



# Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

[www.cityofsacramento.org/dsd](http://www.cityofsacramento.org/dsd)



## Design Review Applications

Items required for a complete application submittal:

Design Review Applications shall be filed with the Planning Division at the Development Services Department. Applicants must complete the checklist shown below and submit it with the Application. Only applications with all required submittals will be accepted. If applying for more than one (1) entitlement and the information is duplicated, submit one (1) copy of what is necessary for the requested entitlement(s).

Applicants should contact the Planning Division regarding any concerns with the checklist requirements prior to formally submitting an application. Speak to a planner at the public counter located at 300 Richards Boulevard, Third Floor, call our Help Line Number at (916) 264-5011, visit our website at [www.cityofsacramento.org/dsd](http://www.cityofsacramento.org/dsd), or email us at [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org).

To complete the checklist, the applicant must place an X next to the items that have been provided in the application submittal. Where the item is not applicable for the analysis of the project, place N/A next to the item. The Planning Division will determine if the N/A notations are acceptable, and if the application submittal is lacking any information required by the checklist. It should be noted that the more precise the development plans, the less the likelihood that there will be delays in processing the application.

To aid you in preparing an accurate and complete application, the City has prepared the following matrix of the required submittals for various entitlements:

**Design Review Application Submittal Matrix**

Submittal Materials	Over-the-Counter Design Review	Staff Level Design Review	Design Director Level Review	Design Commission Level Review
Universal Development Application		X	X	X
Environmental Questionnaire		X	X	X
Letter of Agency	X	X	X	X
Design Concept Narrative in addition to Statement of Intent			X	X
Site, Floor, Landscaping & Elevations	X 1 set	X 3 sets	X 3 sets	X 1 set
11" x 17" Reductions of Development Plans		X 1 set	X 3 sets	X Initial 3 sets for Staff Review  Final 14 sets prior to Commission Meeting ( <b>Staff will advise applicant when these items are required</b> )
Color Photographs ( <b>No Polaroid photos</b> )	X labeled	X labeled	X labeled	X labeled
Materials and Color Board(s)	If Needed	X	X	X
Streetscape Drawings			X	X
Digital Submission (plans, elevations, photos, renderings (color elevations) <b>300 DPI</b> , and a 3D model (Sketchup compatible model)).			X (PDF of final approved set)	X (PDF)

Applicants are required to furnish the following information when filing a planning permit application.

1. \_\_\_\_\_ Completed Universal Development Application. Design Review Application Fees are required as specified under the Design Review Fee Schedule (See Attachment). Fees are to be paid to the City of Sacramento at the time of application submittal.
2. \_\_\_\_\_ Completed Environmental Questionnaire and Fees.
3. \_\_\_\_\_ Letter of Agency. Letter of Agency is a form that a property owner signs as a release to allow a representative to file the Development Application for the owner. If you own the property and are also the applicant, you do not need to fill out this form.
4. \_\_\_\_\_ Provide a design concept narrative of the project being proposed for development. The narrative shall include a description and purpose of the request, indicating how the community will benefit from the project, and how the project will avoid or mitigate negative effects on the community. (Director and Commission Level Only)
5. \_\_\_\_\_ Full sized, dimensioned development plans, stapled and folded to fit in an 8<sup>1/2</sup>" x 11" folder. Three (3) sets for Staff Level, three (3) sets for Director Level.
6. \_\_\_\_\_ Full sized, dimensioned development plans reduced to 11" x 17" high quality black and white or color copies. One (1) sets for Staff Level, three (3) sets for Director Level, and three (3) sets for Commission Level\*.

\*Fourteen (14) sets of development plans reduced to 11" x 17", high quality black and white or color copies are required **4 weeks prior to scheduled hearing date** (staff will contact applicant with date of hearing after initial review of project). **Color copies of exterior elevations are required.**

7. \_\_\_\_\_ Provide labeled color photographs of the site (including all sides of existing buildings), surrounding properties (including those next door, across the street, and across the alley), and mount on an 8<sup>1/2</sup>" x 11" board or fold to that size. Photographs are required as a useful reference for staff in reviewing applications prior to field inspections and throughout the project analysis process. They are also useful during discussions between the applicant and staff. **Polaroid pictures are unacceptable.** The clarity of 35 mm photography is much better, especially when depicting the detailing on existing buildings. Panoramic views (created by overlapping 2 or more pictures, or use of Kodak throw-away "Stretch 35" camera) are helpful in conveying the relationship of the project with surrounding properties. Clear digital pictures printed out in color are acceptable. Digital Pictures on disk are optional.
8. \_\_\_\_\_ Materials and Color Board(s) are required unless waived by staff and remain with the project file as part of the public record. The proposed colors and materials shall be specified, rather than simply referenced by "See Color/ Material Board." Boards shall be **8<sup>1/2</sup>" x 11" or foldable** to that size. Boards required for Over-the-Counter Design Review only if needed.
9. \_\_\_\_\_ Streetscape Drawings are required for Director and Commission Level Review only.
10. \_\_\_\_\_ Digital Submission of plans, elevations, photos, and renderings (color elevations) required for Director and Commission Level Review in PDF format no greater than 300 DPI.\* A three dimension model is required for insertion into the City-wide aerial Sketchup model.

\*PDF submission for Director Level is required only of final approved sets.

Development plans shall include the following:

Site Plan(s) shall show:

- \_\_\_\_\_ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
- \_\_\_\_\_ The entire property under consideration, including property lines. For large acreage properties, two (2) site plans shall be submitted. The first site plan shall show the entire property with detail indicating the area proposed for development. The second site plan shall focus on the specifics of the proposed development.
- \_\_\_\_\_ Sufficient adjoining areas to enable the evaluation of adjacent impacts.
- \_\_\_\_\_ The location of streets with street names, proposed right-of-way dedications, and location and dimension of lot lines.
- \_\_\_\_\_ The location and nature of all easements.
- \_\_\_\_\_ Dimensions of the parcel, buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- \_\_\_\_\_ Foot print of all existing and proposed buildings, signs, or other appropriate elevations drawn to scale showing the final appearance of buildings to be constructed or modified. Indicate the type of use and include all dimensions.
- \_\_\_\_\_ Square footage for all existing and proposed buildings and proposed additions.
- \_\_\_\_\_ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- \_\_\_\_\_ Location of walls/fences and an indication of their height and materials of construction.
- \_\_\_\_\_ Proposed drainage.  
Indicate how onsite drainage is to be handled and what impacts this drainage will have on offsite areas. Onsite drainage shall include surface and underground drains, retention/detention ponds and drainage courses accepting runoff.
- \_\_\_\_\_ Location of driveways, off street parking and loading facilities. Show parking spaces with dimensions, and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- \_\_\_\_\_ Location and identification of drainage courses, creeks, etc.
- \_\_\_\_\_ Location of onsite water source(s), supply and storage facilities.
- \_\_\_\_\_ A graphic description of onsite circulation patterns for both vehicles and pedestrians.
- \_\_\_\_\_ Indicate the location(s) of any trees and other natural and manmade features that are proposed for removal or relocation.

Building Elevations and Signs:

- \_\_\_\_\_ The building elevations shall show the exterior appearance of all structures, building modifications and additions proposed for construction. They shall be to scale with an indication of construction materials and colors to be used. The location of signs shall also be indicated on elevations.
- \_\_\_\_\_ Provide building elevations for all affected views, and identify them as north, South, East, and West, not just front, rear, etc.
- \_\_\_\_\_ Identify exterior building features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.
- \_\_\_\_\_ Indicate with dashed lines any window or door openings, and other features that are to be

\_\_\_\_\_ eliminated or modified.

\_\_\_\_\_ Indicate the height to the top of roof, and depict and/or reference any anticipated roof mounted equipment if allowed.

\_\_\_\_\_ Roof plans are required unless waived by staff. Indicate equipment and other features as well as slope.

\_\_\_\_\_ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information shall be included on the required site plans and building elevations.

\_\_\_\_\_ For buildings over 50,000 s.f. in gross area, provide a visual representation of the night time lighting proposed on building elevations to give an indication of the effect of security and decorative lighting.

#### Landscape Plans shall show:

\_\_\_\_\_ Location, massing, and intensity of existing and proposed trees, shrubs, groundcovers and the method of irrigation. The species, size and spacing of all existing and proposed plantings shall be shown.

#### Floor Plans shall show:

\_\_\_\_\_ All buildings under consideration. Although it is the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.

\_\_\_\_\_ A dimensioned floor plan for each level of the structure.

\_\_\_\_\_ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.

\_\_\_\_\_ Identification of all rooms.

\_\_\_\_\_ Identification of all exterior landings at doors.

#### Streetscape Plans are required and shall show:

\_\_\_\_\_ The adjacent building masses.

#### All drawings shall include the following information:

\_\_\_\_\_ Date(s) of plans and revisions

\_\_\_\_\_ Scale ratio and bar scale

\_\_\_\_\_ North arrow pointing to the top of page, or to the right margin of a horizontally formatted sheet.

\_\_\_\_\_ Dimensions

\_\_\_\_\_ "Cloud, delta and date" revisions to any plans previously considered by staff. It is the responsibility of the applicant to advise the Building Division of any changes to plans already submitted for Plan Check and to provide revised plan sheets as may be deemed necessary.

\_\_\_\_\_ Any approved late submittal of information, revised plans, etc. shall be referenced by the DR number to facilitate inclusion with the appropriate application file.

\_\_\_\_ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscaping and signage if different from the applicant.

\_\_\_\_ Identify all items as either: existing, new or relocated.

### Digital map submittals

Digital Map submittals shall be consistent with the requirements set forth in the Digital Map Standards for the Planning Division.

### Design Review Policy and State Law

The City has adopted Sections 5536, 5537 and 5538 of the State Business and Professions Code as a requirement in submitting plans for Design Director or Design Commission review. Briefly, these sections of the Code state the following:

1. All plans and specifications submitted to the Design Director or Design Commission shall be prepared by:
  - a. Certified Architects, or
  - b. Licensed building designers

However, plans submitted by licensed civil engineers, professional engineers and structural engineers are exempt from this rule if such plans were prepared in the performance of the functions for which such persons are licensed.

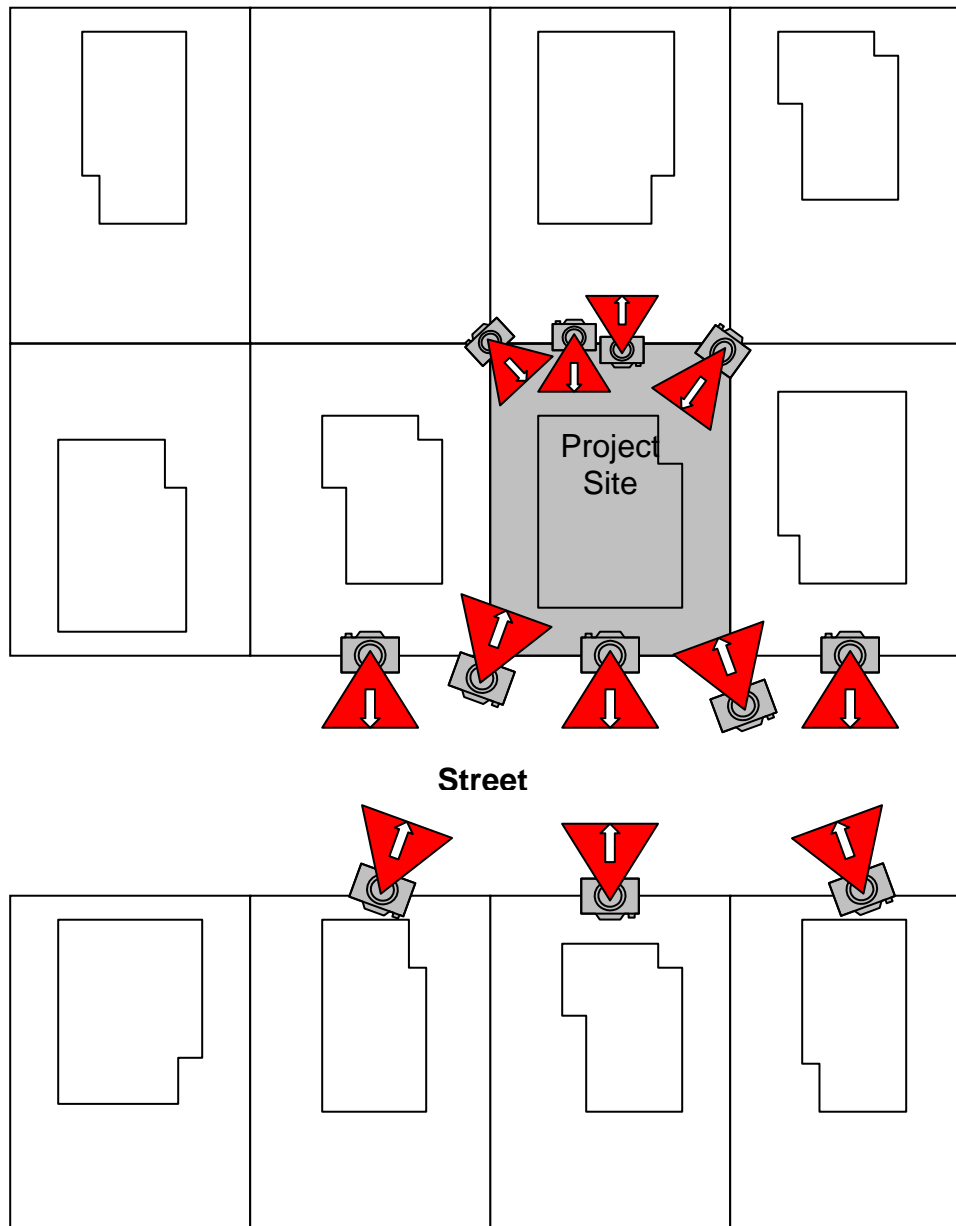
2. Exceptions: Plans and drawings by uncertified persons are permitted for the following:
  - a. Single-family dwellings of wood frame construction not more than two (2) stories and basement in height;
  - b. Multiple dwellings containing no more than four dwelling units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot;
  - c. Garages or other structures appurtenant to buildings described under subdivision (a), of wood frame construction not more than two stories and basement in height;
  - d. Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved;
  - e. Interior work and interior alterations.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

## Guidelines for Photographing Project



Take pictures of all four sides of the building/site to be reviewed and each of the adjacent properties. If access to the rear of the project is limited take photos on the corner of the lot within actual property lines. Print photos on photo paper. No Polaroid photographs please.