



CITY OF PINOLE

Development Services Department

2131 Pear Street
Pinole, CA 94564
Phone: (510) 724-9000
FAX: (510) 724-4921
www.ci.pinole.ca.us

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, the Design Review Board, 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 Design Review Board and 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 Design Review Board (DRB). After DRB review, the project is scheduled for Planning Commission 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: \$300
- Fee: \$130 fee for sign to be posted on site
- Site Plan
- Floor Plans
- Landscape Plans
- Exterior Elevations
- Electronic version of the plans (pdf or jpeg)
- Color Board
- Prepaid stamped envelopes (no dated stamps) with the City's return address information: 2131 Pear Street, Pinole, CA 94564 for the 1,000 ft. radius of the subject property
- 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.