



CITY OF PINOLE

Community Development Department

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Pinole, CA 94564

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DESIGN REVIEW: COMMERCIAL/INDUSTRIAL

Commercial/Industrial Design Review is used to evaluate new construction proposals and changes to existing commercial/industrial structures in the City. City staff and the Planning Commission review exterior elevations. Site planning, compatibility with the surrounding area, and architectural style are evaluated for each project. Consideration of a design review application is a discretionary act. Approval is determined through a public hearing process with the Planning Commission.

Process

Once the application is deemed complete, it is routed for agency comment. When the comment period expires, the project is scheduled for the Planning Commission review where it is ultimately decided.

Please Note: This review and approval is separate from the Building Permit process.

Pre-Application Meeting

Applicants are encouraged to meet with staff for a preliminary project review. This will allow staff the opportunity to review the proposal and provide comments to the applicant.

Materials Required for Commercial/Industrial Design Review

- Completed Planning Application Form
- Fee: \$883
- Fee: \$150 for sign to be posted on site
- Fee: \$100 mailing fee
- Mailing labels for property owners and residents within 1000 ft. radius of the subject site
- Site Plan
- Floor Plans
- Landscape Plans
- Exterior Elevations
- Ten (10) full-size sets of plans and one (1) reduced 11x17 size
- Electronic version of the plans (pdf or jpeg)
- Color Board
- Other information the Planner or Planning Commission determines necessary to evaluate the proposed project (Ord. 564 §1(part), 1994)

To avoid project delays, all materials are required to deem the application complete and ready for review. If there are any questions, please contact the Planning Department at (510) 724-8912. Please refer to Chapter 17.36 of the Zoning Ordinance for further details.