

City of Sonoma

Planning and Community
Development
No. 1 The Plaza
Sonoma, CA 95476



Submittal Requirements for Architectural (Design) Review Applications

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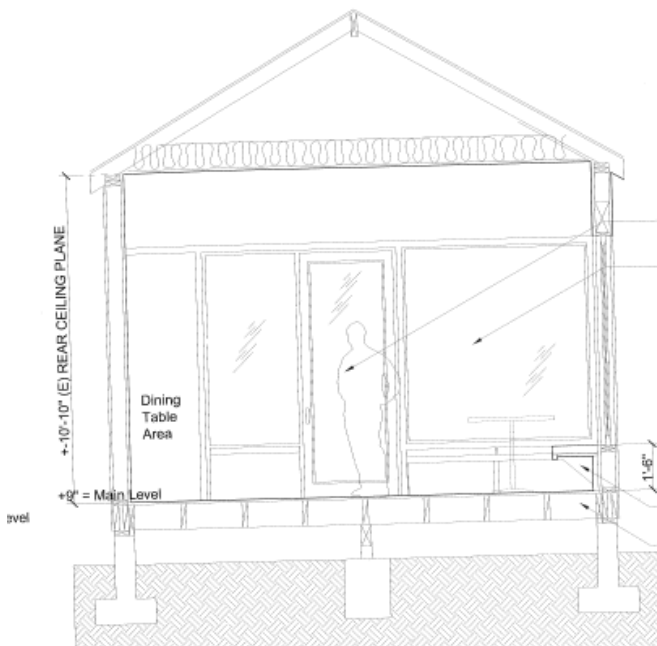
Design Review and Historic Preservation Commission (DRHPC) Submittal Information for Architectural (Design) Review Applications and Next Steps

General

- A project narrative shall be submitted with the application. The project narrative should describe the project in a way that gives the DRHPC a visual picture of what the project will look like when complete. If the applicant is proposing a particular color because of a reference to the business branding, that information should be included in the project narrative.
- The applicant should consider submitting options and alternatives, which help reduce the chances of the project being continued to a future meeting.
- The applicant should be prepared to make a brief presentation to the DRHPC at the meeting. The purpose of the presentation is to summarize the information written in the project narrative and to essentially “sell” the proposal to the DRHPC. In addition, it is helpful to indicate to the DRHPC the reason why certain choices were made, how the proposal will be compatible with the surrounding area, and be a benefit to the community.

Exterior Building Modifications

- Elevations (including sign drawings) should be scaled and include a human scale as shown below.



- Existing building elevation shall be provided for each building elevation (i.e. north, south, east, and west).
- Submit one copy of the proposed details (i.e. typical eve, typical rake, typical window and door trim, and columns).
- Color submittals: Submit ten (10) copies each of the manufactures color samples indicating the manufacture’s name and color name (i.e. Benjamin Moore million dollar red 2003-10) placed on 8.5 by 11 inch heavy stock paper.
- Submit one black and white or color copy of an elevation drawing or a picture of the building indicating the exact location of all proposed colors.
- “Brush outs” (two coats) samples are encouraged on buildings around the Plaza. If “brush outs” are not completed prior to the DRHPC meeting, the project may be continued to a future meeting. A two to three square-foot brush out area is appropriate.
- The applicant shall bring a two to three square-foot color and material sample board to the DRHPC meeting. The board shall include a sample of the following materials: roof, flashing, siding, and exterior stone. The colors on the board shall be proportionate to the scale of the colors on the building. (If an architect is involved with the project, the presentation shall be presented in a professional manner.) The applicant shall provide a printed picture of the approved color and material board to the Planning Department.

Projects in the Historic Overlay zone and Potential Historic Structures (structures built over 50 years ago)

- If the proposed project is subject to the California Environmental Quality Act (CEQA), an evaluation may be required. It is recommended that projects involving structures built over 50 years ago be formally evaluated to determine the following: 1) whether the project meets CEQA’s definition of a historical resource as defined in section 15064.5; and if is a historical resource, 2) will the proposed project significantly impact or affect the historical resource? The website for searching the Consultants List is located at www.Chrisinfo.org. The discipline that should be selected is “architectural history” or “historic architecture.” All structures on the subject property over 50 years in age shall be included in the evaluation. The following California Department of Parks and Recreation (DPR) forms shall be included with the evaluation: 1) DPR 523A Form: Primary Record for each structure, site, or area that comprises the historic property; and, 2) DPR 523B Form: Building, Structure, and Object Record for each structure, site, or area that comprises the historic property.
- The consultant who prepares the evaluation shall attend the DRHPC or Planning Commission meeting.
- Historic resources may be located at the Sonoma Valley Historical Society and Sonoma League for Historic Preservation (including the Cochrane Binders).
- In order to approve a project in the Historic Overlay Zone, the DRHPC must make the following findings:
 - a. The project will not impair the historic character of its surroundings;
 - b. The project substantially preserves the qualities of any significant historic structures or other significant historic features on the site;

- c. The project substantially complies with the applicable guidelines set forth in Chapter 19.42 SMC, Historic Preservation and Infill in the Historic Zone; and,
- d. The project substantially complies with any applicable preservation plan or other guidelines or requirements pertaining to a local historic district as designated through section 19.42.020.
- Projects Involving Historically Significant Resources. In addition to the basic findings set forth above, the DRHPC must make the following additional findings for any project on which site is located a resource that is listed or eligible for listing on the State Register of Historic Resources or that has been designated as a local historic resource pursuant to section 19.42.020:
 - a. The project substantially preserves the qualities of any significant historic structures or other significant historic features on the site.
 - b. The project substantially complies with the applicable guidelines set forth in Chapter 19.42 (Historic preservation and Infill in the Historic Zone).
 - c. The project substantially complies with the applicable Secretary of Interior's Standards and Guidelines for the Treatment of Historic Properties.

Next Steps

Subsequent to the review and approval by staff or the DRHPC for an application for commercial building painting, new signs, or an awning, the following are the next steps in the process:

1. Apply for a building permit for sign or awning installation. Plan check can typically take up to two weeks.
2. Apply for an encroachment permit if painting a building or installing signage or an awning where work will take place over/on the public right-of-way (sidewalk). The encroachment permit application and insurance requirements are available on the City's website at www.sonomacity.org. An encroachment permit will not be issued until the correct insurance certificates and endorsements from the contractor are submitted and approved.