

DESIGN REVIEW PERMIT APPLICATION INFORMATION

GENERAL INFORMATION: The City of Auburn Zoning Ordinance Requires all new buildings and most alterations or remodeling, with the exception of single family residences, to secure approval from the City in regards to exterior construction, styling and site design. Please refer to the City’s Design Guidelines” for projects located in the Downtown and Oldtown areas. While there are no strict guidelines for remaining City areas, the Commission may use the Western – California development manual as a general standard of review and will look for design that compliments the City, as well as the specific neighborhood or locale. The Planning Commission has the authority to approve, approve with conditions or modifications, or deny any design review permit request.

ENVIRONMENTAL REVIEW: Each design review permit request must also include environmental review in accordance with the Auburn Municipal Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the Auburn Planning Department.

A. Application Checklist: All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff.

1. One (1) completed copy of the application form.
2. One (1) completed copy of the Environmental Review Checklist (if applicable).
3. Thirty (30) copies of the site plan and grading plan; fifteen (15) copies of the building elevations (including one colored set) and landscape plans. Site plans should be maximum size of 18” x 26”. **If larger than 8-1/2” x 11”, they should be folded to an 8-1/2” by 11” format.**
4. One 8 ½” x 11” copy of each plan as noted above.
5. One (1) materials sample board, maximum size 8 ½” x 14”.
6. One (1) preliminary title report.
7. The appropriate non-refundable filing fee.
8. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

B. Site Plan: Thirty (30) copies of all of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff).

1. Title Block including applicant, agent, engineer, and architect(s) address and phone number(s).
2. Summary legend describing project information including zoning and lot size. For new construction, provide summary of units permitted proposed, building coverage permitted and proposed, off-street parking required and proposed, unit square footage breakdown.
3. Graphic scale and north arrow (site plan must be oriented so that north is towards the top of the plan).
4. Vicinity map (showing property location to major roads or major landmarks).
5. Show locations and dimensions of existing and proposed structures and walls (identify “existing” as a solid line and “proposed” as a dashed line).
6. Label the use of all existing and proposed structures or area.
7. Show the distance between structures and to the property lines.
8. Show square footage of the structure(s) and percentage of structure coverage in relationship to the entire lot.
9. Show location and dimensions of adjacent street right-of-way, property lines, building setback lines, sidewalks and easements.
10. Show off-street parking facilities, including parking area and layout, loading areas, dimensions or details of typical parking spaces (including standard, compact, and handicapped spaces) and drive aisles. Parking spaces should be individually numbered or numbered by groups of stalls (e.g. 1-4, 5-12, etc.)
11. Show site access (including driveways).
12. Indicate existing and proposed landscaping. Preliminary landscaping to include trees and major planting areas (specific materials, sizes, and numbers to be part of final detailed plans following Commission approval).
13. Identify the location of freestanding and wall mounted lighting. Provide details of light fixtures indicating size, height, materials, lenses, method of shielding, etc.
14. Show size and species of all trees six (6) inches and greater, in diameter at breast height.
15. Show location and size of all proposed and existing signs, fences and walls.
16. Identify the location of the refuse enclosure. Provide a detail of the enclosure, identifying materials, color, heights, etc.

17. Show location and general dimensions of watercourses and drainageways on the site, including any proposed modifications.
18. Show location and general dimensions of all existing and proposed culverts or bridges on the site.
19. An 8 ½" x 11" clear transparency of the plot plan, elevations, and any other related maps, plans, etc. is required for all projects.

C. Preliminary Grading Plan: Thirty (30) copies of a detailed grading and drainage plan (when applicable) drawn to scale.

1. Project name, north arrow and scale (scale to match site plan).
2. All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading).
3. Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code).
4. Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property.
5. All cut/fill slopes.
6. Location and elevations of proposed retaining walls (include TW and BW elevations at key locations).
7. All true elevations including: contours, spot, existing and post project elevations.
8. Method of drainage.
9. Any natural features including: wetlands, streams, slopes, etc.
10. All existing trees 6" in diameter and larger.
11. Grading quantities (excavation, fill and site balance).
12. Provide representative cross sections for key locations on the project.

D. Project Elevations: Fifteen (15) copies of project elevations (when applicable) are to be submitted, drawn to scale, properly dimensioned, and clearly showing all of the following items with one set to be colored:

1. Buildings (existing and proposed) from at least four (4) directions (labeled by compass direction).
2. Height of all existing and proposed structures.
3. Exterior building materials (labeled).
4. Colors (including all exterior surfaces and materials)

5. Mechanical equipment and appurtenances (including roof units, air conditioners, gas and water meters, and electrical boxes if known).
6. Roof plan with cross section(s) indicating roof-mounted equipment and method of screening.
7. Fences and walls (materials labeled).
8. Signs (existing and proposed).
9. Exterior lighting. Include details (cut sheets/brochures are acceptable).

NOTE: Elevations must not show site or background details (i.e. mounding, trees, plantings, mountains, etc.) unless reasonable facsimiles will be put into initial project.

E. Site Context Information: As part of the initial project submittal, provide two (2) sets of photographs of the project site with images of the proposed project digitally superimposed in the photographs, or two (2) sets of enhanced architectural elevations expanded to include the project site. The photographs or expanded elevations of the project site should illustrate the relationship of the development to the project site and surrounding properties. The images shall include all adjacent properties within 100'. After project revisions have been made to address initial development related issues, and prior to scheduling for a public hearing, the developer shall provide a total of six (6) sets of photographs/plans.

F. Material Sample Board: One (1) copy of specific examples of proposed materials and colors to include:

1. Exterior building materials (e.g.) siding, (plaster, trim, etc).
2. Roofing material.
3. Exterior paint/finish colors (e.g.) color strips, actual product examples, etc).
4. Sign (materials/colors)

G. Landscape Plan: Fifteen (15) copies of a landscape plan drawn to scale indicating:

1. Project name, north arrow and scale (scale to match site plan).
2. Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L, M, H).
3. Location of proposed of proposed turf (grass) areas.
4. A Plant Legend in table form indicating all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L, M, H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.

5. Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
6. Shading calculations for parking areas.
7. Detail of pedestrian plazas/site furniture and enhanced paving (when applicable).
8. The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping.

NOTE: Irrigation system(s) delineating coverage must be submitted with plans for building permits.

H. Floor Plans: If applicable, provide five (5) copies of a floor plan drawn to scale.

I. Additional Information: Additional information (e.g. traffic studies, drainage studies, arborist information) may be required once staff has reviewed the nature and extent of your project.

NOTE: Submittal of an application does not imply application acceptance. The staff will review the application and materials which will be deemed complete and accepted only if all required items have been included.