



PLUMAS LAKE DESIGN REVIEW PERMIT

INSTRUCTIONS FOR FILING

Development Code Chapter 11.56 (Ordinance #1556)

A Design Review Permit shall be obtained prior to the issuance of a building permit or zoning clearance for any new construction; exterior remodeling; site design, architectural, landscaping or circulation modifications including parking or driveway locations or addition of mechanical equipment to non-residential uses or new or modified residential master plans including landscaping and as otherwise required by this Code within the Plumas Lake Specific Plan (PLSP). With the exception of the following:

1. Single family residence or a two family residence with exception of production housing;
2. Principally permitted uses within zone districts located within the General Plan Natural Resources land use designation including those uses that require approval of a Zoning Clearance.
3. Construction, reconstruction, repair and maintenance, for a project developed in compliance with a previous Design Review approval, including additions of floor area within an existing building envelope;
4. Telecommunication facilities except for camouflage facilities; and,
5. Signs.

Plumas Lake Design Review Permit Authority. For Design Review applications associated with another discretionary permit, such as a Tentative Map, Use Permit or Variance, the decision-making authority for the associated permit shall also have Design Review authority. The Planning Director shall have Design Review authority for projects not associated with another discretionary permit(s), modifications to prior approvals, or compliance reviews.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **original signatures** and associated application fees.
2. **Statement of Design Intent:** Please describe your design approach for the project and compliance with PLSP Appendix 1, Design Guidelines. The Statement of Design Intent is an opportunity for you to identify strengths, unique features, or other innovations that distinguish the project. It also provides an opportunity to describe the project's opportunities and challenges – including any key challenges that may limit the ability to meet the full intent of the design guidelines, such as site constraints, market conditions, or other considerations, and describe how the project balances these key challenges with the community's expectations for design quality. The Statement of Design Intent is intended to give project reviewers and decision makers a more thorough understanding of the project. (Maximum two pages in length.)
3. **Development Plan for Non-Residential or Multi-Family Projects:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. The site development plan shall be drawn to scale (engineer's scale no smaller than 1" = 40'). The site development plan shall clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property dimensions and acreage for entire property.
 - c) Names of all adjoining streets.
 - d) A location vicinity map identifying the project site within an identifiable geographic area.
 - e) All existing and proposed buildings and structures including location from property lines, size, height and

proposed use(s).

- f) Entrances, exits, walkways and any accessibility requirements (as required by the Building Code and American Disabilities Act)
 - g) Driveways and parking spaces. Parking spaces shall be numbered (individually or by row) and handicapped, compact, and motorcycle spaces shall be designated. The location of bicycle parking shall be identified and bicycle rack/locker detail shall also be submitted.
 - h) All planted areas and proposed planting areas shall be identified including dimensions of planters.
 - i) Walls and fences including location, height and construction materials.
 - j) Screens for ground-mounted equipment, trash enclosures, loading areas, and/or outdoor storage areas.
 - k) Exterior lighting including information on the type, location, height and method of shielding light (when applicable).
4. **Elevations:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. Elevation plans shall be drawn to scale no smaller than 1/8" = 1'. The elevation plans shall include the following:
- a) Project Name and scale.
 - b) Building elevations from all sides (indicating direction).
 - c) All building materials and colors labeled on plans.
 - d) All building accoutrements, including wall-mounted lights, access ladders, etc. labeled on the plans.
 - e) Roof plan with cross section indicating any roof mounted equipment and proposed screening.
5. **Colored Elevations & Material Board:** One PDF copy of elevations depicting proposed color and sample of materials and colors (label manufacturer, type of material, and color name). PDF copies must be true to color.
- a) Shall feature natural materials such as wood, masonry, stucco, stone, brick, and terra cotta. Projects with only stucco materials are discouraged.
 - b) Finish colors should be textural in nature, primarily natural tones, with accent trims on building openings and indentations.
6. **Landscape Plan:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. A landscape plan drawn to scale (scale to match development plan) that shall include the following:
- a) Project name, north arrow and scale
 - b) Location of all existing and proposed trees
 - c) Location of any proposed turf (grass) areas
 - d) Location of any proposed edible garden areas
 - e) Location of any proposed artificial turf areas
 - f) Location and description of any water features
 - g) Location of any hardscape areas and type of material (landscape areas that utilize hard surfaces but contain live plant material that will provide at least 60% coverage of the landscape area at maturity should not be counted as hardscape).

- h) Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.). Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
- i) A Plant Legend in table form for all trees, 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.
- j) Plant material shall be chosen from the Recommended Plant Palette listed in Section A-1.14 of the PLSP.
- k) Landscape Summary table. Provide a table that includes at a minimum:
 - i. The total square footage of landscaped area.
 - ii. The square footage and percentage of total landscape area dedicated to turf or high water use plants (including water features), edible gardens, hardscape areas, and artificial turf.
- l) Shading calculations for parking areas Detail of pedestrian plazas/site furniture and enhanced paving enhanced paving if not shown on development plan
- m) The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping if not shown on development plan.

Note: Irrigation system(s) and demonstration of compliance with County's Water Efficient Landscape Ordinance will be required prior to approval of building permits and do not need to be submitted as part of the Design Review landscape plan submittal.

7. **Production Housing:**

- a) Conceptual plot plans for interior and corner lots shall be submitted for each house plan and shall include setbacks and other information necessary to verify compliance with the development standards for the zone district and typical lot sizes within the development
 - b) Preferred roof materials are tile, slate, or shake materials. Composition roof material is not permitted.
 - c) A three (3) foot paved walkway shall be installed from the driveway leading to the optional side door of the garage.
 - d) All garage doors shall have the option of having windows.
 - e) All perimeter fencing shall be of high quality redwood or cedar. Fencing facing a street shall be a complement color as the existing street fencing in the subdivision.
8. Prior to scheduling a public hearing additional copies of the color elevations and any other colored exhibits shall be submitted (11" x 17" size; five copies for project that are heard by the Design Review Committee and seven copies for items heard by the Planning Commission).
9. Prior to application submittal, consult with the various Community Development & Services Agency Departments to determine if other submittal requirements are applicable. Some areas within the County have unique submittal requirements such as areas covered by a specific plan or community plan.
10. Other information as may be required to facilitate a comprehensive evaluation of the application and CEQA determination by Yuba County CDSA Staff.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.