



APPLICATION CHECKLIST

DESIGN REVIEW PERMIT (DRP)

What is Design Review? Design Review provides a process that ensures the design of proposed development assists in maintaining and enhancing the attractive appearance of the City. The City's Design Standards provide procedures and requirements that are intended to recognize and encourage the orderly and harmonious appearance of development within the community. The City's Zoning Code provides Design Standards for a variety of land uses including residential, commercial, and large scale retail.

Design Review Decision Process. City staff serves as the approving body of commercial developments less than 5000 square feet and residential developments of 5 to 9 units. The Planning Commission serves as the approving body of commercial developments greater than 5000 square feet and housing developments of 10 units or more.

Application Preparation. In most cases, the plans must be drawn by a licensed preparer as described in Building and Professions Code 5536.1, 5536.2, and 6735(a). A prospective applicant may request a pre-application conference with the Planning Department before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting contact the Planning Department at (916) 727-4740.

Neighborhood Meeting. Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

Application Completeness. Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

Application Submittal Requirements:

1. One (1) copy of the completed application form.
2. The required processing fee (see fee schedule).
3. One (1) copy of a preliminary title report, current within 6 months.
4. Electronic copies (CD, USB drive, or e-mail) of all plans
5. **Five (5) copies (individually folded)** of a fully dimensional **site plan** drawn to scale indicating:
 - Project name, north arrow and scale (must be engineer's scale - no smaller than 1" = 40')
 - Property lines, building setback lines, and all easements of record
 - Proposed buildings and structures
 - Existing buildings and other structures on-site and on adjacent properties
 - Driveways and parking spaces (with parking stall detail). All parking spaces shall be individually numbered and handicapped, van/carpool and compact spaces shall be designated
 - All planted areas and areas to be planted
 - Location of stormwater infrastructure including swales, rain gardens, etc.

- The location of any trees (include trunk size and tree type)
 - Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
 - Entrances, exits, and walkways
 - Location and design of solid waste/recyclable materials storage area
 - Existing and proposed fencing detail
 - Exterior lighting including type, location, height, and method of shielding light
 - A vicinity map
 - Summary of project statistics including zoning, square footage, parking requirements
 - One (1) 11" x 17" reproducible copy
6. **Five (5) copies (individually folded)** of preliminary **lighting plan** indicating:
- Manufacturer specification sheets, cut sheets, or other manufacture provided information for all proposed outdoor lighting fixture to show fixture diagram and light output levels;
 - Proposed location, mounting height, and aiming point of all outdoor lighting fixtures (a site plan is preferred)
 - If building elevations are proposed for illumination, drawing for all relevant building elevations showing the fixtures, the portions of the elevations to be illuminated, the luminance level of the elevations, and the aiming point for any remote light fixture.
7. **Five (5) copies (individually folded)** of fully dimensional **elevation** plan drawn to scale indicating:
- Project name and scale (no smaller than 1/8" = 1')
 - Building elevations from all sides (indicating direction)
 - All building materials and colors - labeled on plans
 - All building accoutrements, including wall-mounted lights, access ladders, etc. - labeled on plans
 - Proposed location of any building signage (preliminary review only)
 - Roof plan with cross section indicating any roof mounted equipment and proposed screening
 - One (1) copy of elevations depicting proposed color - FULL SIZE
 - Sample board of materials and colors (label manufacturer, type of material and color name)
 - One (1) 11" x 17" reproducible copy
8. **Five (5) copies (individually folded)** of a **landscape** plan drawn to scale indicating:
- Project name, north arrow and scale (scale to match site plan)
 - Location of all existing and proposed trees and Tree Legend indicating botanical name & common name; quantity; size; and water usage (L,M,H)
 - Location and quantity of proposed turf (grass) areas
 - Certification from a licensed Landscape Architect that the proposed landscaping and irrigation complies with the City's Water Efficient Landscape Standards (MAWA = 0.85 Residential and 0.92 Commercial)
 - Demonstration that all proposed trees comply with minimum soil volume requirements: Large Trees 500 CF, Medium Trees 300 CF, Small Trees 60 CF
 - Location of stormwater quality treatment measures and associated landscaping.
 - A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
 - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
 - Shading calculations for parking areas
 - Detail of pedestrian plazas/site furniture and enhanced paving if not shown onsite plan
 - The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
 - Irrigation system(s) delineating coverage but must be submitted with plans for building permits)
 - One (1) 11" x 17" reproducible copy
9. **Five (5) copies (individually folded)** of detailed **grading and drainage** plan indicating:
- Project name, north arrow and scale (scale to match site plan)

- All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading)
 - Grades and slopes for all accessible paths of travel (as required by the Building Code)
 - Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property
 - All cut/fill slopes
 - Location and elevations of proposed retaining walls
 - All true elevations including: contours, spot, existing and post project elevations
 - Method of drainage: Low impact development is preferred. Stormwater vaults are only permitted on a limited basis. Depict location of Stormwater Quality Treatment Control Measures on plan. For more information see: <http://www.beriverfriendly.net/Newdevelopment/>
 - Provide preliminary calculations to demonstrate Stormwater Quality Treatment Control Measures are adequately designed for future stormwater volume
 - A water and sewer plan indicating the point of connection and a preliminary design of the pipe locations and sizes
 - Any natural features including: wetlands, streams, slopes, etc...
 - All existing trees with elevations, protected zones and numbered to correspond to the arborist report
 - Grading quantities (excavation, fill and site balance)
 - One 11" x 17" reproducible copy
10. **One Copy** of a **Tree Assessment or Arborist report** is required for all projects with Native Oak Trees or trees with trunks 19 inches or greater
11. **Completed Greenhouse Gas Reduction Checklist** (for all projects not exempt from CEQA).
12. Additional information as deemed necessary by the Planning Department/Engineering Departments.

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

Please note: If the project requires public noticing procedures the City will provide the radius list and mailing labels. **You may be required to submit additional copies of project plans prior to the public hearing.**

Please feel free to discuss your application with a member of the Planning Department at (916) 727-4740 or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net



UNIVERSAL APPLICATION FORM

PLANNING DIVISION

www.citrusheights.net

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

planning@citrusheights.net

Notice to Applicants: A complete application must be submitted in order for the project to be accepted. It is recommended to schedule an appointment to discuss your project prior to submission.

Type of Application (check all that apply):

<input type="checkbox"/> Design Review Permit <input type="checkbox"/> Design Review Permit Modification <input type="checkbox"/> Use Permit <input type="checkbox"/> Use Permit Modification <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Eligible Facilities Request	<input type="checkbox"/> Parcel Map (1-4 lots) <input type="checkbox"/> Subdivision Map (5+ lots) <input type="checkbox"/> Rezone <input type="checkbox"/> Ordinance Text Amendment <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> OTHER _____
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Project Information (complete all sections):

Proposed Project Name:		
Property Address:		
Assessor Parcel #'s:		
Total Land Area (Acre or SF):	General Plan Designation:	Zoning Designation:
Total Net SF of New Buildings (Commercial Only):	No. Proposed Units (Residential only):	
Project Description:		

Applicant Information:

Applicant Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

Property Owner:

Owner Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	
Property Owner Signature (or separate written authorization):		

Designated Primary Contact, if Different than Applicant:

Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

City Use Only:

Planner Complete Below:

Dated Received:	Accepted by:	AA: ST PC CC	NA#:
TOTAL AMOUNT COLLECTED:			
Receipt Number:		Payment Method:	

Data Entry:

Date Entered:			
File Type/Number (one per box)			
CW #			