City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 355-7214 Fax (916) 355-7274
planningcounter@folsom.ca.us

Design Review Submittal Application

Applicant Information:

Name:	Phone: ( )	Fax: ( )
Address:		
Email Address:		

Property Owner Information (if different):

Name:	Phone: ( )	Fax: ( )
Address:		
Owner/Agent Statement		
Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.		
Signature:		Date:

Project Information:

Residential Commercial Industrial Other

Description: (Custom Home, Addition, etc.)			
Street Address:		Assessor's Parcel #:	
Builder/Contractor:		Phone: ( )	
Subdivision Name:		Lot #:	
Are there any trees on site? Yes No Please Describe:		Are there any easements on site? Yes No Please Describe:	
Subdivision Name:		Lot #:	
Current Bldg. Size: s.f.	Total Lot Size: s.f.	Current Lot Coverage: %	
1st Floor: s.f.	2nd Floor: s.f.	Garage: s.f.	
Driveway Slope: %	Addition: s.f.	New Lot Coverage: %	

APPLICANT SIGNATURE: _____ DATE: _____

You will be notified within three business days if your submittal is incomplete or does not comply with code.

********** OFFICE USE ONLY **********

Meeting Date:	Project #	Planner:
Action: Approved Denied Cont'd to _____ Appeal Deadline: _____		
Conditions of Approval:		
Zoning:	General Plan:	

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Design Review Submittal Requirements

The applicant shall submit the following information with the Community Development Department for review by the Community Development Director or the Planning Commission (FMC 17.06.060):

A. Completed and signed Design Review Application Form
B. Application fee ($54.00 – Single Family Residence, $1,869.00 – Multi-Family/Commercial)
C. A copy of all entitlements granted for the subject property by the City, including conditions of approval and the environmental documentation.
D. A self-addressed stamped envelope
E. A copy of all required state and federal permits
F. A detailed site plan (see required information attached)
G. Building elevations showing all sides of the structure(s) affected by the proposed construction
H. Floor plans
I. Foundation plans (residential submittals)
J. Landscape plans
K. Material samples and color board (exterior)
L. Photographs of the project site taken within 30 days prior to the application submittal which accurately depicts the project location
M. Other material and information as requested by the Community Development Director or the Planning Commission.

- All applicants shall submit ONE (residential) or TEN (commercial) complete set(s) of full-size (24' by 36') plans and one complete set(s) of reduced plans (8.5" by 11"). Complete sets of plans should include a detailed site plan, building elevations, floor plans, and foundation plans (residential submittal)

Home Owners Association (HOA) Note: The architecture and design of your project may be subject to review and approval by the subdivision's Homeowners Association (HOA) or Architectural Design Review Board (if applicable). The Community Development Department strongly encourages all projects go through any applicable (Homeowners Association or Architectural Design Review Board) design review process prior to submitting a Design Review Application Form to the City.

Tree Permit Note: Any project that has the potential to impact a protected tree(s) must submit a Tree Permit Application Form to the Community Development Department. The Tree Permit Application Form is subject to review and approval by the City Arborist. Protected trees are native oak trees with a diameter of 6 inches or greater at 54 inches in height, "street trees", and landmark trees. In the case of multiple trunk trees with stem diameters less than 6 inches, includes trees with an aggregate diameter of 20 inches or more (FMC, Section 12.16).

Detailed Site/Grading Plan: All site plans must include the following information:

- Site address, subdivision and lot number, North arrow and assessor's parcel number (APN)
- Proposed use of structure and current zoning designation
- Lot dimensions showing property lines of subject property and adjacent properties within 40 feet of subject property lines; provide total area (square footage) of lot , including lot coverage percentage
- Building footprint and square footage; provide dimensions to property lines and show all front, side and rear building setback lines, finish floor elevations for both house and garage
- Show existing and proposed grade contours of the lot
- Driveway: Show intersection with roadway
    - Back of walk or curb elevations at driveway connection and approximate driveway slope in percent
    - Corner lot – Verify driveway is located a minimum of 5-feet from clear vision triangle
- Location of:
    - All existing structures
    - Retaining walls (show design, height, and materials)
    - Direction and location of lot drainage
    - Public and private easements, correctly labeled
    - Any equipment that may be ground-mounted that is typically roof-mounted
- Evidence of neighborhood design review/homeowners association approval recommended (where applicable)
- Tree locations, sizes and species. Show off-site trees if they hang over property line. (Tree Permit and Arborist Report is required of work that is to be done near protected trees (oaks) or if removal of protected trees is required.)
- Landscape plan indicating:
    - Planter areas and dimensions
    - Quantity, size and species of plants and trees
- Grading Plan: If the project involves substantial grading (cut or fill) or is situated on a sloped lot a separate detailed grading plan may be required

Commercial Projects: All commercial projects must include the following additional information:

- Fire lanes
- Handicapped accessible pathways and parking spaces
- Parking area (including parking spaces)
- Lighting plan:
    - Include cut sheet with fixture type/model and wattage
    - Show building and pole-mounted lights, landscape and parking area lights
- Landscape plan indicating:
    - Planter areas and dimensions
    - Quantity, size and species of plants and trees
    - Tree shading calculations for parking areas (Include water use calculations)
- Freestanding sign locations
- Location of:
    - Electric meters and transformers
    - Sewer and water lines
    - Water meters
    - Cleanout
    - Backflow preventers
    - Fire department connections and hydrant locations
    - Post indicator valves
    - Gas meters
    - Trash enclosures