

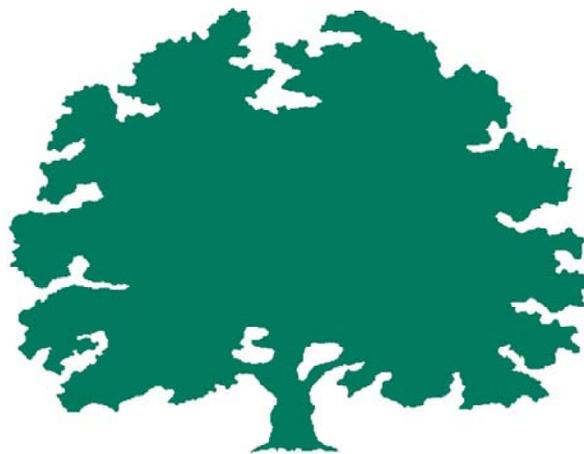
# City of Woodland

Community Development  
Department

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## Instructions for Filing Design Review Application

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520 Court Street ❖ Woodland California ❖ 95695

## **INSTRUCTIONS FOR FILING DESIGN REVIEW APPLICATIONS**

### **PURPOSE**

The design review process ensures that new development will conform to applicable Specific Plans, Community Design Guidelines, General Plan Policies, City Codes and applicable Conditions of Approval. Through these development standards, the City tries to promote attractive, compatible architectural design, protect views and preserve natural landforms and existing vegetation.

### **WHEN REQUIRED**

Design review is required for new construction, exterior alterations and additions for projects located in the Downtown Specific Plan Area, East Street Corridor Specific Plan Area, Southeast Area Specific Plan and in major expansion areas and along major corridors and entryways as identified by the Community Design Guidelines. Staff normally conducts design review. If a project requires Planning Commission or City Council approval, then staff will provide the governing body with a staff report and recommendation related to applicable design review issues. The Planning Commission conducts design review for projects requiring a conditional use permit, planned development use permit, master plans, or other entitlements.

The Planning Commission is made up of seven individuals appointed by the City Council who are charged with the responsibility of approving or denying requests for development. The Commission meets the first and third Thursday of each month at 520 Court Street. Meetings are located on the second floor of City Hall in the City Council chambers and begin at 7:00 PM.

Planning Commission design review can take from 2-4 months to process, depending on the level of environmental review that is required and staff's current workload. This time frame includes certain minimum timeline requirements stipulated by State law for environmental review and public noticing. Projects that are determined to be categorically exempt from CEQA normally take 2 months to process while those requiring a Negative Declaration take approximately 4 months to process. Projects that require preparation of an Environmental Impact Report (EIR) will take longer to process. A complete and accurate submittal package is essential to reducing the project timeline to its minimum. The Community Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints.

### **APPEALS**

Any person dissatisfied with the decision of the Planning Commission may appeal to the City Council. Appeals must be filed with the City Clerk's office in writing within 14 days of the Planning Commission action. A fee will be assessed according to the enclosed fee schedule. Decisions by the City Council regarding appeals are final.

## FINDINGS

The Planning Commission must be able to make the following findings in order to approve a project subject to design review.

1. The plans are in conformance with the General Plan and Zoning Ordinance.
2. The plans are in conformance with applicable Specific Plans, Community Design Guidelines and development standards.
3. The project is categorically exempt under CEQA or other applicable Environmental Documents have been certified as complete and adequate.
4. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities will be provided.

## EXPIRATION OF DESIGN REVIEW APPROVAL

Design Review approvals are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e. receive a valid building permit or start construction) within that one-year period or the approval expires and is no longer valid. The Zoning Administrator under certain circumstances may approve a one-year extension.

## **DESIGN REVIEW**

### Support Document Checklist

Each application for Design Review must contain the following:

- Completed General Application Form
- Statement of Justification
- Payment of non-refundable application fees
- 18 sets of proposed site plan; floor plans; landscape plan; and fully dimensioned building elevations (all views) (folded to 8 ½" x 11").
- Building materials and color sample board matching those shown on the elevations, including roof and fencing materials.
- Colored renderings of the following: site plan, landscape plan, elevation drawings of buildings including examples of proposed signs, street view elevation with proposed landscaping drawn to illustrate five-year growth.
- If the application includes a request for signage, a project level comprehensive sign plan must also be included. Large-scale projects such as shopping

- Photographs of the site, existing buildings and features, and surrounding properties
- A completed Environmental Checklist (unless the project is determined to be exempt)

The applicant is encouraged to use this list as a guide. Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development Department and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review.

#### GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner. Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify and questions that may arise.

#### STATEMENT OF JUSTIFICATION

A statement of justification must be provided. Applicants should explain in detail the nature of the request and why the proposal is justified (i.e., how it meets the required findings). A strong and complete project description and justification will improve the likelihood of a favorable staff recommendation and approval by the Planning Commission.

#### FEES

(Please refer to the Community Development current fee schedule for all current fees). Fees for processing Design Review applications that are exempt from CEQA require payment of a nonrefundable, flat fee plus a categorical exemption. For projects involving Comprehensive Sign Plans there is an additional flat fee. The additional fee for processing a project that requires a Negative Declaration, Initial Study filing fee is typically first step in the application process in order to determine the level of environmental review for projects that are not exempt from CEQA. Submittal fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings.

The Department of Fish and game requires payment of fees for the review of projects impacting wildlife sensitive areas. (Please check with Yolo County Recorder for all current fees) for a finding of no impact (Diminimus Finding); for review of an Environmental Impact Report; and for review of a Negative Declaration, these fees are due and payable prior to the scheduling of public hearings for the proposed project. Checks for payment of these fees should be made out to the County of Yolo, but should be submitted to the Community Development Department.

## PLANS

The proposed plans shall be prepared in conformance with accepted architectural standards and shall conform to the requirements of the enclosed Submittal Requirements list.

## DESIGN REVIEW/COMPREHENSIVE SIGN PLAN

Some design review projects are subject to multiple review requirements. In some cases there may be design review combined with a comprehensive sign plan. The City has adopted Community Design Guidelines to provide for improved signs for projects located along major corridors, entrances to the City and new development areas. The application instructions for Comprehensive Sign Plans should be consulted for submittal requirements and fees. Additional plans and fees may come into play.

## SPECIFIC PLANS

To date, the City has adopted four Specific Plans, which provide improved development standards and land use regulations for specific geographic locations. Projects located within the Southeast Area Specific Plan, East Street Corridor Specific Plan, Downtown Specific Plan and Spring Lake Specific Plan is subject to land use and development and design guidelines contained within those plans.

In some cases there may be a Use Permit required pursuant to one of the City's Specific Plans as well as Design Review with requirement for a Master Plan for development. The application instructions for the various Specific Plans should be consulted. Staff can assist with identifying multiple review requirements.

## SUBMITTAL REQUIREMENTS

While it isn't necessary for a professional to prepare your plans, it is necessary that the plans conform to accepted architectural standards. This means that the plans must be neatly drawn using ruled lines; that all dimensions be shown; that the plans be drawn to scale and that the scale be noted on the plans; that all improvements (existing and proposed) be clearly labeled; and that the plans be prepared in such a manner that a clear, understandable "picture" of the proposed project is easily seen.

To file a design review application, the following items must be submitted:

1. A completed application form (original only) and statement of justification (original only).
2. 18 copies of the site plan, drawn to scale, which clearly and accurately shows:
  - a. Date, north arrow, scale, gross acreage and vicinity map.
  - b. Name and address of owner or owners of record and the engineer, architect or surveyor.

- c. Existing and proposed easements showing location and width.
  - d. All property lines (with dimensions) including adjacent properties, uses, driveways, etc.
  - e. Location of all existing or proposed structures, with dimensions of all walls lines and distances to nearest property lines noted.  
Existing frontage improvements (curbs, gutters, sidewalks, edge of paving, etc.) and adjoining streets and alleys.
  - f. Existing or proposed driveways, pedestrian walkways, signs, off street parking and circulation (including handicapped parking spaces), loading and service areas, with all dimensions noted.
  - g. Existing trees indicating those to be removed and those to be saved and other natural and man-made features, as well as their proposed relocation or removal.
  - h. Existing and proposed topographic features, including elevations on adjacent properties.
  - i. Existing improvements (including nearby improvements on adjacent properties), street lights, fire hydrants, drainage swales/culverts, utility poles, boxes, transformers, vaults, buildings and future status, wells, fences and walls, sewage disposal systems, water and sewer services and size.
  - j. Proposed water and sewer service size and location.
  - k. Proposed storm water detention/retention ponds if applicable.
  - l. Location and dimensions of proposed improvements including buildings, lot coverage, walls and fencing (note heights), landscaping, trash enclosures, outdoor activity areas, parking lot lighting fixtures, pedestrian plazas and walkways, outdoor activity areas.
  - m. Location and dimensions of all ground mounted exterior mechanical equipment and utilities (transformer boxes, vaults, air conditioners, etc.).
  - n. All parking spaces, labeled by type (compact standard, handicap or bicycle).
  - o. A legend with a parking space breakdown by type, number and percentage total with parking space/sq. ft. ratios.
  - p. Floodplain designation and finished floor elevation.
3. 18 copies of the landscaping plan, drawn to scale, with:
- a. Proposed planting schedule with minimum sizes and locations.
  - b. Height and spread of ultimate growth.
  - c. Fencing information-show location on plan, and provide a dimensioned detail of the design.
  - d. Landscape features and materials.
  - e. Berms and screen walls.
4. 18 copies of the elevations and architectural plans of all structures drawn to scale, which clearly show building exteriors that are proposed to be constructed or modified. For new construction provide all views. For existing

- a. Description of building materials, treatment, and colors.
  - b. Proposed screening (perimeter fencing, HAVOC equipment, trash enclosures).
  - c. Roof plan (unless a staff planner waives requirement). Depict and/or reference roof mounted equipment. Indicate roof slopes.
  - d. Proposed signs including dimensions, colors and materials, and placement.
  - e. Floor plans.
  - f. Date(s) of plans and revisions; scale ratio; bar scale; north arrow and “cloud, delta, and date” revisions to any plans previously considered by staff or the Planning Commission.
  - g. Details and explanation of special elements such as public art, ornaments, window treatment, trash and utility enclosures and lighting.
5. Building materials and color sample board, including roof and fencing materials (please note that all samples will be retained permanently by the Planning Department for future reference).
  6. 18 copies of Comprehensive Sign Plan.
  7. Colored renderings of project showing all views. Renderings to include proposed landscaping drawn to illustrate five-year growth.
  8. Photographs of the site, existing buildings and features, and surrounding properties.
  9. A completed Environmental Checklist (unless the project is determined to be exempt) (original only).
  10. Filing fee (see fee schedule for correct amount). Checks should be made payable to “City of Woodland.”