



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

**City of Folsom**  
**Community Development Department**  
50 Natoma Street  
Folsom, California 95630  
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## Design Review Process

### 1. Application Submittal:

- Design Review Application submitted to Planning Staff.

### 2. Initial Application Review:

- Planning Staff will determine which level of review the Design Review Application is subject to including: Exempt, review by Community Development Director, or review by Planning Commission.
- If Design Review Application is considered Exempt by Planning Staff, the applicant will be referred to the Building Division to determine if a building permit(s) is required for the project.

### 3. Application Completeness:

- Planning Staff determines if Design Review Application is complete or incomplete. A complete list of the submittal requirements is provided with the Design Review Application.
- If Design Review Application is considered incomplete, Planning Staff will provide applicant with a written description of the items necessary to deem the application complete.

### 4. Application Review:

- Once the Design Review Application is deemed complete by Planning Staff, the Design Review Application and associated submittal materials are routed for review by the following City Divisions: Engineering, Building, Arborist, and Planning.

### 5. Application Determination:

- On the Thursday (2:00 p.m. in the Community Development Conference Room, 2<sup>nd</sup> Floor of City Hall, 50 Natoma Street) following the week in which the Design Review Application was deemed complete, Planning Staff will conduct a formal review and evaluation of the application. At this meeting, Planning Staff will make a decision to approve, conditionally approve, or deny the Design Review Application.
- The applicant will be notified in writing (by e-mail or mail) within ten calendar days of the decision regarding the Design Review Application.
- Once a decision is issued regarding the Design Review Application a public notice will be posted on the project site for a period of not less than 10 calendar days. Any person dissatisfied with the action of the Community Development Director or Planning Commission may appeal within the aforementioned 10 day appeal period.