

SACRAMENTO COUNTY DESIGN GUIDELINES APPLICANT GUIDE AND CHECKLIST

FOR PROJECTS REQUIRING **NONDISCRETIONARY** DESIGN REVIEW

Design Review Applies to ALL Building Permit Applications for Commercial, Office, Mixed Use, Industrial, Multi-family and Institutional projects EXCEPT for Interior Remodels. Therefore, new construction, exterior remodels, and parking lot improvements require Design Review. Design review also applies to most Single-family residential projects (refer to Section 2.0 of the Countywide Design Guidelines to identify applicable projects). Design Review does not apply to interior remodels.

Nondiscretionary projects are those projects that do not require one or more entitlements or approvals. Examples of such entitlements include: a conditional use permit, variance, development plan review, special development permit, or public works project approval.

DESIGN REVIEW APPROVAL MUST BE RECEIVED PRIOR TO SUBMITTAL FOR A BUILDING PERMIT

NOTICE: Intake of ALL Nondiscretionary Design Review applications is performed by our Design Review Program planner ONLY. Please contact Lauren Haas, Assistant Planner, at (916) 875-5562 or haasl@saccounty.net to schedule an intake appointment.

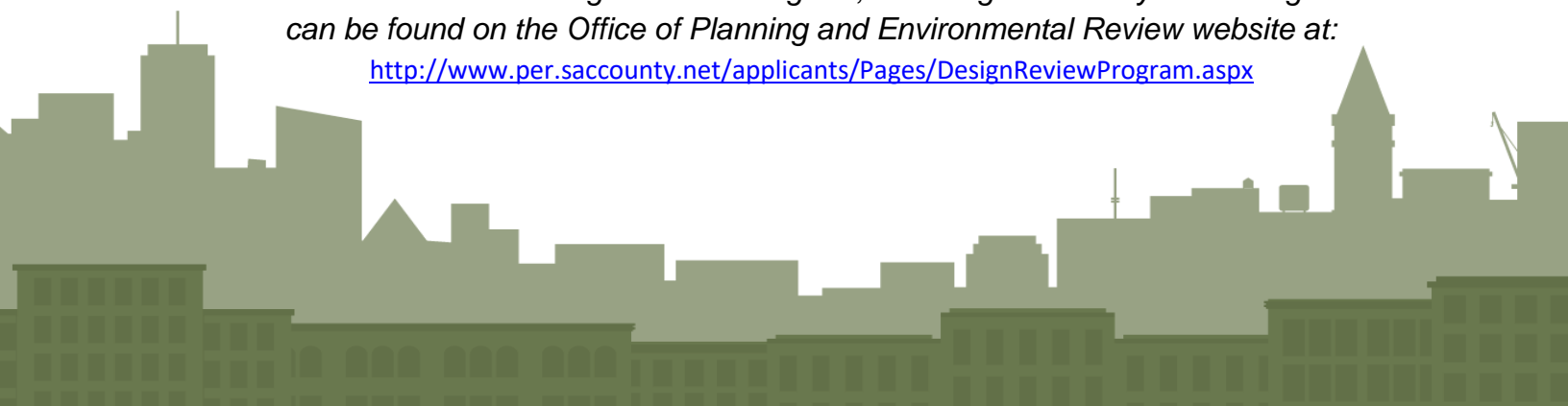
Purpose and Objectives of the Design Guidelines:

The Design Review Guidelines apply to all single-family, multi-family, commercial, office, mixed use, industrial and institutional development in the County. The objectives of the Design Review Program are to:

- **Encourage better design in the County;**
- **Provide concurrent application processing**
- **Minimize uncertainty;**
- **Provide early feedback to project applicants**
- **Provide early community input where applicable;**
- **Encourage pre-application communication.**

More information about the Design Review Program, including the Countywide Design Guidelines can be found on the Office of Planning and Environmental Review website at:

<http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx>



Nondiscretionary Project Design Review Fees are as follows¹:

Non-Discretionary Project Type	Definition	Processing Fee
Major	New Construction of commercial, industrial, institutional, mixed-use, single-family homes two (2) units or more, multi-family residential development, and more than one improvement outlined under "Minor" below.	Major: \$3,010 + 4.5% IT Recovery Fee = \$3,145.45
Major plus PRC review	All components outlined above for major projects with review by the Planning Review Committee (PRC) for the following projects: Commercial buildings over 10,000 sq ft Industrial buildings over 10,000 sq ft Mixed Use Projects over 5,000 sq ft Multi-family projects over four dwelling units	Major: \$2,886 + \$758 PRC reviewing departments + 4.5% IT Recovery Fee = \$3,807.98
Minor	Façade improvements, minor additions to existing buildings, one (1) single-family home, and parking lots.	Minor: \$1,090 + 4.5% IT Recovery Fee = \$1,139.05
Incidental	Awnings, decks, sheds, freestanding signs.	Incidental: \$430 + 4.5% IT Recovery Fee = \$449.35

The IT Recovery Fee is added to all projects and has a maximum of \$350.

¹ Current fees as of January 7, 2019, inclusive of IT Recovery Fee.

Required Design Review Submittal Materials for ALL Projects²

NOTICE: Intake of ALL Nondiscretionary Design Review applications is performed by our Design Review Program planner ONLY. Please contact Lauren Haas, Assistant Planner, at (916) 875-5562 or haasl@saccounty.net to schedule an intake appointment.

The following information is required in order to evaluate the design of the proposal.

Your application will be deemed **incomplete** if the following information is not included as part of your project application submittal:

GENERAL

- Completed Application Form and Fee**
- Completed Design Guidelines Supplemental Form**
- Computer Aided Drawings (CAD) are Preferred**

BUILDING(S)

- One (1) Site Plan** drawn to scale showing all existing and proposed improvements. Aerial photo site plans are not acceptable. Full size (24" x 36") exhibit required.
- One (1) Preliminary Landscape Plan** drawn to scale. Refer to Preliminary Landscape Plan Requirements. Full size (24" x 36") exhibit required.
- One (1) Building Floor Plan(s)** Full size (24" x 36") exhibit required.
- One (1) Set of Colored Building Elevations** showing all sides of building and including walls and fences. Full size (24" x 36") exhibit required.
- One (1) 3-D Colored Representation (Colored Perspective).** This exhibit should indicate the project design from two sides simultaneously. The purpose is to indicate the project's design as it will be seen spatially. This representation can be from pedestrian level or from above. (Please contact the Design Review Administrator to determine if this exhibit is needed for your project.)
- One (1) Color and Materials Sample Board.** This labeled exhibit identifies the proposed exterior finishes, roofing material and colors of the building(s). Attach actual manufacturers color samples, including color names and numbers. Color copy representations are not acceptable. Board shall be no larger than 11" x 17".

² Some materials may be waived by the Design Review Administrator if the project scope merits it.

- One (1) Set of Context Drawings** that illustrate the project in relation to its immediate surroundings. The purpose of this material is to supplement the context board with illustrative information that will demonstrate the project's relationship to its adjoining environment. This can be done in conjunction with the project cross section or 3D exhibit (Please contact the Design Review Administrator to determine if this exhibit is needed for your project.).
- One (1) CD/ Flash Drive with one (1) digital copy** of each item, saved separately in PDF format.

Note: All full sized exhibits must be folded down to 8.5" x 11" upon submittal.

AWNINGS AND FREESTANDING SIGNS

- One (1) Site Plan** drawn to scale showing all existing and proposed improvements and the setback from the right-of-way. Aerial photo site plans are not acceptable.
- One (1) Enlarged Plan View**
- One (1) Set of Colored Elevations** with actual color sample attached. Show the side, front, and back elevations.
- One (1) Color and Materials Sample Board.** This labeled exhibit identifies the proposed exterior finishes, roofing material and colors of the building(s). Attach actual manufacturers color samples, including color names and numbers. Color copy representations are not acceptable. Board shall be no larger than 11" x 17".