Submittal Requirements

For a Minor Design Review Permit (MDRP):

- **1.** Ten (10) copies of a fully dimensional site plan drawn to scale indicating:
- Property lines, building setback lines, and all easements of record
- Existing and proposed buildings and structures on-site
- Driveways, walkways, and parking spaces
- Ground-mounted equipment, trash enclosures, and fences
- Exterior lighting including type, location, height, and method of shielding light
- Summary of project statistics including zoning, square footage, parking requirements
- 2. Ten (10) copies of detailed grading and drainage plan
- **3.** Ten (10) copies of fully dimensional elevation plan drawn to scale indicating:
- Building elevations from all sides (indicating direction)
- All building materials and colors labeled on plans
- **4.** Ten (10) copies of a landscape plan drawn to scale indicating:
- Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L,M,H)

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- A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
- Shading calculations for parking areas
- The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
- 5. One (1) reduced set (11"x17") of all plans
- **6.** One set of Color & Materials samples
- **7**. MDRP Application Fee
- 8. If applicable, Parking In-Lieu Fee

For a Building Permit:

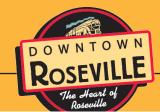
Please contact the Building Division for Building Permit submittal information (916) 774-5332

For an Encroachment Permit:

For construction extending into the public right-of way, please contact the Engineering Division for Encroachment Permit information (916) 774-5339.







Pre-Design Projects

Planning & Redevelopment Department



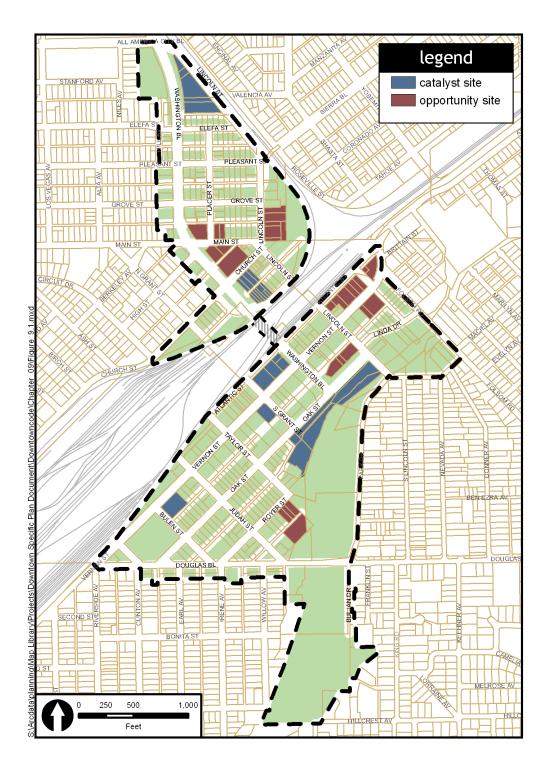
Within the Downtown Specific Plan (DTSP), six catalyst sites were identified and Pre-Design projects were developed for those sites. The Pre-Designs illustrate several important design and development features for projects within the DTSP area, including:

- The application of code and regulatory requirements;
- Site features, including Floor Area Ratio (FAR), building area and site area breakdown;
- Parking characteristics, including requirements, spaces provided and lot layout and access, and;
- Building design and orientation



Preliminary Approval

With the adoption of the DTSP, the Pre-Design projects were granted preliminary approval. The intent of granting the preliminary approval was to provide an incentive to Downtown developers by streamlining the review process for these projects. The Pre-Design projects were evaluated by the various City Departments for compliance with the applicable regulations and standards. A complete discussion of the specific requirements is included in Chapter 9 of the Downtown Code.



Application Process

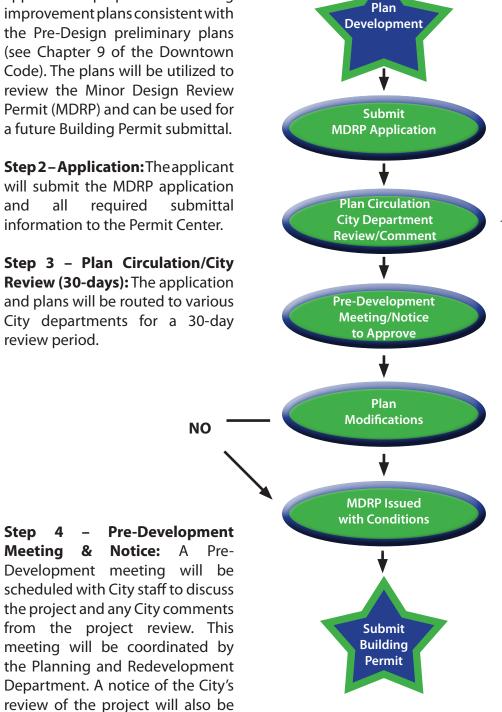
Development plans that are in substantial conformance with the approved Pre-Designs can be processed through a Minor Design Review Permit (MDRP), as follows:

Step 1 - Plan Generation: The applicant prepares building improvement plans consistent with the Pre-Design preliminary plans (see Chapter 9 of the Downtown Code). The plans will be utilized to review the Minor Design Review Permit (MDRP) and can be used for a future Building Permit submittal.

Step 2 – Application: The applicant will submit the MDRP application and all required submittal information to the Permit Center.

Step 3 - Plan Circulation/City **Review (30-days):** The application and plans will be routed to various City departments for a 30-day review period.

posted.



Step 5 - Plan Modifications: If no revisions to the plans are requested, the application will proceed to Step 6. If all City requirements have not been addressed, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have

Revise

and

Resubmit

Step 6 - MDRP Issuance: The Planning and Redevelopment Department will issue the MDRP entitlement if the proposed project complies with City requirements.

YES

been addressed.

Step 7 - Building Permit: Submit a Building Permit application to the Building Department. Upon issuance of the Building Permit, construction can begin on the project.