



CITY OF WILLIAMS PLANNING DEPARTMENT DESIGN REVIEW APPLICATION CHECKLIST

MAJOR/ MODERATE PROJECTS

TO APPLICANTS: The following list includes all the items you must submit for a complete application. **Planning Staff will use a copy of this list to check your application for completeness after it is submitted.** If your application is not complete, a copy of the list will be returned to you marked according to the legend at the end. If submitting blueprints, Planning Staff encourages that you submit one copy of the plans to allow for application completeness check and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

When a Design Review application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City architectural review process.

APPLICATION NUMBER: _____

Staff Use:

Complete :

- ___ A. **Planning Application Form** complete and signed.
- ___ B. **Addressed and stamped envelopes with parcel numbers of the persons who live or own property within a 300 foot radius of the project, and accompanying radius map.**
- ___ C. **Base Application Fee:** In accordance with the City's Planning Fee Schedule.
- ___ D. **Site Plan:** One copy reduced to 8-1/2" x 11".
- ___ E. **Five (5) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12" and **Ten (10) Copies of Plan Sets on 11" x17"** including:

Staff
Comments:

1. Project Site Plan drawn to scale and indicating dimensioned property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways; ; trash enclosures; - the location, type and trunk diameter, and status (e.g. to be saved, removed, relocated) trees on the site; indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site, and a vicinity map

showing the location of the project in relation to major city streets (Recommend using a City street map to identify location).

2. Statistics and Descriptive Information, including:
- Staff Comment:* 9 (a) The zoning and current uses of the site and adjacent properties.
9 (b) The square footage of the project site.
9 (c) A calculation of the number of parking spaces required and provided.
9 (d) The area of the site to be covered by buildings and paved surfaces.
9 (e) Square footage of planted areas.
3. Architectural Plans, including elevations views of all sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, building lighting, building materials and colors. Include eight copies of reduced to 8-1/2" x 11" colored architectural elevations renderings.
- Staff Comment:*
4. Preliminary Landscape and Irrigation Plans indicating proposed plant materials (including common and botanical names of all plant materials (including common and botanical names of all plants), hardscape areas, existing trees to be retained, removed or replaced. Plans need to comply with Section 17.02.120 of the Williams Zoning Code regarding water efficient landscaping. Requirements include plan preparation by a licensed landscape architect, landscape contractor or certified landscape designer and specific design standards.
- Staff Comment:*
5. Signs: General locations of contemplated signage on the building or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:
- Staff Comment:*
- ___ (a) Dimensions and square footage of all signs.
___ (b) Dimensions and square footage of building walls on which signs are located.
___ (c) Means of lighting.
___ (d) Heights of all signs.
___ (e) Message that will appear on each sign.
___ (f) Description of materials and colors for letters and background.
___ (g) A scaled drawing of each sign showing typeface and design details.
6. Exterior Lighting Plan including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.
- Staff Comment:*

Staff
Comment: 7. Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relation ship to exterior use areas.

Staff
Comment: 8. Site Features Plan showing details on location and design of trash/recycling enclosures, outdoor seating areas, walls, benches, tables, bicycle parking and outdoor storage facilities.

Staff E. **Site Photographs** of the project site, including neighboring development and including a key map of where each photo has been taken.

Comment:

GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner. Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify and questions that may arise.

APPLICATION SCHEDULING

The application will be reviewed by City Staff to determine if all required information was submitted. If the application is found incomplete, the applicant will be notified within 30 days as to what additional information is required.

If the application is found complete, it will be scheduled for the next available Technical Advisory Committee meeting. The committee will review the application and make recommendations to the Planning Commission. The applicant will be notified of Planning Commission hearing and a copy of the Planning Commission agenda will be sent to the applicant.

FEES

Design Review applications require payment of a nonrefundable processing fee. Submittal fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings.

Minor Design Review \$500.00
(a) remodeling or rehabilitation of an existing building or structure with no increase or expansion in square footage,
(b) a structural addition of 500 square feet or less to an existing building or structure, or (c) installation of a new sign.

Major Design Review \$1,833.00
All other applications for design review approval

*Design Review Fee for each additional Planning Commission meeting over one per application.

\$500.00

Checks can be made payable to "City of Williams."

Additional Staff Comments: _____

Received By: _____

Checked By: _____

Date Received: _____