

SITE DEVELOPMENT REVIEW GUIDELINES



WHAT IS A SITE DEVELOPMENT REVIEW (SDR)?

The Site Development Review (Ch. 8.104, City of Dublin Zoning Ordinance) process regulates the architecture, landscaping, signage, circulation, grading, and similar physical features of a project. When you propose to construct a new building or change the exterior features of a developed place of property, a Site Development Review approval is required. The purpose of a Site Development Review is to promote orderly, attractive, and harmonious development within the City.

DO I NEED A SITE DEVELOPMENT REVIEW?

All exterior modifications to non-residential and multi-family projects require a Site Development Review approval. Some residential improvements (i.e. a 500-sq. ft. addition also requires an SDR). You should first check with a City Planner to find out whether your project requires a Site Development Review. The Planner will help you with submittal requirements, filing deadlines, and applicable fees.

WHAT STEPS ARE INVOLVED IN PROCESSING AN SDR?

Pre-Application Meeting

Before preparing detailed plans, you should set up a meeting with a City Planner to discuss your project. It is best if you bring a rough draft of your plan to this initial meeting. At the meeting, you should explain your project to the Planner, determine any preliminary issues or concerns, receive detailed submittal requirements, and discuss the review process.

Application Submittal

Planning applications are submitted through our Citizen Self Service Portal (CSS). Please visit www.dublin.ca.gov/css for instructions on how to submit applications, pay fees, receive and review documents, and stay updated on your application status.

Refer to the *Site Development Review Planning Application Submittal Requirements* to determine the necessary items before submitting your application. Your submittal must include a site plan prepared by a licensed civil engineer, land surveyor, architect, or landscape architect.

Staff Review

A Planner will determine whether your application package is complete. If your submittal is complete, a Project Planner will then be assigned to help coordinate the application review process. State Law requires the City to notify you within 30 days as to whether more information or other planning approvals are required for the project. If your submittal is complete, it will be referred to other public agencies (Police, Fire, Engineering, Building, etc.) for review and comment. If it is incomplete, further processing will be delayed until you submit the necessary documents.

The Project Planner will also determine whether your proposal will need an environmental document. Depending upon the particular development, the project may be categorically exempt or may require a Negative Declaration or an Environmental Impact Report. The Project Planner will go over the environmental determination with you.

Staff will determine whether or not your proposal conforms with, or may be conditioned to conform fully, to the



regulations of the City of Dublin Zoning Ordinance. Additionally, at this point it will be determined if the project can be approved by the Community Development Director or the Planning Commission.

Approval

For minor projects, at the conclusion of Staff's review, the Community Development Director will approve, conditionally approve, or deny your proposal. For major projects the Planning Commission will approve, conditionally approve, or deny your proposal.

Appeal Period

After the Community Development Director or Planning Commission makes a decision on your application, it may be appealed within ten days of the decision. If the decision was made by the Community Development Director, it may be appealed to the Planning Commission. If the decision was made by the Planning Commission, it may be appealed to the City Council.

Appeals may be filed by you or by any other person affected by the decision. This may be done by submitting a letter to the

Community Development Department, Planning Division, stating the specific reason for the appeal. The Planning Commission and City Council take action on appeals at public hearings. All Planning Commission actions may also be further appealed to the City Council.

Building Permit

If no appeal is filed and the appeal period expires, the decision becomes final. If the application is approved, you may apply for a building permit and must comply with any conditions of approval.

HOW LONG DOES IT TAKE TO PROCESS A SITE DEVELOPMENT REVIEW?

The length of the time involved in processing a Site Development Review application depends upon the completeness of the application, the complexity of the request, and various State and local processing requirements. For example, there is a 10 day appeal period after an action/decision has been made. Staff review, inter-agency coordination, and discussions with you and the general public need to be considered. A Planner could give you a rough time



estimate based on the complexity of your project.

WHEN MUST THE PERMIT BE USED BY?

If the Site Development Review approval is not used within two years of the date of final action, it will expire and become invalid. The applicant does, however, have the ability to request an extension not to exceed six (6) months.

WHAT HAPPENS IF I START WORK WITHOUT A PERMIT?

The City of Dublin Zoning Ordinance states that anyone who violates the Ordinance is guilty of any infraction, and if convicted, may be required to pay fines and court fees.



COMMUNITY DEVELOPMENT DEPARTMENT