

CITY OF OAKLAND
SMALL PROJECT DESIGN REVIEW
CHECKLIST CRITERIA FOR COMMERCIAL, CIVIC, OR INDUSTRIAL FACILITIES, AND THE
NON-RESIDENTIAL PORTIONS OF MIXED-USE DEVELOPMENT PROJECTS

Applicant's Name: _____ Case Number: _____

Project Address: _____

Small Project Design Review applications involving additions or alterations to commercial, civic, or industrial facilities and the non-residential portions of mixed-use development projects may only be granted upon determination that the proposal conforms to the applicable guidelines in the "Oakland Small Project Design Guidelines" - and to the checklist standards set forth below based on the Small Project Guidelines:

SIGNS - GENERAL GUIDELINES

YES ☐ NO ☐ N/A ☐ The Sign design conforms to all applicable general sign guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 1.1.1 through 1.1.16 of the "Oakland Small Project Design Guidelines" for a complete list of General Sign Guidelines.

Note: *The sign regulations in Zoning Chapter 17.104 supersede any maximum sign area or number limits stated in Small Project Guidelines 1.1.10 and 1.1.11.*

WALL SIGNS

YES ☐ NO ☐ N/A ☐ The design of Wall Signs conforms to all applicable Wall Sign guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 1.2.1 through 1.2.6 of the "Oakland Small Project Design Guidelines" for a complete list of Wall Sign Guidelines.

PROJECTING SIGNS

YES ☐ NO ☐ N/A ☐ The design of Projecting Signs conforms to all applicable Projecting Sign guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 1.3.1 through 1.3.5 of the "Oakland Small Project Design Guidelines" for a complete list of Projecting Sign Guidelines.

BANNER SIGNS

☐ YES ☐ NO ☐ N/A The design of Banner Signs conforms to all applicable Banner Sign guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 1.4.1 through 1.4.5 of the "Oakland Small Project Design Guidelines" for a complete list of Banner Sign Guidelines.

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UNDER CANOPY SIGNS

☐ YES ☐ NO ☐ N/A The design of Under Canopy Signs conforms to all applicable Under Canopy Sign guidelines in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 1.5.1 through 1.5.3 of the “Oakland Small Project Design Guidelines” for a complete list of Under Canopy Sign Guidelines.

AWNING SIGNS

☐ YES ☐ NO ☐ N/A The design of Awning Signs conforms to all applicable Awning Sign guidelines in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 1.6.1 through 1.6.2 of the “Oakland Small Project Design Guidelines” for a complete list of Awning Sign Guidelines.

WINDOW SIGNS

☐ YES ☐ NO ☐ N/A The design of Window Signs conforms to all applicable Window Sign guidelines in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 1.7.1 through 1.7.2 of the “Oakland Small Project Design Guidelines” for a complete list of Window Sign Guidelines.

FREESTANDING SIGNS

☐ YES ☐ NO ☐ N/A The design of Freestanding Signs conforms to all applicable Freestanding Sign guidelines in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 1.8.1 through 1.8.3 of the “Oakland Small Project Design Guidelines” for a complete list of Freestanding Sign Guidelines.

Note: The sign regulations in Zoning Chapter 17.104 supersede any freestanding sign number, type and size limits stated in Small Project Guidelines 1.8.1 and 1.8.2.

STOREFRONT DESIGN PRINCIPLES

☐ YES ☐ NO ☐ N/A The design of Storefronts conforms to all applicable Storefront Design Principles in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 2.1.1 through 2.1.9 of the “Oakland Small Project Design Guidelines” for a complete list of Storefront Design Principles.

DOORS AND WINDOWS

☐ YES ☐ NO ☐ N/A The design of doors and windows conforms to all applicable Door and Window guidelines in the “Oakland Small Project Design Guidelines”.

Refer to Guidelines 2.2.1 through 2.2.5 of the “Oakland Small Project Design Guidelines” for a complete list of Door and Window Guidelines.

AWNINGS

☐ YES ☐ NO ☐ N/A The design of Awnings conforms to all applicable Awning guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 2.3.1 through 2.3.6 of the "Oakland Small Project Design Guidelines" for a complete list of Freestanding Sign Guidelines.

Note: The sign regulations in Zoning Chapter 17.104 supersede any awning height and size limits stated in Small Project Guidelines 2.3.6.

COLORS

☐ YES ☐ NO ☐ N/A New colors on non-residential structures requiring Small Project Design Review conform to all applicable Color guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 2.4.1 through 2.4.3 of the "Oakland Small Project Design Guidelines" for a complete list of Color Guidelines.

SIDEWALK CAFES, OUTDOOR SEATING AREAS, AND RELATED STRUCTURES

☐ YES ☐ NO ☐ N/A The design of sidewalk cafes and outdoor seating areas conforms to all applicable Sidewalk Cafe and Outdoor Seating Area guidelines in the "Oakland Small Project Design Guidelines".

Refer to Guidelines 3.1 through 3.4 of the "Oakland Small Project Design Guidelines" for a complete list of Sidewalk Cafe & Outdoor Seating Guidelines.

RETAINING WALLS OVER 6 FEET IN HEIGHT AND NOT FLANKING A DRIVEWAY **- (if all provisions in Zoning Section 17.102.400 are met)**

YES ☐ NO ☐ N/A ☐ Retaining walls of excessive height and/or length will be avoided.

YES ☐ NO ☐ N/A ☐ The retaining wall is no higher than necessary to retain grade at the top of wall.

YES ☐ NO ☐ N/A ☐ The proposal will minimize grading, and an acceptable grading and/or erosion and sedimentation control plan, where required, has been or will be submitted.

YES ☐ NO ☐ N/A ☐ The retaining wall will be located behind buildings, other permanent structures, or existing grade in such a manner as to visually screen* the wall from adjacent lots and from the street, alley, or private way providing access to the subject lot.

***Note:** Whenever buildings or other permanent structures on the subject lot block most, but not all visibility of the wall, dense landscaping must be installed and maintained to screen the remaining views of the wall from adjacent lots and from the street, alley, or private way providing access to the subject lot.

STREET-FRONTING FENCES AND FREESTANDING WALLS

- (if all provisions in Zoning Section 17.108.140 are met)

YES ☐ NO ☐ N/A ☐ Street-fronting fences and freestanding walls over the height allowed by right will have an average transparency of 60% or greater.

YES ☐ NO ☐ N/A ☐ Street-fronting fences and freestanding walls will be placed out of the public right-of-way and set back at least 18 inches from the edge of sidewalk*. All unpaved areas between the fence/wall and sidewalk will be fully landscaped.

***Note:** Before building a street-fronting fence or wall, be sure to verify the location of the property's lot lines. Many people assume that the public sidewalk extends to the edge of the front lot line. However that is not the case on most streets, where there is often a strip of unpaved right-of-way that is three feet wide or more between the sidewalk and front lot line.

Comments:

I have reviewed the above "Small Project Checklist Criteria for Commercial, Civic, or Industrial Facilities and the Non-Residential Portions of Mixed-Use Development Projects", as well as the "Small Project Design Guidelines" handbook they are based on, and certify that the project conforms to all applicable criteria.

Applicant's Signature

Date

Reviewer's Signature

Date