



# City of Red Bluff

Community Development Department  
 555 Washington Street  
 Red Bluff, CA 96080  
 (530) 527-2605 ext. 3059

Application No. \_\_\_\_\_

## APPLICATION FOR

## Design Review

Applicant Information			
Applicant Name		Daytime Phone	
Applicant Street Address		Email	
City	State	Zip	
Property Owner Name		Daytime Phone	
Property Owner Address		Email	
City	State	Zip	
Engineer/Architect		Daytime Phone	
Address		Email	
City	State	Zip	
Project Information			
Property Address/Location			
Assessor's Parcel No(s)		Parcel Size	
Existing Land Use		Building Size	
Present Zoning		Present General Plan Designation	
Description of Project			
Please list the specific questions you would like answered (use additional pages if necessary).			
For Office Use Only			
APPLICATION NO.	PROJECT NO.	DATE RECEIVED	DATE APPLICATION CERTIFIED COMPLETE
FEE RECEIVED/CHECK NO.	CEQA DETERMINATION		
	Exempt <input type="checkbox"/>	N.D. <input type="checkbox"/>	M.N.D.      EIR <input type="checkbox"/> <input type="checkbox"/>
			DATE FILED

## **How the Process Works**

Design Review is administered by the Community Development Department. Persons planning development are encouraged to contact the Department to discuss the project with staff.

Design Review process is as follows:

1. Initial Conference with Staff:

Before developing detailed plans, ideas and concepts should be discussed with the Community Development Department. (Call (916) (530)527-2605 ext. 3059 or email at [sfriend@cityofredbluff.org](mailto:sfriend@cityofredbluff.org) for an appointment).

2. Application:

The process begins when the applicant completes an application form, pays the fee and submits the required number of sets of plans. The details required for each type of plans are listed under "Plans".

3. Review:

This review allows the Technical Advisory Committee to evaluate the proposed project and provide feedback to the applicant on any changes/additions that are necessary. This review can take two to four weeks depending on the complexity of the project. In addition, if the project involves review of governmental entities other than the City of Red Bluff, the City sends out a review request to those entities. This can extend the review time.

Once the Community Development Department has received all comments from the reviewing entities, the Department sends a review letter to the applicant stating the necessary revisions to the project, if applicable. If the revisions are substantial, a resubmittal of the plan will be requested by the Department. If the project requires no changes or the changes are not substantial, the letter will instruct the applicant to submit building plans to the Building Department for building permit.

## **Fees**

Application fees for Design Review are as follows:

Design Review, 2-4 Dwelling Units	\$283.00
Design Review, 5-16 Dwelling Units	\$339.00
Design review, 17 or more Dwelling Units	\$22.00 per unit
Design Review, Non-Residential, 0 to 2,500 sq. ft.	\$276.00
Design Review, Non-Residential, 2,501 to 10,000 sq. ft	\$351.00
Design Review, Non-Residential, > 10,000 sq. ft	\$351.00 plus \$34.00 for each additional 10,000 sq. ft.

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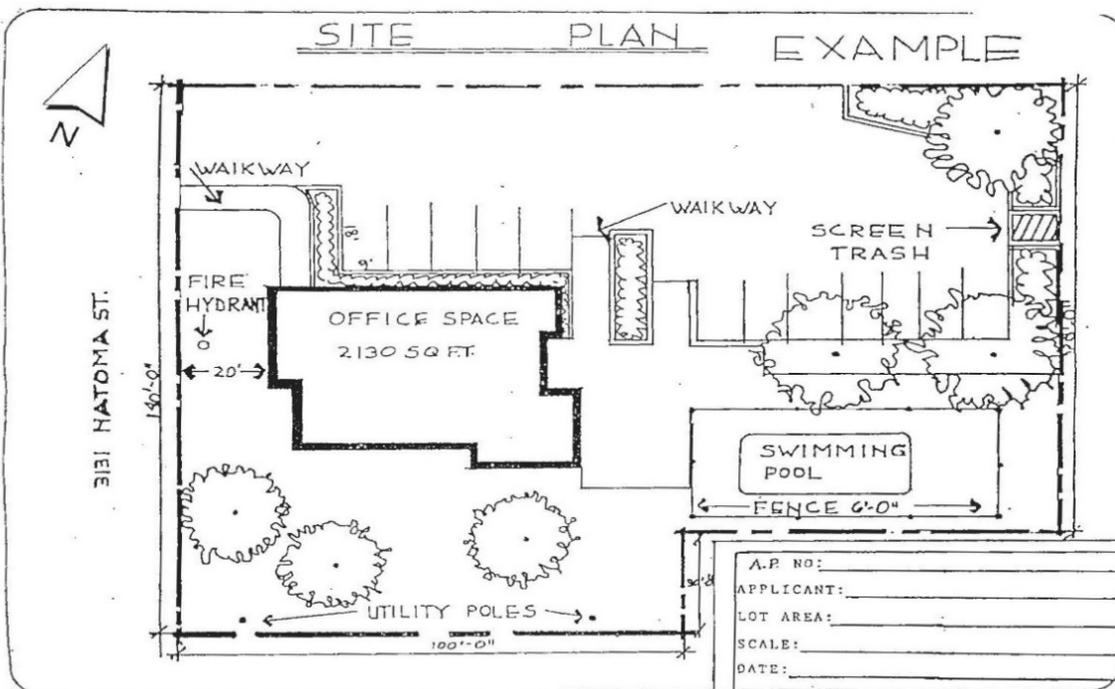
## Plans

Plans must contain sufficient detail to show compliance with these guidelines. An applicant must submit 2 sets of plans, one electronic form of plans, a completed application for Design Review, and the application fee. If the plans require review by the Planning Commission 6 additional sets of plans are required.

Plans should contain the following information.

### 1. SITE PLAN

1. Dimensioned property lines and setbacks
2. Location, name and width (including required widening of adjacent streets.)
3. The name, location and width of watercourses.
4. Existing and proposed public and private easements.
5. All proposed improvements and existing improvements which will be retained.
6. Parking spaces and aisles, dimensioned and with the flow of traffic noted by arrows.
7. Access and circulation for pedestrians and vehicles
8. Walls, fences and exterior lighting structures.
9. Landscaped and outdoor use areas.
10. If new sign area is proposed, the location of all existing and proposed signs.
11. Trash and recycling area enclosures.



### 2. STATISTICS AND OTHER INFORMATION

1. A calculation of the number of parking spaces required.
2. The area of the building site.
3. The total number of new dwelling units and existing units that will remain.
4. The area of the site to be covered by buildings and parking.
5. Note proposed use of occupancy of each portion of all buildings.
6. The zoning and actual current use of the site and adjacent properties.

### 3. SITE GRADING PLANS

1. Present and proposed elevations and retaining walls.

2. Show means of draining lot surface water and where it will be discharged.

4. BUILDING FLOOR PLANS

5. BUILDING ELEVATIONS

1. All sides of buildings.
2. Location and size of signs.
3. Materials and colors of all exterior surfaces and features.
4. Exterior mechanical equipment and proposals for screening, including electrical and gas connections and meter boxes.

6. LANDSCAPE PLANS

1. Treatment of all unpaved areas not occupied by structures.
2. Size, height and location of existing and proposed plants.
3. Street trees.
4. Method of irrigation.

7. MATERIALS

The applicant may be required to include supplementary material such as photographs, actual building materials, color perspectives and renderings or a written explanation of design rationale or proposals that are hard to describe with pictures.