

CITY OF SCOTTS VALLEY

PLANNING DEPARTMENT

One Civic Center Drive • Scotts Valley • California • 95066

Phone (831) 440-5630 • Facsimile (831) 438-2793 • www.scottsvalley.org

DESIGN REVIEW APPLICATION

Note: Property Owner's signature is required

DR _____

Fee: _____

Rct #: _____

Date: _____

Rcv'd: _____

Site Address: _____ APN: _____

Zoning

Designation: _____

Applicant's

Name: _____ W- Phone: _____

Mailing Address: _____ H-Phone: _____

_____ FAX: _____

Property

Owner's Name: _____ W-Phone: _____

Mailing Address: _____ H-Phone: _____

_____ FAX: _____

Describe Project: _____

Please complete the following:

1. Land uses surrounding your site:

North: _____

South: _____

East: _____

West: _____

2. Total square footage of site: _____

3. Total square footage of existing building(s): _____

4. Total square footage of proposed building(s): _____

5. Height of proposed building(s): _____

6. Percentage of site covered by building(s): _____

7. Percentage of site covered by impervious surface(s), i.e., driveways, sidewalks, patios, asphalt, etc.

8. Total percentage of site coverage: _____

9. Number of off street parking spaces:

Existing: _____ Proposed: _____ Total: _____

10. What other permits or applications have been approved or are under-going review for this project? _____

The City Zoning Ordinance contains requirements that govern development standards, such as parking, landscaping, setbacks, etc.

References to specific sections of the Ordinance are noted in parentheses. Please obtain the necessary information from the Planning Department in order to make your submittal as complete and consistent with the Zoning Ordinance as possible.

Please review all of the documents attached to this application.

REQUIRED INFORMATION AND/OR ATTACHMENTS:

- Copy of “Will Serve” letter from the Water District if a water meter will be required
- 1 reduced complete set of the plans on 11" x 17" sized paper
- Twelve (12) copies of plans at the full scale that show all of the applicable information

A. VICINITY MAP: Location of your parcel with respect to adjacent parcels, streets and surrounding areas.

B. SITE PLAN: Minimum scale of 1" = 10' or 1" = 20' unless otherwise approved by staff prior to submittal)

1. General:

- show entire parcel(s) with dimensions and lot size in square feet
- show existing and proposed topography
- show existing and proposed buildings with square footage
- show any buildings to be removed
- show distances of existing and proposed buildings to existing property lines
- show dimensions and locations of all existing and proposed right-of-ways, easements and street frontage, including sidewalks, curb and gutter and planting strips
- show all existing and proposed site improvements, including, but not limited to all utilities (water, sewer, storm drains, gas, electric, telephone, cable, etc.), retaining walls, fences, decks and patios, driveways and sidewalks, signs (refer to Scotts Valley Municipal Code Section 17.44.090), parking areas, erosion control features such as rip-rap, gabion walls, etc., flow of water on and off the site, existing and proposed drainage patterns, culverts and gutters
- show the location of all existing trees
- the location and access to existing and proposed trash enclosure(s) and dumpster(s). All trash enclosures shall meet City standards (refer to Scotts Valley Municipal Code Section 17.44.020)
- show all existing buildings, structures and land uses surrounding the project site within fifty feet (50') of the project boundary property lines

2. Parking and Circulation: See Scotts Valley Municipal Code Section 17.44.030).

- show locations and dimensions of parking spaces and lot layout, driveway entrances and exits, loading and unloading zones, sidewalks and concrete curbing, bicycle racks and motorcycle parking, continuous curbing rather than bumper stops shall be provided.

3. Lighting: For building exterior, walkways, parking lot, etc.

- show locations and heights of all proposed light fixtures
- show detail of type, size, color, material and wattage
- show an elevation of free standing fixtures showing height and beam pattern

C. GRADING PLANS: The City’s Hillside Regulations require Design Review for grading on slopes over 30% for existing lots of record. To ensure that an appropriate level of detail is shown on grading plans, slope contours shall be provided at intervals as follows:

| <u>Slope</u> | <u>Contour Interval</u> |
|---------------|--------------------------|
| 0.00-1.00% | One Foot |
| 1.00-25.00% | Five Feet |
| 25.00 or more | No greater than 10 feet* |

In addition to the above, slopes shall be shaded on the project site plan with the following slopes and shall also show the proposed grading, driveways, and building footprints:

- 0.00%-25.00%;
- 25.01-30.00%;
- 30.01-39.99%; and,
- Over 40.00%

Please note that the Planning Commission in their review may require additional details and slope contour information for parcels with an average slope which is near or at 40%. If a parcel has an average slope of over 35%, additional detail should be provided with contours of five and two feet, to be determined by the Community Development Director.

- D. ARCHITECTURAL ELEVATIONS:** Minimum scale of 1/4" = 1' or 1/8" = 1', unless otherwise approved by staff prior to submittal and shall be drawn on a separate sheet.
- show elevations of all sides of existing and proposed buildings with all dimensions, including height measured from natural grade of finished grade (whichever is lower) to the topmost point above.
 - label exterior materials, color, texture and trim, roof material, roof color and pitch, windows, doors, screens, skylights, all exposed mechanical equipment and screening, finished and natural grade.
- E. ARCHITECTURAL COLOR RENDERING:** Optional and drawn on separate sheet.
- provide a perspective or isometric drawing ad adequate scale to show a view of site and/or major design feature from the “most public location”
- F. LANDSCAPING:*** Minimum scale of 1" = 10' or 1" = 20', unless otherwise approved by staff prior to submittal and shall be drawn on separate sheet.
- plans need not be prepared by, but shall be approved by a licensed landscape architect
 - show existing vegetation and trees, note tree species, type and trunk size
 - show any existing trees along adjacent property within 30 feet of project boundary, note species and size of all trees that are greater than 24" circumference in size
 - project grading plans shall show all mature trees (Scotts Valley Municipal Code Section 17.44.080) and shall provide a table showing the tree number, type and whether it is being removed, relocated or retained and why.
 - proposed landscape plan, including species type, size and number
 - proposed fences, walls, walkways and paving

- show all landscaping with relation to building and parking locations
- *Please refer to the “*City of Scotts Valley Policy Statement for Water Conservation for New Development*” handout available in the Planning Department

G. IRRIGATION* : Minimum scale of 1" = 10' or 1" = 20', unless otherwise approved by staff prior to submittal and shall be drawn on separate sheet.

- plans need not be prepared by, but shall be approved by a licensed landscape architect.
- include a legend and show the point of connection to water supply, sprinkler head, pipe locations and sizes, valve location and sizes, note gallons per minute, back-flow prevention unit type and location, pressure vacuum regulator type and location, clock location and pressure regulator (where appropriate)
- *Please refer to the “*City of Scotts Valley Policy Statement for Water Conservation for New Development*” handout available in the Planning Department

H. SIGNS: See Scotts Valley Municipal Code Section 17.44.090 for size and location requirements.

- show dimensioned locations and mounting details of signs on building elevations and locations of signs on site plan
- note colors, materials, lighting and dimensions

I. COLOR & MATERIALS DISPLAY: Samples of colors and/or materials shall identify the name of manufacturer, project, style, identification numbers and other pertinent information. All samples shall be mounted on a display board no larger than 8-½" x 14".

APPLICATION PROCESS:

- Within 30 days of submitting a Design Review applications, Planning Department staff review the applications for their completeness and consistency with the City’s Municipal Code.
- Once determined to be complete, the application is scheduled for the next available Planning Commission meeting, which are held on the second and fourth Thursday of each month.
- Once the application is scheduled for Planning Commission review, the applicant will receive a notice about the time and location of the Planning Commission meeting.
- The applicant/owner or authorized representative should attend the meeting and be prepared to answer any questions. Applications may be continued from one meeting and may be held over to the next meeting.
- After the meeting, the applicant will receive a written copy of the minutes of the meeting. If the project is approved the applicant will also receive conditions of approval of the project.

- Within 10 working days from the posting of the draft meeting minutes, the applicant or the general public may appeal the Planning Commission decision on the application to the City Council, at the soonest available meeting.
- ***Please note that plans and information you have submitted for Design Review are not part of the building permit application process.*** A separate building permit application and construction plans and information required by the Building Department must be submitted. Building permits may be applied for but will not issued before the end of the appeal period.

OTHER IMPORTANT NOTES:

- Construction of the project must commence within one year of Planning Commission approval, or the Design Review approval becomes invalid.
- A Landscape Maintenance Agreement may be required as part of this approval.
- Please contact the Scotts Valley School District office to discuss the potential impact your project may have over and above the statutory fees required (831) 438-1820.
- Please review the “*Guide for the Preparation of Traffic Impact Studies*” to determine if your project will require a traffic study.



NOTE: Signature of the property owner is required. If property owner is unavailable to sign this application, an original letter of authorization from the property owner is required.

I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:

Signature of Property Owner(s)

Date: _____

Signature of Property Owner(s)

Date: _____