the approved design; and
2. Copy of final Building Inspection approval.

Step 2: Reimbursement shall be issued within 30 days of receipt of all documentation listed in Step 1.

MAINTENANCE REQUIREMENTS

By accepting grant funds, the Applicant commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings clean and free of graffiti and trash for five (5) years at the Applicant's own cost and expense. Any damage to the

façade is to be repaired immediately by the Applicant so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, the Applicant is required to touch up painted areas and perform any other repairs needed to maintain building appearance including the cleaning of any awnings (recommended at least once a year).

APPEAL PROCESS

Objections by the Applicant to policy, procedure or method of operation will be handled in the following manner:

Disputes on matters related to aspects of eligibility between the Applicant and Program staff will be administered by the following procedure:

1. Applicant submits written appeal to the Community Development Director within fifteen calendar days following notification of the Program staff's decision regarding their application. Request of appeal should state overriding reasons to amend the earlier decision. For the purposes of administrative remedies, the Community Development Director will render a final decision on the issues of eligibility under appeal.
2. Applicant will be notified in writing within seven calendar days of the Community Development Director's decision.

General disputes involving Applicants and the Program staff after acceptance into the Program shall be handled as follows:

1. Applicant shall make all reasonable efforts to work with Program staff to resolve any dispute.
2. If the matter cannot be resolved between Applicant and Program staff, the Applicant may submit written documentation of the dispute to the Community Development Director, who will attempt to facilitate a reasonable accord for final resolution in writing.

Failure to properly file a written appeal within time frame allowed shall constitute a waiver of Applicant's right to the appeals process.

QUESTIONS?

For further information, please contact Peggy Berglund, Senior Technician, at 516-5187.

**CITY OF BRENTWOOD
DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION
CHECKLIST**

Our goal is to assist business and property owners by providing a streamlined design review process and financial assistance to insure high quality design improvements that help vitalize the Downtown business climate.

To assist you in providing the City of Brentwood a complete package for review, please submit the following:

- Completed and Signed Application for the Downtown Façade Improvement Grant Program
- Copy of most current Lease Agreement, if tenant
- Description of the Desired Improvements
- Design Drawings, Site Plan, Photos
- Universal Application

Return your application and supplemental materials to:

MAIL:

City of Brentwood
City Manager's Office/Economic
Development
150 City Park Way
Brentwood, CA 94513-1364

DELIVERED:

City of Brentwood
City Manager's Office/Economic
Development
150 City Park Way
Brentwood, CA 94513-1364

THE CITY OF BRENTWOOD

DOWNTOWN FAÇADE IMPROVEMENT GRANT APPLICATION

Return application package in person to 150 City Park Way or by mail to 150 City Park Way, Brentwood, CA 94513. Facsimiles will not be accepted.

APPLICANT INFORMATION – Please Print

APPLICANT NAME: _____

MAILING ADDRESS: _____

City State Zip

TELEPHONE: _____ EMAIL: _____

PROPERTY INFORMATION – Please Print

The commercial/retail property is located in Brentwood at the following address:

The Assessor Parcel Number of this property is: _____ - _____ - _____
(this information is listed on your property tax form)

The commercial property is owned by (list name and mailing address of all owners, write on back if needed):

The retail business is owned by (list name and mailing address of all business owners by business name, write on back if needed):

City of Brentwood Business License Number: _____

List Date of Lease Expiration, if applicable (MM/DD/YY): _____

I have attached copies of the following items for this property:

Lease Agreement (necessary for tenants)

YES

Description of the Improvements You Would Like to Make

YES

Design Drawings, Site Plan, Photos

YES NO

CERTIFICATIONS

I/We have read and understand the attached Downtown Façade Improvement Grant Program Guidelines and accept these qualifications and conditions. I/we authorize the City of Brentwood staff the ability to inspect the property exterior.

I/We certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Brentwood in the implementation of this project.

I/We certify that the owner of the property is the owner of record and that there are no current code enforcement actions pending against this property. If application is being submitted by a tenant, property owner agrees to proposed improvements.

INFORMATION PROVIDED WITH THIS APPLICATION WILL BE USED ONLY TO DETERMINE ELIGIBILITY FOR THE PROGRAM AND GRANTING OF FUNDS. GRANT APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVE BASIS.

PLEASE SIGN AND DATE:

I/WE GIVE MY/OUR PERMISSION TO THE CITY OF BRENTWOOD TO REQUEST THE RELEASE OF ANY INFORMATION THAT WILL VERIFY MY/OUR ELIGIBILITY TO RECEIVE A GRANT UNDER THE DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM. I/WE DECLARE UNDER PENALTY OR PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

DATE: _____

Property Owners:

DATE: _____

Business Owners:

FOR OFFICE USE ONLY

COMPLETE APPLICATION RECEIVED DATE: _____

PROJECT IS: ELIGIBLE LOCATION INELIGIBLE SCOPE INELIGIBLE

CITY PROGRAM STAFF SIGNATURE OF APPROVAL: _____

CLIENT/CASE NUMBER: _____

<p>Development Agreement</p> <input type="checkbox"/> Deposit \$4,200.00	<p>Affordable Housing (Legal review or consulting)</p> <input type="checkbox"/> Deposit (Actual cost + 25%) \$																					
<p>Parking In-Lieu</p> <input type="checkbox"/> \$ _____ Number of spaces _____ Fee is \$3,621.00 per space for Retail/Office/Commercial, or any required additional off-site Residential parking space.	<p>Admin Oil Permit</p> <input type="checkbox"/> Deposit \$2,500.00																					
<p>Appeal</p> <input type="checkbox"/> \$325.00	<p>Agricultural Mitigation Fee, per acre</p> <input type="checkbox"/> \$6,701.00 per acre # ac _____ \$ _____																					
<p>Archival Fee</p> <input type="checkbox"/> \$164.00 No charge if provided in acceptable electronic format	<p>Complex Habitat Applications</p> <input type="checkbox"/> Deposit \$3,000.00																					
<p>Habitat Conservation</p> <input type="checkbox"/> \$1,398.67	<p>Contra Costa County Clerk Filing Fees</p> <input type="checkbox"/> Notice of Exemption \$50.00 <input type="checkbox"/> Notice of Determination (ND, MND) \$2,260.00 <input type="checkbox"/> Notice of Determination (EIR) \$3,119.75																					
<p>Environmental Review</p> <input type="checkbox"/> Environmental Impact Report Consultant cost + 25% for City Admin. Deposit \$ _____	<p><small>*An Environmental Determination for every application is made by the Community Development Department Staff following the submittal of a complete application. The applicant will be notified of the appropriate fee following this determination. The State Department of Fish & Game and Contra Costa County require the above Filing fee (AB 3158) at the time of project approval. Fees are to be included with the Application fees to the City of Brentwood.</small></p> <p>Landscape and Lighting District Formation/Annexation**</p> Initial Deposit for Actual cost per Consultant Contract <input type="checkbox"/> \$209.00																					
<input type="checkbox"/> Negative Declaration (prepared by staff) Deposit \$3,500.00 <input type="checkbox"/> Mitigated Negative Declaration (prepared by staff) Deposit \$4,900.00 <input type="checkbox"/> Mitigated Negative Declaration (prepared by consultant) Deposit (Actual cost + 25%) \$ _____	<p style="text-align: center;">** CFD & LLAD Annexation/Formation Fees</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of Property</th> <th style="text-align: left;">Parcels @ Buildout</th> <th style="text-align: left;">Annexation Fee</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="text-align: center;">Residential</td> <td>Up to 5</td> <td>\$6,500.00</td> </tr> <tr> <td>6 to 100</td> <td>\$6,500.00+\$25/parcel>5</td> </tr> <tr> <td>101 to 200</td> <td>\$8,875.00+\$20/parcel>100</td> </tr> <tr> <td>201 to 300</td> <td>\$10,875.00+\$15/parcel>200</td> </tr> <tr> <td>301 to 400</td> <td>\$12,375.00+\$10/parcel>300</td> </tr> <tr> <td rowspan="3" style="text-align: center;">Commercial</td> <td>Up to 5 acres</td> <td>\$6,500.00</td> </tr> <tr> <td>Or 5 – 10 acres</td> <td>\$7,500.00</td> </tr> <tr> <td>Multifamily 10 acres or more</td> <td>\$8,500.00</td> </tr> </tbody> </table>	Type of Property	Parcels @ Buildout	Annexation Fee	Residential	Up to 5	\$6,500.00	6 to 100	\$6,500.00+\$25/parcel>5	101 to 200	\$8,875.00+\$20/parcel>100	201 to 300	\$10,875.00+\$15/parcel>200	301 to 400	\$12,375.00+\$10/parcel>300	Commercial	Up to 5 acres	\$6,500.00	Or 5 – 10 acres	\$7,500.00	Multifamily 10 acres or more	\$8,500.00
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<p>Categorical Exemption</p> <input type="checkbox"/> \$180.00	<p>RGMP</p> <input type="checkbox"/> \$3,057.00																					
<p>Landscape Plan Check & Inspection Fee (by Staff)</p> <input type="checkbox"/> Deposit \$3,000.00																						
<p>Landscape Plan Check & Inspection Fee (by consultant)</p> <input type="checkbox"/> Deposit \$ _____ Actual Cost + 25%																						
<p>Disclaimer: This Universal Application is a standard form. The City Council periodically amends the fee schedule shown on this application. Notwithstanding the fee stated on this application, the fees shall be those approved by the City Council and shall be effective on the applicable date for those actions. Therefore, this form may not be the current version and may not contain current information, as fee schedule information contained herein may have changed and/or has been updated. The City of Brentwood makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. The City of Brentwood shall assume no liability for: 1) Any Errors, Omissions, or Inaccuracies in the information provided regardless of how caused; or 2) Any missing or incomplete information. A current copy of this form may be obtained at the City of Brentwood, Community Development Department at 150 City Park Way, Brentwood, CA 94513.</p>																						
<p>FOR STAFF USE ONLY</p> <p>Fees Received:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Receipt No.</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p>Notes:</p>		Date	Receipt No.	Amount	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____						
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_____	_____	_____																				
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Proposed Project Name: _____

Project Location or
Address: _____

Detailed Project
Request/Description: _____

Applicant's/Developer's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Fax No.: _____ Email Address: _____

Architect's or Engineer's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Fax No.: _____ Email Address: _____

Property Owner of Record's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Fax No.: _____ Email Address: _____

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Signature

Date

Applicant's Name

Company Name

NOTE: If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

I, _____ property owner, do hereby authorize the Applicant,

as my official representative in all matters relating to this
Application.

Owner's Name

Owner's Signature

Date



INITIAL ENVIRONMENTAL QUESTIONNAIRE

Planning Division

Effective: July 1, 2007
Revised: June 25, 2007

(To be completed by applicant)

APPLICATION NO.: _____

DATE FILED: _____

I. GENERAL INFORMATION:

1. Name and address of developer or project sponsor: _____

2. Name and address of project: _____
Assessor's Parcel Number(s): _____
3. Name, address, and telephone number of person(s) to be contacted concerning this project: _____

4. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state, and federal agencies: _____

5. Existing land use and zoning district: _____

6. Proposed use of site (project for which this form is filed): _____

II. PROJECT DESCRIPTION (address each item where applicable; attach additional sheets as necessary):

- | | |
|-------------------------------------|---|
| 7. Site Size | 12. Proposed scheduling/timing of development |
| 8. Square Footage | 13. Associated projects |
| 9. Number of floors of construction | 14. Anticipated phasing/incremental development |
| 10. Amount of off-street parking | 15. Amount of impervious surface created |
| 11. Attach plans | |

II. PROJECT DESCRIPTION (continued):

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city-, or regionally-oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

III. ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS?
(discuss all items checked "yes"; attach extra sheets as needed)

YES NO

- | | | |
|-----|-----|--|
| ___ | ___ | 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| ___ | ___ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| ___ | ___ | 23. Change in pattern, scale, or character of the general area of the project. |
| ___ | ___ | 24. Significant amounts of solid waste or litter. |
| ___ | ___ | 25. Change in dust, ash, smoke, fumes or odors in vicinity. |
| ___ | ___ | 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| ___ | ___ | 27. Substantial change in existing noise or vibration levels in the vicinity. |
| ___ | ___ | 28. Site on filled land or on slope of 10 percent or more. |
| ___ | ___ | 29. Disposal of potential hazardous materials, such as toxic substances, flammables, or explosives. |
| ___ | ___ | 30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.). |
| ___ | ___ | 31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.). |
| ___ | ___ | 32. Relationship to a larger project or series of projects. |
| ___ | ___ | 33. Site previously used for agricultural purposes. |

I hereby certify that the statements furnished are true and correct to the best of my knowledge.

(APPLICANT SIGNATURE)

(DATE)



DOWNTOWN SPECIFIC PLAN ADMINISTRATIVE DESIGN REVIEW APPROVAL

Planning Division

Effective: September 17, 2007
Revised: September 17, 2007

What is an administrative design review approval?

An administrative design review approval is a requirement of the Downtown Specific Plan when physical changes are proposed to either properties or existing buildings. The types of changes requiring approval include exterior building modifications (i.e. painting, new windows, etc.), modifications to existing signs or the addition of new signs, additions to existing structures up to 5,000-square-feet in size, and new residential projects providing four (4) units or less. The approval is considered administrative since it is reviewed by City staff only, and not the Planning Commission or the City Council.

Overview of City Process (approximate two-week processing time)

The City of Brentwood has adopted procedures (Section 2.1.4 of the Downtown Specific Plan) for the approval of administrative design review applications in the Specific Plan area. These types of applications are processed administratively, subject to the Zoning Administrator's approval. Under this process, an application is submitted to the Community Development Department (Planning Division) and assigned to a staff planner. Once all of the required application materials are submitted, the planner reviews the information for conformance with the requirements of the Specific Plan. If the application is determined to be consistent with the Specific Plan, it is approved, either as submitted or with certain conditions. Each application is evaluated on an individual basis, within the context of surrounding land uses as well as the purpose and intent of the Specific Plan.

Information Required for a Complete Application Submittal

- Universal Application form
- Property owner signature
- Site plan
- Building elevations
- Written narrative
- Color photographs of the property and building(s)
- Material and/or color samples
- Supplemental information such as a landscape plan, sign plans, etc., as required by the Zoning Administrator

A total of **three (3)** copies (ten (10) copies for new residential units or commercial additions) of the following exhibits are required to accompany the application materials. The more complete the application is, the more promptly it can be processed. A planner can assist you with any questions you may have.

A **site plan** or other exhibit is required that clearly shows what is intended in a graphic manner. The site plan should be drawn accurately and to scale, if possible. The Planning Division can advise you on how to prepare such an exhibit. It is important to show the dimensions of the subject property, all existing structures, existing and proposed parking areas, any proposed new construction, and any other aspects of the site that are relevant to the application.

Building elevations, drawn to scale, clearly showing existing conditions and how the proposed changes would affect the exterior of the building(s).

A **written narrative** describing the proposed project is also required to accompany the application.

In lieu of a site plan and/or building elevations, **color photographs (preferably digital) of the property and building(s)** may be submitted in order to demonstrate existing development.

Material and/or color samples proposed as part of the project are required. If material samples are not available, color copies showing the samples are acceptable, as long as they provide a realistic representation of the proposal.



DOWNTOWN SPECIFIC PLAN ADMINISTRATIVE DESIGN REVIEW APPROVAL

Planning Division

Effective: September 17, 2007
Revised: September 17, 2007

THE APPLICATION PROCESS

Please allow approximately two weeks to complete the approval process.

Step 1- Submit a Complete Application to the Planning Division

The applicant desiring to receive approval of an administrative design review is required to submit a complete application, including all of the information required for a complete application submittal shown on this handout. Supplemental information may be required upon review of the submitted application if deemed necessary by the City, based on the proposed project. The application should be submitted to the City's Community Development Department (Planning Division) at 150 City Park Way, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. A planner will be available to review your application submittal for completeness or answer any questions about the process during these hours.

Step 2 – Staff Analysis

After your application is submitted, a planner will be assigned to review it. The application will be reviewed for conformity to the requirements of the Downtown Specific Plan, including compatibility with surrounding land uses. The staff planner will contact you to report the status of the project and to obtain information as necessary. Changes or modifications to your project may be suggested or recommended.

Step 3 – Staff Approval

Once any required changes are made and the application is in compliance with the Specific Plan, staff will prepare an approval letter and mail it to you. The letter may include certain conditions that will need to be complied with as part of the approval.

Step 4 – Appeal Process

The decision of the Zoning Administrator shall become effective ten days after the date of the letter. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting a written request and an appeal fee to the City Clerk during the 10-day appeal period. An appeal will be scheduled for the first available Planning Commission meeting for which public notice can be given. The decision of the Planning Commission may be appealed to the City Council within 10 days of the Commission's action. The decision of the City Council shall be final.

