

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: To submit for Nondiscretionary Design Review, email a complete electronic submittal package to Planning-Applications@saccounty.net.

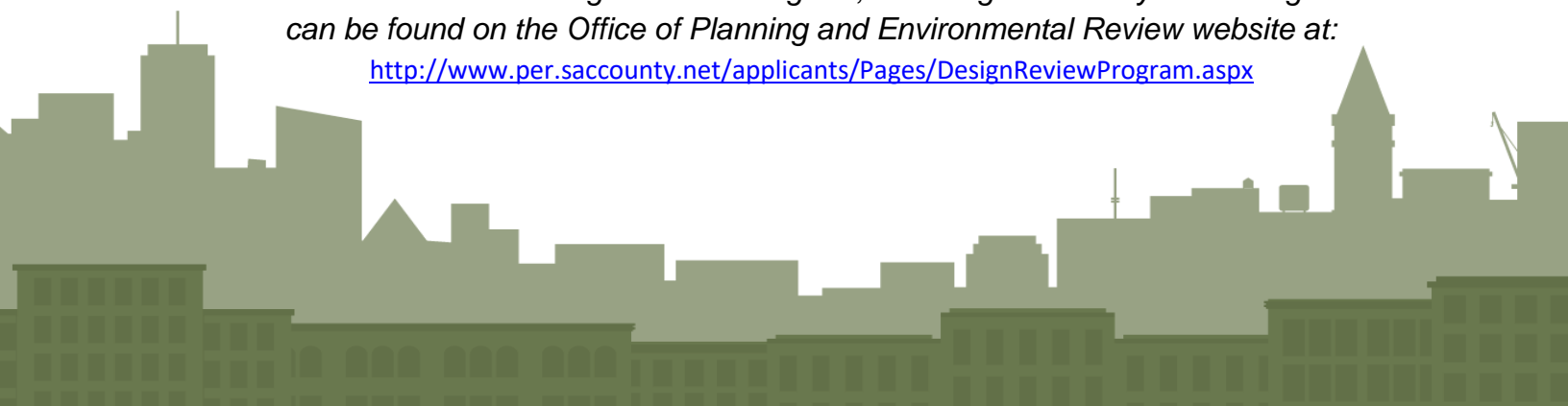
Purpose and Objectives of the Design Guidelines:

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 (except accessory dwelling units), 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: To submit for Nondiscretionary Design Review, email a complete electronic submittal package to Planning-Applications@saccounty.net.

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** (Major & Major plus PRC projects only)
- Computer Aided Drawings (CAD), converted to PDF, are preferred**
- Full size exhibits (24" x 36" or larger) shall be individually folded down to 8.5" x 11" with bottom-right corner of plan showing**

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.
 - Title, address, and assessor parcel number of the property;
 - North arrow and scale bar;
 - All property lines and easements (existing and proposed);
 - All existing and ultimate public right-of-ways;
 - All existing and/or proposed structures;
 - All site dimensions including parking lot planters, walks, etc.;
 - Location, species and size of all existing trees (indicate trees to be removed);
 - All fences or walls including height;
 - All loading and storage facilities, utilities, trash enclosures, transformers, etc.;
 - A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification;
 - A list of all service providers (water, sewer, school/park district, etc.);
 - Floodplain designation and finished floor elevation (if applicable)

² Some materials may be waived by the Design Review Administrator (DRA) if the project scope merits it. An email with confirmation by the DRA that certain materials are waived must be provided at submittal. Contact Dustin Littrell, Design Review Administrator, at LittrellD@saccounty.net.

- One (1) Building Floor Plan(s)** Full size (24" x 36") exhibit required.
 - Square footage of proposed structure (For Residential Uses, separate habitable and non-habitable space);
 - Square footage for each room;
 - Label all rooms and provide the intended use for each room.

- One (1) Set of Colored Building Elevations** showing all sides of building and including walls and fences. Full size (24" x 36") exhibit required.
 - Slope of the property in relation to the proposed structure(s);
 - All sides of structures showing architectural features and access points (doors, windows etc.);
 - Roof pitch and label height of plate line and height to peak;

- One (1) Preliminary Landscape Plan** drawn to scale. Full size (24" x 36") exhibit required.

<input type="checkbox"/> Landscaped Site Plan with the following information: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale bar <input type="checkbox"/> Existing and proposed buildings <input type="checkbox"/> Streets with street names <input type="checkbox"/> Parking areas <input type="checkbox"/> Walkways <input type="checkbox"/> Fences and walls <input type="checkbox"/> Light fixtures <input type="checkbox"/> Transformers/Utilities <input type="checkbox"/> Fire equipment <input type="checkbox"/> Monument Signs <input type="checkbox"/> Trash Enclosures <input type="checkbox"/> Site boundaries including property lines, right of way, and setbacks 	<input type="checkbox"/> Planting layout showing <ul style="list-style-type: none"> <input type="checkbox"/> Tree symbols at ¾ mature sizes (not to exceed 30' – 35' diameter) <input type="checkbox"/> Shrubs and groundcover areas including proposed lawn <input type="checkbox"/> Water features <input type="checkbox"/> Storm water quality features (storm water quality features may require cross sections) <input type="checkbox"/> A table or callouts indicating species of all existing trees
<input type="checkbox"/> A preliminary shade calculation in the County's format demonstrating compliance with County requirements	<input type="checkbox"/> The square footage of landscape area proposed
<input type="checkbox"/> Drawing to be on a title block with designer contact information	<input type="checkbox"/> Design statement and concept indicating knowledge of the following <ul style="list-style-type: none"> <input type="checkbox"/> Water conservation goals <input type="checkbox"/> Development standards <input type="checkbox"/> Design guidelines
<input type="checkbox"/> Dimensions on all required planter widths (all required widths exclude curbs)	<input type="checkbox"/> Preliminary landscape grades, or indications of slopes
<input type="checkbox"/> Indication of surface types (turf, decomposed granite, concrete, asphalt, pervious pavers, etc.)	<input type="checkbox"/> A candidate plant list or legend of proposed trees and shrubs, including common and botanical name., and water use designation per the WUCOLS IV document

- 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".
- One (1) Site Amenities/Furnishings Package** that includes manufacturer's cut sheet information or representative imagery for all site furnishings, such as site lighting, outdoor furniture, trash receptacles, bike racks, and any walls and fences proposed. Include proposed finish/color. Package shall have sheets no larger than 11" x 17".
- One (1) CD/ Flash Drive with one (1) digital copy** of each item, saved separately in PDF format and named with title of exhibit and sheet number. Example: "Site Plan – Sheet SP-1"

Additional Items For Major Design Review

- 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.). 11" x 17" exhibit is acceptable.
- One (1) Set of Context Photos** that illustrate the project in relation to its immediate surroundings.

Note: All full sized exhibits must be folded down to 8.5" x 11" upon submittal, with bottom-right corner of plan showing.

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.
- 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".

Note: All full sized exhibits must be folded down to 8.5" x 11" upon submittal, with bottom-right corner of plan showing.