

Sutter County Community Services Department  
1130 Civic Center Boulevard  
Yuba City, California, 95993  
(530) 822-7400

APPLICATION PACKET FOR

**DESIGN REVIEW**

The attached information includes the necessary filing forms and instructions for submitting a complete Design Review application. All forms must be completely filled out and submitted with any necessary supporting information.

1. Design Review Process Explanation Sheet
2. Design Review Preliminary Review Submittal Form
3. Design Review Application Form
4. Design Review Plan Preparation Instructions
5. Indemnification Agreement
6. Greenhouse Gas Emission Screening Tables. Available upon request, or, on the website at: [http://suttercounty.org/doc/government/depts/cs/ps/cs\\_planning\\_forms](http://suttercounty.org/doc/government/depts/cs/ps/cs_planning_forms)

Upon receipt of the **completed forms, site development plan, and filing fees**, the Community Services Department will review the application to determine if sufficient information has been submitted. This review will be completed as soon as possible, but at most, within one week of the submittal of the application unless it is part of a larger application package that will be considered by the Planning Commission or Board of Supervisors.

If sufficient information **has not** been received, you will receive a notice of incomplete application with instructions on how to complete the application. Upon receipt of that additional information or revised application, the one week review process will begin again. If sufficient information **has** been submitted for complete design review of the project, the application will be reviewed for consistency with the Design Guidelines as adopted by resolution of the Board of Supervisors. A determination shall be made as part of the project review and approval process as described on the following pages.

Each section of the application packet should be carefully reviewed prior to submittal and responses to **EVERY** question provided. **If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant.** If there are **ANY** blank spaces, staff will assume that the applicant has not completed the application packet and will return it for completion. If, while preparing your application, or at anytime during the permit process, you have any questions, please contact our office for assistance. Not providing clear and concise information could result in processing delays and/or denial. **CONTACT THE COMMUNITY SERVICES DEPARTMENT IF YOU HAVE ANY QUESTIONS. WE WILL BE HAPPY TO ASSIST YOU IN ANY WAY WE CAN.**

## DESIGN REVIEW PROCESS

Development projects located within the Sutter County Commercial and Industrial zoning districts shall be subject to the Design Review Process described below:

- (a) Preliminary Plan Review: Applicants should contact the Community Services Department to schedule a preliminary application meeting to clarify the County approval process for their particular project and discuss the Design Guidelines as adopted by resolution of the Board of Supervisors. There is no fee for this optional meeting.
- (b) Formal County Review: Based upon the type and scale of the project, different levels of design review will be required. Adopted guidelines include threshold project sizes that ultimately determine the level of review.
  - (1) Rezoning and Planned Developments - When a project requires a rezoning or planned development approval, the Design Review will be approved by the Board of Supervisors as part of the overall project review. The Board will consider recommendations from staff and the Planning Commission in its decision. The adopted Design Guidelines and any other established standards shall provide the basis for final approvals.
  - (2) Use Permits and Planned Development amendments - When a project requires a Use Permit or an amendment to a Planned Development, the Design Review will be considered by the Planning Commission as part of the overall project review. The Board of Supervisors will review and consider for approval the design review portion of the project along with the Planning Commission's recommendation. The adopted Design Guidelines and any other established standards shall provide the basis for final approvals.
  - (3) Building permit applications for projects over 65,000 square feet of gross floor area, unless the project is a warehouse/outdoor storage use over 100,000 square feet of gross floor area, will require Board of Supervisor review for compliance with the adopted design standards.
  - (4) Building permit applications for projects 65,000 square feet of gross floor area or less, and warehouse/outdoor storage uses 100,000 square feet of gross floor area or less, will require administrative review and approval by the Community Services Director for compliance with the adopted design standards.

The Community Services Director shall act on an application for number (4) above within 10 business days of application submittal. If the Community Services Director denies the Design Review application, the project will automatically be reviewed by the Board of Supervisors. The Board shall hear all such cases within 15 business days of the action by the Community Services Director. In each case the Board shall make a finding of consistency with the Design Guidelines or provide direction to the applicant to make specific modifications in order to achieve consistency with the Design Guidelines.

- (c) Amendments or changes to existing plans: It shall be at the discretion of the Community Services Director to make the determination whether the proposed change constitutes a significant change requiring formal review. In cases where such changes are determined to be minor in nature, the proposed changes shall be subject to administrative review and approval by the Community Services Director for compliance with the adopted Design Guidelines.
  
- (d) Submittal requirements:
  - (A) Optional Preliminary review -
    - 1 preliminary review submittal form package
    - 2 full-size sets of plans (24" x 36")
    - 2 reduced sets of plans (8½" x 11")
  
  - (B) Formal Review -
    - 1 completed application form
    - Greenhouse Gas Emissions Screening Tables
    - 5 full size sets of plans which include site development plans, landscape plans, architectural elevations, sign program, and lighting details and one set of reduced plans, not to exceed 11" x 17". These plans will be utilized to determine compliance with the design guidelines.
    - 1 materials/color board
    - 1 set of colored elevation plans or artistic renderings
    - 1 reduced set of colored elevation plans or artistic renderings, not to exceed 11"x17"
    - Application fee as established by resolution of the Board of Supervisors

The denial of any development proposal design features shall be made in a form that constitutes recommended modifications to the project in order to clearly provide the applicant an understanding of the desired changes that would obtain an approval from the reviewing body.

Design Review approval shall remain valid for a period of one year after which the approval shall lapse and become null and void. The issuance of a building permit shall constitute an extension of the Design Review approval which shall remain valid during the time period the building permit is considered active.

No structure which has received Design Review approval shall be occupied or used in any manner or receive a certificate of occupancy until the Community Services Department has inspected and determined that the structure(s) and site development comply with the Design Review approval.

Appeal from any finding or action by the Community Services Director or Planning Commission, unless otherwise provided for, shall be made pursuant to Division 3 - Appeals of the Zoning Code.

**COUNTY OF SUTTER  
DESIGN REVIEW  
PRELIMINARY REVIEW SUBMITTAL FORM**  
(There is no fee for this optional preliminary review)

OFFICE USE ONLY	
Application No.:	Date Filed:
Environmental No.:	
Other Related Application(s):	

**Submittal requirements for Preliminary Design Review - Applicants may schedule a Preliminary Design Review application meeting with the Community Services Department staff to clarify the County approval process and discuss the Design Guidelines as adopted by resolution of the Board of Supervisors. Prior to or at the meeting, the applicant should submit the following:**

**Preliminary review -**

- 1 preliminary review submittal form**
- 2 full-size sets of plans (24" x 36") which include: conceptual site development plans, and if available: landscape plans, architectural elevations, sign programs, and lighting details.**
- 2 reduced sets of drawings (8" x 11")**

**(Drawings to include conceptual site development plan, which is drawn according to the "Sutter County Design Review Plan Preparation" sheet.)**

**Use Requested/Proposed Construction (describe use and square footage of all proposed buildings):**

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**Property Location (address):** \_\_\_\_\_

**Assessor's Parcel No(s):** \_\_\_\_\_ **Zone:** \_\_\_\_\_

	OWNER	APPLICANT	ARCHITECT OR ENGINEER
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
CITY:	_____	_____	_____
PHONE:	_____	_____	_____

# COUNTY OF SUTTER DESIGN REVIEW APPLICATION FORM

(Attach a site development plan which is drawn according to the "Sutter County Design Review Plan Preparation" instruction sheet. Additionally, the applicant should provide all pertinent information as required by Sutter County Ordinance Code. Attach additional sheets if necessary.)

- Filing Fees:** ≤ 65,000 square feet of floor area.....At cost with a \$550.00 Deposit
- 65,000 square feet of floor area.....At cost with a \$850.00 Deposit
  - Public Works ..... At Cost with a \$550.00 Deposit

OFFICE USE ONLY	
Application No.:	Date Filed:
Environmental No.:	Receipt No.:
Other Related Application(s):	

**Use Requested/Proposed Construction (describe use and square footage of all proposed buildings):**

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**Property Location (address):** \_\_\_\_\_

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**Assessor's Parcel No(s):** \_\_\_\_\_ **Zone:** \_\_\_\_\_

	OWNER	APPLICANT	ARCHITECT OR ENGINEER
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
CITY:	_____	_____	_____
PHONE:	_____	_____	_____

**SIGNATURE OF PROPERTY OWNER:** \_\_\_\_\_  
*(A property owner's representative can sign if the property owner provides a consent letter.)*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

This document, once completed, will provide necessary factual information about the proposed project. It will also be used for projects requiring environmental review as basic information. Please be as accurate and complete as possible in answering the questions.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Project Site Land Area (square feet or acres): \_\_\_\_\_

C. Existing Land Use: Undeveloped (vacant) \_\_\_\_\_ Developed \_\_\_\_\_ If developed, describe extent (type and use of structures) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Existing surrounding land uses:  
North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

E. Sewer and Water Availability

- |    |               |   |       |   |       |
|----|---------------|---|-------|---|-------|
| 1. | Public Water  | Y | _____ | N | _____ |
| 2. | Well(s)       | Y | _____ | N | _____ |
| 3. | Public Sewer  | Y | _____ | N | _____ |
| 4. | Septic System | Y | _____ | N | _____ |
| 5. | None          | Y | _____ | N | _____ |

F. Project Phasing: If the project is a portion of an overall larger project, describe future phases. (Submit one copy of phasing plan on an 8½x11 sheet of paper.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Site Characteristics

A. Are there any natural or man-made water bodies on, or off-site within 50 feet of the subject property, including lakes, rivers, ponds, creeks, streams, intermittent or perennial water courses, wetlands, canals or channels, etc.? Y \_\_\_\_ N \_\_\_\_

If so, give names and show on plot plan \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. In summary form, identify types and quantity of vegetation on property \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. In which direction(s) does the subject property drain? Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. How will drainage of the property be affected by the proposal, and if drainage won't be affected, explain why not. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

III. List **any** and **all** other public approvals required for this project. Specify type of permit and approval and issuing agency, telephone number and contact person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify, to the best of my knowledge, that the above statements are correct.

\_\_\_\_\_  
Signature of Person Preparing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

## DESIGN REVIEW PLAN PREPARATION - INSTRUCTIONS:

Applications for Design Review shall include a site development plan, a landscape plan, architectural elevations and a sign program and the appropriate screening tables for Greenhouse Gas emissions reduction. A complete site development plan includes a statement of usage and a site plan drawing meeting the following standards:

- (a) A statement of the proposed usage of the area covered, including:
  - (1) Specific uses proposed for all portions of the site; and
  - (2) Special design limitations to be imposed on the proposed development of the area; and
  - (3) Landscaping, screening, and aesthetic minimums for the proposed development; and
  
- (b) A site development plan, drawn to scale, labeled and dimensioned, showing:
  - (1) Scale, north arrow, and vicinity map showing closest major streets and distances to cross streets on each side;
  - (2) Property lines and lot dimensions;
  - (3) The existing and proposed topography;
  - (4) The width, location, names and any proposed dedication and improvement of the adjacent streets or easements;
  - (5) The location, dimensions, floor areas, entrances, loading doors and uses of all existing and proposed buildings and structures in the area, including floor plans, as well as setbacks and distances between buildings and/or structures;
  - (6) All proposed landscaping and the maintenance facilities therefor;
  - (7) The layout of the parking facilities and internal circulation;
  - (8) Any signing for the development, including its location, and an elevation showing the size, shape, height and copy of the sign;
  - (9) The location, dimensions and composition/materials of any fences or walls;
  - (10) The pedestrian and vehicular ways within and adjacent to the area;
  - (11) The location of all trash enclosures, transformers, and any equipment outside a building;
  - (12) The exterior lighting details (location, intensity and shielding) for the site including buildings, walkways, landscape and parking areas;
  - (13) Project phases (if any).
  
- (c) A landscape plan consistent with and prepared according to the directions contained within the Sutter County Landscape Design Guidelines.
  
- (d) Architectural elevation drawings of all existing and proposed buildings exteriors from each side of the structure. Materials and colors of each surface should be clearly keyed to the materials and colors board.

## INDEMNIFICATION AGREEMENT

This Indemnification Agreement ("Agreement") is entered into by the applicant for the project described below ("Applicant") and the owner or owners of the property that is the subject of such application ("Property Owner"). This Agreement is effective as of the date last signed below.

Applicant and Property Owner agree to indemnify, defend, and hold harmless Sutter County ("County"), the Sutter County Planning Commission, the Sutter County Board of Supervisors, and their officers, employees, and agents, including consultants ("Indemnified Parties") from any claim, action, or proceeding against Indemnified Parties to attack, set aside, void, or annul the approval of the Project or adoption of the environmental document that accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys' fees, or expert witness costs that may be asserted by any person or entity, including the Applicant and Property Owner, arising out of or in connection with the approval of the Project, including any claim for private attorney general fees claimed by or awarded to any party against the County.

The County shall promptly notify the Applicant of any claim, action, or proceeding. The County shall control the choice of counsel and defense of any such claim, action, or proceeding.

To the extent that County is required by Applicant to use any of its resources to respond to such claim, action, or proceeding, Applicant will reimburse County upon demand and upon presentation of an invoice describing the work done, the time spent on such work, and the hourly rate for such work by the employee or agent of County.

The person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement and that this Agreement is a valid and legal agreement binding on the Applicant and enforceable in accordance with its terms.

**PROJECT:**

Project Number: \_\_\_\_\_  
Sutter County APN: \_\_\_\_\_

**APPLICANT:**

Signed \_\_\_\_\_  
Name of Person Signing \_\_\_\_\_  
Title \_\_\_\_\_  
Name of Project Applicant \_\_\_\_\_

**PROPERTY OWNER:**

Signed \_\_\_\_\_  
Name \_\_\_\_\_



**SAW FORM**  
**(Sewage and Water Form)**

**Applicant** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone No.** \_\_\_\_\_ **AP No(s).** \_\_\_\_\_  
**Project Location** \_\_\_\_\_

\_\_\_\_\_

**Engineer** \_\_\_\_\_ **Phone No.** \_\_\_\_\_  
**Address** \_\_\_\_\_

Applications shall include the following signed statement from the Environmental Health Program verifying they have received sufficient information to fully evaluate the proposed project. The SAW form shall be used for all applications regardless of the type of sewer and water supply and will be required as part of an application packet submitted. Applications will be considered to be **INCOMPLETE** without this form.

The Environmental Health Program will check the appropriate spaces below when they have received wastewater disposal and water supply information which is adequate for their review of the application. **Checks do not in any way indicate approval or denial of a proposal** and a handout provided by the Environmental Health Program will explain what information will be required in order to check the spaces below. If you have any questions regarding this form and/or its purposes in the application packet, feel free to contact the Environmental Health Program at (530) 822-7400.

**FOR OFFICE USE ONLY**



Description of the proposed project: \_\_\_\_\_

**WASTEWATER DISPOSAL:**

State Permitted Public Sewer:

N/A                      Public Sewer                      STEP                      On-site

County Permitted On-Site System:

Conventional                      Pressure Dosed                      Mound                      Other  
Homesite Parcel Size Waiver

**WATER SUPPLY:**

State Permitted Public Water System:

N/A                      Public Water System                      Yuba City                      Hillcrest                      Other

County Permitted Water System:

State Small Water System                      Cal Code Water System

Private Well

Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Environmental Health Program Signature

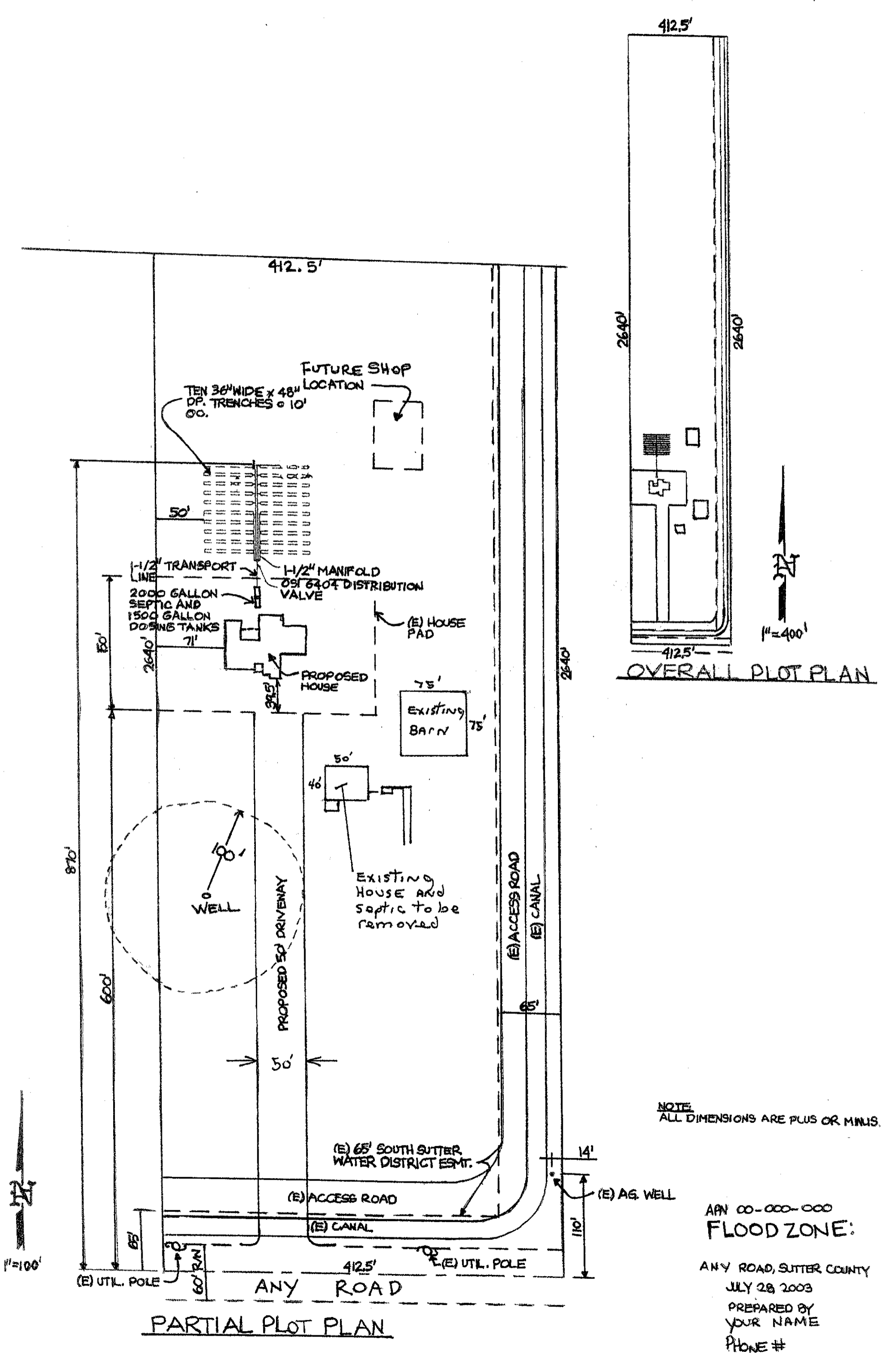
\_\_\_\_\_  
Date

**SUTTER COUNTY PUBLIC WORKS, TRAFFIC, DRAINAGE  
AND FLOOD CONTROL  
APPLICATION REQUIREMENTS**

Applicants are required to submit sufficient traffic, drainage and flood control information necessary for the County to make a determination that a site identified for a proposed project is physically suitable for the proposal.

Additional information may be required to be submitted to identify development impacts and to support proposed mitigation of those impacts in accordance with California Environmental Quality Act. Technical studies, data, memoranda and other information on traffic, drainage and flood control may be required before the proposed application can be scheduled for action. Once the County has received sufficient information from the applicant, the County will determine appropriate conditions of approval for that specific project.

Pre-application consultation with County Public Works Staff on your project specifics will assist in determining the level and type of information and analysis necessary. Public Works staff can be contacted at (530) 822-7450 or e-mail the County's Land Development Engineer at [dtomm@co.sutter.ca.us](mailto:dtomm@co.sutter.ca.us)



412.5'

FUTURE SHOP LOCATION  
TEN 36" WIDE x 48" DP. TRENCHES @ 10' OC.

1/2" TRANSPORT LINE  
2000 GALLON SEPTIC AND 1500 GALLON DOSING TANKS  
1/2" MANIFOLD OR 6404 DISTRIBUTION VALVE

(E) HOUSE PAD

PROPOSED HOUSE

EXISTING BARN

WELL

PROPOSED 50' DRIVEWAY

EXISTING HOUSE AND SEPTIC TO BE REMOVED

(E) ACCESS ROAD  
(E) CANAL

(E) 65' SOUTH SUTTER WATER DISTRICT ESMT.

(E) ACCESS ROAD

(E) CANAL

(E) AG. WELL

(E) UTIL. POLE

(E) UTIL. POLE

ANY ROAD

PARTIAL PLOT PLAN

412.5'

2640'

2640'

412.5'

OVERALL PLOT PLAN

1" = 400'

NOTE: ALL DIMENSIONS ARE PLUS OR MINUS.

APN 00-000-000  
FLOOD ZONE:

ANY ROAD, SUTTER COUNTY  
JULY 28, 2003  
PREPARED BY  
YOUR NAME  
PHONE #