



**City of Sonora**  
**Planning Commission**  
**Design Review Application**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State,  
Zip \_\_\_\_\_

**Address of Property Involved** \_\_\_\_\_

Present Use \_\_\_\_\_ Present  
Buildings \_\_\_\_\_

Request \_\_\_\_\_

**PREREQUISITES BEFORE APPLICATION CAN BE CONSIDERED COMPLETE:**

1. Completion of application form and payment of fees of **\$240.00**
2. Submittal of fifteen (15) copies of exterior elevations to include all sides of development; roof details indicating location and size of mechanical equipment; indication of colors and materials to be used; the size and location of the parcel; placement of existing and proposed structures with dimensions from property lines and other structures; parking area; walkways and driveways; and landscaping.
3. Letter of authorization from the property owner if applicant is not the owner.
4. One (1) copy of legal description of property deed records.
5. One (1) copy of reduced site and building elevations plan.
6. Other information may be required upon review by the Planning Department.

I certify that the foregoing is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**CITY USE ONLY**

Received By \_\_\_\_\_  
Title \_\_\_\_\_

Account # 303-04107-001

## DESIGN REVIEW

**PURPOSE:** In order to preserve the historic charm of the City of Sonora, and protect and enhance the historic “gold rush” architecture of 1849-1880, which is economically important to the historic design review areas that have been established in the City, Design review encompasses all C (commercial zones) within the City. The historic design review area is the downtown area generally bounded by Elkin, Church, Stewart and Green Streets.

**HISTORIC DESIGN REVIEW AREA CRITERIA:** When considering the approval of plans for a building which is itself a historic structure or is adjacent to a historic structure, the Design Review Committee (the Planning Commission) will consider its conformity with the features found either on the original building or on those typical of the period in which the structure was constructed. When considering plans for new construction, the Committee will consider their conformance to features typical of the “gold rush” architecture and new structure which is adjacent to a historic building shall be designed to be compatible with the neighboring buildings. Examples of buildings from that period are listed within the Sonora Municipal Code.

**DESIGN REVIEW CRITERIA:** When considering new construction or exterior changes to existing structures outside of the historic design review area, the Committee will take into consideration the compatibility of the proposed design with those already existing in the neighborhood, the appropriate and fitting use of construction materials, signs, and landscaping, parking and ingress and egress. All of these factors shall be related to the setting or established character of the surroundings.

**PROCESS:** Each applicant for a building permit which would authorize new construction or exterior alterations, additions or modifications, shall submit fifteen (15) copies of complete required submittals and other information and data as may be required, along with a completed application and fee as set by the application for completeness and advise the applicant of date of the Planning Commission action. The Planning Commission meets on the second Monday of each month (if that day is a holiday, the meeting will be held on Tuesday). The applicant will receive, by mail, a copy of the agenda and any staff reports prepared.

At the Planning Commission meeting, the Chairman will open public hearing and ask staff to present its report. The Chairman will then call for those in favor of the request, then those opposed to the request. After receiving all public input, the hearing is closed and the Planning Commission will make its decision.

**APPEALS:** After the Planning Commission’s decision on any item, there is a required ten (10) day appeal period to allow the applicant or interested party to appeal to the City Council. After the appeal period has passed, the applicant may obtain any further permits or licenses that may be required by the City.