



Community Development Department
1 Plaza, PO Box 667
Patterson, CA 95363
209.895.8020
Fax 209.895.8019
www.ci.patterson.ca.us

ARCHITECTURAL & SITE PLAN REVIEW

This information is provided as a guide to assist you in the preparation of the application for an **Architectural and Site Plan Review**. It is also intended to explain the process by which the City analyzes and acts upon the application.

What is an Architectural and Site Plan Review?

The Patterson City Code requires that whenever a development project or a building permit is applied for to construct, convert, move, structurally alter or occupy a lot or other parcel that the owner apply for an Architectural and Site Plan Review. The purpose of the review is to promote a comprehensive and proficient design within the City. This goal is met by ensuring that site development, the exterior appearance of buildings, landscaping, signage, and other structures are in compliance with standards and guidelines.

Application Submittal

An application for an Architectural and Site Plan Review shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Community Development Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

Additional information may be required by the Community Development Director during the review of the application. Environmental documents will be prepared and filed at the applicant's cost.

Processing the Application

The processing time for a completed Architectural and Site Plan Review varies from one to three months depending on the complexity of the application, environmental documentation required and public noticing requirements. A hearing before the Planning Commission will be scheduled and open to the public. It is recommended that the applicant or their agent attend the hearing to speak on behalf of the application and to answer questions the Planning Commission may have.



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Planning staff will prepare a staff report to the Planning Commission. The staff report contains an analysis of the application and a recommendation for action by the Planning Commission. This recommendation may be to approve the application, approve the application with staff recommended changes, approve the application with changes or revisions, or to recommend denial. You will be mailed a copy of the meeting agenda and staff report several days prior to the Planning Commission hearing. It is recommended that the application and/or the applicant's agent attend the hearing to speak on behalf of the application and to answer questions the Planning Commission may have.

Note: If the application is not complete within 30 days of receipt the City of Patterson Community Development Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.

Decisions and Appeal Process

After the Planning Commission has rendered a decision, you will receive written communication of this determination, and if approved, any conditions of the approval. Any interested party, aggrieved by the determination of the Planning Commission, may appeal this decision to the City Council, within ten (10) business days after such date of determination. Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the City Council. Appeals must be made in written form, addressed to the City Council and accompanied by the required fee of \$480.00.

If not utilized or acted upon, Architectural and Site Plan Review permits will expire two (2) years from the date of the determination. Extensions and modifications to the Architectural and Site Plan Review permit are subject to specific qualifications as stated per Patterson Municipal Code 18.14.090.

Building Permits

Application for an Architectural and Site Review does not constitute an application for a building permit. Separate building permit applications are required prior to construction. Building permits shall not be issued until the appeal period has expired or any appeals filed have been acted upon by the City Council.



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Required Findings

In order to grant approval of an Architectural and Site Plan Review, the Planning Commission must find the following:

1. The architecture and general appearance of the structures and grounds shall have architectural unity and be in keeping with the character of the neighborhood as not to be detrimental to the orderly and harmonious development of the city, or to the desirability of investment or occupation in the neighborhood.
2. The site plan is consistent with, the Patterson Municipal Code, any applicable specific plan, adopted development standards and design guidelines, and the general plan.

Procedure

Architectural and Site Plan Review

1. Pre-Application Conference with Planning Department Staff (Optional).
2. Submit Application/Required Materials/Fees.
3. Staff Review Application for Completeness.
4. Staff Evaluation of Application.
5. Staff Produces Staff Report and Recommendations.
6. Public Notice sent to the newspaper and surrounding properties at least 10 days in advance of the Planning Commission Hearing.
7. Planning Commission Meeting.
8. After meeting:
 - a. If Approved: Application is valid 10 business days after Planning Commission meeting, unless an appeal is filed.
 - b. If Denied: Petitioner can appeal the decision of the Planning Commission to the City Council.

Application Contents

- A. Architectural drawings or sketches and plot plans (such drawings, sketches and plot plans need not be the result of the final architectural decisions. The purpose of such drawings is to indicate the architectural and general appearance of the proposed buildings or structures to assist the Planning Commission in determining if the required findings can be made) showing the following:



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Architectural Drawing(s) depicting:

- Elevations of proposed buildings or structures.
- A color rendering of the project which states the colors and materials to be utilized.
- Floor Plans showing proposed seating or public assembly areas.

Site Plan(s) depicting:

- Location of all proposed buildings, structures, facilities and open spaces.
- Location of all on-site vehicular and pedestrian circulation.
- Location of all on-site parking, garages or carports.
- Location and extent of street improvements.
- Location of all garbage and refuse facilities.
- All dimensions required by the applicable provisions of the Patterson Municipal Code.
- Proposed signage and on-site lighting.
- All proposed structures and anticipated timing of their construction (if applicable).
- The landscaping and irrigation plan in accordance with the adopted Water Efficiency Landscape Ordinance (\$180.00 fee).
- A completed Environmental Information Form.
- Other information as may be required by the Planning Director and/or Planning Commission.
- A written explanation of why the proposed project will meet the findings.
- A brief written description of the project and anticipated use(s)
- Proof of the owner's interest in the property (deed, tax bill, etc.).

Architectural and Site Plan Fee:

- \$570.00 (**MINOR PROJECT**)
- \$1,290.00 (**MAJOR PROJECT**)

Minor Architecture Review to include the following:

1. Commercial/Industrial exterior renovations.
2. New commercial/industrial buildings or enlargements of existing commercial/industrial buildings of less than 1,500 square feet.
3. Projects as designated by the Community Development Director.

Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2016) as follows:

- Negative Declaration (ND) or Mitigated Negative Declaration (MND)* \$2210.25
 - Environmental Impact Report (EIR)* \$3070.00
 - Environmental Document Pursuant to a Certified Regulatory Program* \$1043.75
 - County Clerk Processing Fee \$57.00
- (*Department of Fish and Game Fees)



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Note: At least one copy of all the submittals must be provided as an 8.5" x 11" or 11" x 17" reproducible copy.

All sections of the application shall be complete and accurate and the exhibits specified on the application form shall be submitted before an application shall be determined to be complete.



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Application for Architectural and Site Plan Review

Applicant Name

Mailing Address/City/State/Zip

Phone Number

Email

Property Owner Name

Mailing Address/City/State/Zip

Phone Number

Email

Project Name/Description

Project Location Address

Assessor's Parcel Number (s) (APN):

SIGNATURES:

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

APPLICANT: _____ **DATE:** _____

OWNER: _____ **DATE:** _____