



# SITE PLAN & ARCHITECTURAL REVIEW APPLICATION CHECKLIST & INFORMATION HANDOUT

## Deposit for Minor or Major SPAR:

### [See Fee Schedule](#)

(The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)

I am applying for a:

- Minor/Administrative SPAR
- Major SPAR
- Historic SPAR

Please check with a planner if you are unsure about any aspect of the application process.

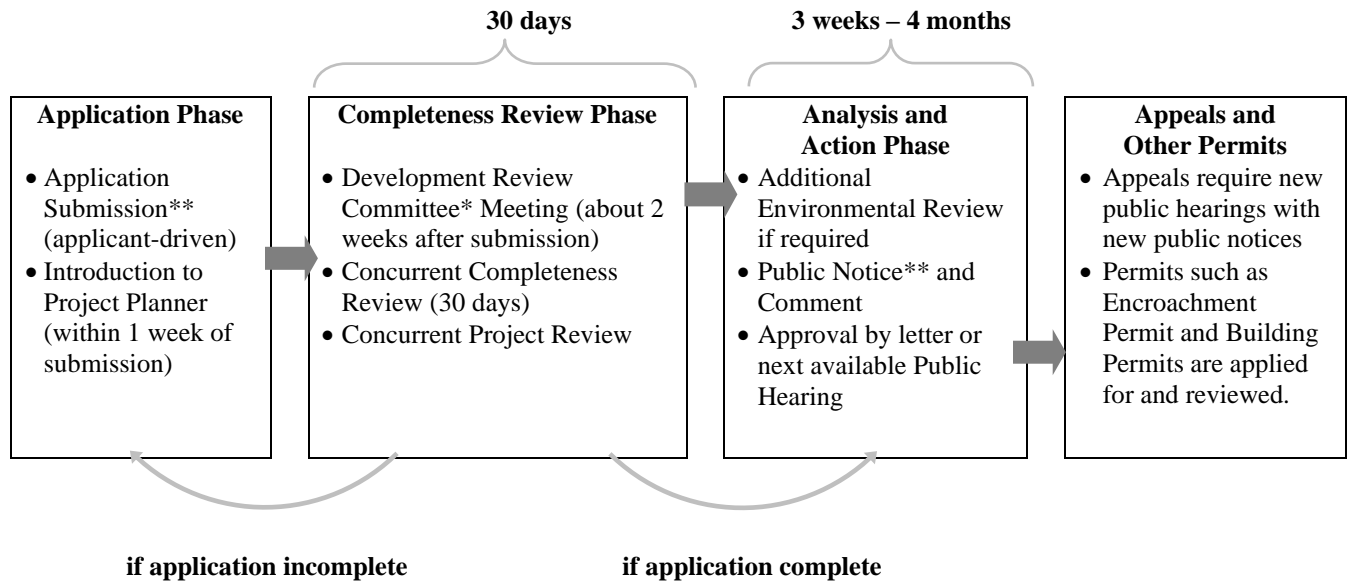
## Submission Checklist (Include this checklist with your submission)

- [General Application Form](#) (available from the City's Planning Division counter or website)
- All applicable fees to be paid:**
  - Read and sign the [Cost Recovery Form](#)
  - Deposit for minor or major SPAR
- Requirements for all plans:**
  - Submit **five full-size copies** of each plan set, **two reduced set at 11" x 17"** and **one digital copy in PDF format** on compact disc or USB flash drive.
  - Legend on the first sheet identifying each sheet in the plan set.
  - Title for each sheet, scale, north arrow and date.
  - Name and phone number of person preparing plans (licensed architect and landscape architect).
- If applying for Historic SPAR, please submit:**
  - Historic documentation for the building or site.
  - Historic photographs and current photographs of the building or site.
  - Sonoma County Assessor Parcel Information.
  - Description of changes proposed to major interior and exterior architectural features.
- Site Plan(s), including:**
  - [Vicinity Map](#) indicating the site and surrounding streets. Scale: 1"=200'.
  - [Aerial Context Map](#) showing proposed, existing and surrounding uses.
  - [Site plan\(s\)](#) with the following features:
    - o Property lines and dimensions, all easements, distances between buildings and property lines.
    - o Proposed and existing public streets, curbs, sidewalks, and driveways.
    - o If grading is proposed, preliminary plan of cut and fill areas including elevation contours and slope percentages.
    - o Outlines of proposed structures, including walls, doors, and windows, at a scale determined by staff.
    - o Proposed automobile, bicycle and disabled parking spaces, drive aisles, loading areas, curbing, car-stops, direction of traffic flow, electric vehicle charging spaces, etc. Include dimensions and locations. Please refer to the [SPAR Information Handout Appendix A](#) for more information.
    - o Proposed landscape areas and pedestrian paths.
    - o Proposed retaining walls, fences, electrical transformer boxes, trash enclosures, etc., and screening; including locations, finishes and dimensions. If you are proposing trash enclosures, please refer to the [SPAR Information Handout Appendix B](#).
    - o Note the square footages of existing and proposed buildings, and their percentages of gross lot coverage on plans.
    - o Annotate private and common facilities and open space within developments.
    - o Minimum Scale 1" = 20'. If necessary, break-up plans for large projects, and submit a master plan at a lesser scale.

**Site Plan(s): (continued)**

- Existing Site Conditions. Said plan shall identify existing structures, trees, landscaping paving, drainage courses, and other pertinent man-made and natural features, where applicable.
  - Contextual Elevation Drawings and Site Sections, including the relationship to adjacent properties and structures.
  - Any other items deemed appropriate for review by the Planning Division.
- Architectural Plans, including:**
- Building Elevations with materials and colors identified. Include Streetscape Elevations if applicable.
  - Finished Floor Elevations.
  - Section(s) drawing(s) of the building
  - Exterior Lighting Plan showing lighting locations and details of fixture types. A Photometric Plan may be required for larger projects. Show all visible accessory fixtures (i.e., gas, meters, mechanical equipment, air conditioners, etc.), including roof mounted equipment, and the proposed method of screening.
  - Roof plans. Identify the roof pitch(es).
  - Colors and materials board(s). Within the plan set, include a sheet with all information included on the board(s).
  - Minimum scale of plans should be 1" = 10'.
  - Indicate type of construction and occupancy classification.
- Landscape Plan(s) (if applicable), showing:**
- Outline of the site, building, streets, sidewalks, driveways, parking areas, on- site curbing, storage areas, etc., to be retained and constructed; and proposed grading contours.
  - Location, caliper size and drip-line, canopy size, and species of on-site and immediately adjacent existing trees and large shrubs.
  - Indicate all trees to be removed, to be substantiated by an arborist report (if applicable).
  - Precise location or pattern and spacing of all proposed landscape materials.
  - Schedule of planting (in table format) showing plant sizes, ground cover spacing, and botanical and common names.
  - Design and location of all fencing, screening, retaining walls, electrical transformers, trash enclosures, street furniture, etc.
  - Irrigation plans. At a minimum, a written description of proposed irrigation should be provided.
  - Water Conservation. Include a preliminary calculation of Maximum Applied Water Allowance (MAWA) and Estimated Applied Water Use (ETWU). See [Municipal Code Chapter 15.17 \(Water Conservation Regulations\)](#).
  - Exterior landscape lighting and details as to the type of fixture. A Photometric Plan may be required.
  - The minimum scale should be 1" = 20' (Plans for large projects landscape projects may be broken up into sections).
  - Please refer to the [SPAR Information Handout Appendix C](#) and [Implementing Zoning Ordinance Chapter 14 \(Landscaping and Screening\)](#) for more information.
- [Environmental Information Questionnaire](#) (available from the City's Planning Department counter or website). The Planning Division will notify you as part of the completeness check should additional information, such as traffic reports, noise studies or visual impact studies, may be required to complete the environmental review process.
- Implementing Zoning Ordinance §17.055 may require an **Arborist Report** for trees that may be impacted by construction.
- Photos of the site** from a variety of angles, showing existing conditions, including buildings and vegetation.

# Application and Processing Timeline for SPAR



\* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and identify any issues (but is not the decision-making body for project approval). You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions. The DRC meeting is not a public hearing.

\*\* The applicant is responsible for all costs associated with public noticing and processing the application.

## Purpose of SPAR

The purpose of the Site Plan and Architectural Review (SPAR) process is to secure compliance with the Zoning Ordinance and to promote the orderly and harmonious development of the City of Petaluma ([Implementing Zoning Ordinance](#) 24.010).

## When SPAR is required

**SPAR is required prior to the issuance of a city permit or license for:**

### New or modifications of:

- Public buildings and grounds
- Public and private schools
- Colleges
- Libraries
- Art galleries
- Museums
- Public and private hospitals and other institutions
- Churches and other places of public assembly
- All commercial and industrial uses
- Motels and hotels
- Office buildings
- Parking lots
- Public utilities structures and installation, except poles and towers carrying overhead lines
- **Sites or structures located within a designated historic district.**
- New development in South Hills and West Hills.
- More than one dwelling unit per lot (dwelling group)
- Subdivisions with five or more single family dwellings

## Minor/Administrative SPAR

The Planning Manager may grant Administrative SPAR approval for “nonproduction” residential units in approved subdivisions of five or more lots, all residential developments of less than five units, and all minor additions or modifications to industrial, commercial or office buildings.

“Nonproduction residential units” refers to houses not substantially similar to other houses within view of one another as determined by the Director, or houses within a subdivision where the same floorplan or exterior design is used less than three times.

## Historic SPAR

For projects located in historic districts, the SPAR process is required for the protection and enhancement of buildings, structures, sites, and objects that are reminders of important past eras, events, and persons in Petaluma’s history. Some historic buildings are significant examples of architectural styles of the past, and are irreplaceable assets to the City and its neighborhoods. Projects located in historic districts or involving City landmarks are reviewed by the Historic and Cultural Preservation Committee.

For more information on Historic SPAR, please see Chapter 15 of the [Implementing Zoning Ordinance](#).  
For more information on Petaluma’s Historic Districts, please see the [Historic Preservation webpages](#).

**A major alteration to a building or site in a historic district will be considered Historic SPAR. Certain minor alterations to historic buildings or sites may be considered Minor/Administrative SPAR.**

## Criteria for Project Review

The appropriate reviewing body reviews the exhibits, together with the reports of the Planning Division, and based on these documents, evidence submitted, and the considerations set forth below, may approve the project as applied for, approve the project with modifications, continue the proposal for requested changes/modifications, or disapprove the project. In taking action, the reviewing body shall consider the following (Chapter 24.010 of the [Implementing Zoning Ordinance](#)):

1. Controls should be exercised to achieve a satisfactory quality of design in the individual building and its site, appropriateness of the building to its intended use and the harmony of the development with its surroundings. Factors include:
  - a. The appropriate use of quality materials.
  - b. Harmony and proportion of the overall design.
  - c. The architectural style should be appropriate for the proposed project, and compatible with the overall character of the neighborhood.
  - d. The siting of the structure on the property in relation to the siting of other structures in the immediate neighborhood. For example, the existing trees, topography and grading of the site, in comparison to the topography and grading on adjacent properties.
  - e. The size, location, design, color, number, lighting, and materials of any appropriate signs and outdoor advertising structures.
  - f. The bulk, height and color of the proposed structure as compared to the bulk, height and color of other structures in the immediate neighborhood.
  - g. Other determining factors/parameters, such as zoning ordinance requirements, historic district guidelines, and/or specific plans.
2. Landscaping according to approved City standards shall be required on the site, and shall be consistent with the character or design of the site. Existing trees shall be preserved wherever possible, and shall not be removed unless approved by the Planning Commission.
3. Ingress, egress, internal traffic circulation, off-street parking facilities and pedestrian ways shall be designed so as to promote safety and convenience, and shall conform to approved City standards.
4. It is recognized that good design character may require participation by a recognized professional designer, such as an architect, landscape architect or other practicing urban designer. The Commission or planning staff shall have the authority to require that an applicant hire such a professional, when deemed necessary, to achieve quality design.
5. Public art should be integrated into development project planning at the earliest possible stage, and artists selected should become a member of a development project's design team early in the design process. See Chapter 18 of the [Implementing Zoning Ordinance](#).

## Appendices to the Site Plan & Architectural Review Information Handout

If your proposed project involves the following features, please refer to the corresponding Appendix:

- [Appendix A – Parking Standards](#)
- [Appendix B – Trash Enclosure Standards](#)
- [Appendix C – Landscape Design Standards](#)