

# Sacramento County Design Guidelines

*"One Important Tool on Sacramento County's Path to Smarter Growth"*

## DESIGN REVIEW PROGRAM

### ADDITIONAL SUBMITTAL REQUIREMENTS FOR DISCRETIONARY PROJECTS

***NOTE: As of August 18, 2008 discretionary Design Reviews will be charged a fee of \$963 for processing cost recovery. This fee will be collected at the time of entitlement application submittal as part of the overall processing fees.***

***\*Discretionary projects are those projects that require one or more entitlements or approvals, such as a conditional use permit, variance, exception, development plan review, special development permit, or public works project approval.\****

#### **Discretionary Project Review**

The Design Review Administrator (DRA) and Design Review Advisory Committee (DRAC) review projects for Design Review conformance.

Discretionary project applicants should first meet with the DRA in a Pre-Application Meeting (PAM). After the Pre-Application Meeting, the applicant submits their entitlement application to the Planning Department. DRAC review occurs during the project review process. The DRA and DRAC then prepare conformance recommendations that are include in the project Staff Report to the review authority. The review authority can use the DRAC determinations of conformance to apply conditions of approval to the project.

#### **DESIGN REVIEW APPLIES TO:**

- **COMMERCIAL, INSTITUTIONAL, OFFICE, AND INDUSTRIAL PROJECTS IN ALL ZONES.**
- **MUTIFAMILY PROJECTS AND SMALL LOT/CLUSTER SINGLE FAMILY SUBDIVISIONS IN ALL ZONES.**

## DESIGN REVIEW PROGRAM

### ADDITIONAL SUBMITTAL REQUIREMENTS FOR DISCRETIONARY PROJECTS

#### **Guidelines for Commercial, Mixed Use and Nonresidential Projects**

Copies of the Commercial & Mixed Use Community Design Guidelines are available at the Planning Department Front Counter or download a copy at <http://www.saccounty.net/planning/>.

#### **Guidelines for Multifamily, Small lot, Single Family Projects**

Staff is currently working on new design guidelines. The purpose of implementing the additional submittal requirement first is to provide better information to the public during the public review process.

#### **Submittal Requirements for ALL Projects**

**In addition to the regularly required application components**, the following information is required in order to evaluate the design of the proposals.

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

- Narrative** explaining how the proposed project addresses and meets the Community Design Guidelines. The narrative may be incorporated into the main project Justification Statement.
- One (1) Context Board.** A context board consists of a site plan overlaid on an aerial photograph and photographs of the surroundings in all directions. It should be 18 inches x 24 inches in size. This tool will assist staff and hearing bodies in identifying constraints, opportunities and in understanding the impacts of the proposed development. Please see the attached example.
- One (1) Color and Materials sample board.** This labeled exhibit identifies the proposed exterior finish, roofing material and colors of the building(s). It should be 18 inches x 24 inches in size.
- One (1) Set of Colored Building Elevations** (full size).
- One (1) Set of Colored Landscape Plans** (full size)
- One (1) Set of Project Cross Sections.** A minimum of two taken through the site including the immediately adjacent buildings and public street, alleys etc. They should illustrate the project from north to south and east to west. Their intent is to show the relationship between buildings and the spaces adjacent and between. Please see the attached example.

- **One (1) 3-D Representation.** 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 see the attached example.
- **One (1) set of Drawing or Equivalent Material** that illustrate the project in relation to its immediate surroundings. The purpose is to 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.
- **One (1) digital copy** of each item, saved separately in PDF format on one CD.