



600 Sixth Street ♦ Lincoln, California 95648 ♦ www.ci.lincoln.ca.us

**FILING INSTRUCTIONS FOR
RESIDENTIAL SUBDIVISION/PRODUCTION
HOME
DESIGN REVIEW**

**NOTE: IF YOU HAVE ANY QUESTIONS OR WOULD LIKE TO SET UP A
PRE-APPLICATION MEETING WITH STAFF PRIOR TO FORMAL
SUBMITTAL CONTACT THE PLANNING DIVISION (916) 434-2470**

June 2021

FILING PROCEDURES FOR APPLICANTS

Prior to filing your application, Planning staff will work with you to ensure that the proposed elevations comply with the latest provisions in the Lincoln Zoning Ordinance, or specific General Development Plan pertinent to your project.

After your application is filed with the Community Development Department, it will be checked to determine if all accompanying documents and required information have been submitted to ensure completeness. If the application is complete, your project will be scheduled for the next available Design Review Board meeting.

Since approval of the application cannot be granted by the Planning Commission until a project has been considered by the Design Review Board, it is in the applicant's best interest to supply as much technical information and data as possible. This information will assist the City in making a determination on the project. The consequence of not providing clear and accurate information could result in processing delays and/or denial.

The Design Review Board will review the application according to the specific design criteria and will make a recommendation via a staff report to the Planning Commission. The Planning Commission will act upon the project and approve, approve with conditions, deny or modify the recommendations of the Design Review Board.

I have read and understand the information contained on this page:

Applicant Signature

Date

Residential Subdivision/Production Home Design Review APPLICATION SUBMITTAL REQUIREMENTS

- A) **One (1)** copy of the completed Universal Application Form with all required signatures.
- B) Required processing deposit(s)
- D) Required exhibits are as follows:
 - Five (5)** - 11" x 17" plan sets, including all elevations, floor plans, roof plans, and landscape plan (if required).
 - Five (5)** - 11" x 17" colored elevations.
 - One (1)** - 24" x 36" plan sets.
 - Five (5)** - 11" x 17" of the subdivision map.
 - One (1)** set of all exhibits in an 8 ½" x 11" reproducible copy.
 - One (1)** CD or thumb drive with all above noted exhibits.
- E) **One (1)** color scheme binder with materials and colors (label manufacturer, type of materials and color name).
- F) **One (1)** full-sized color: artist rendering, or photomontage in color depicting how the project will appear (Streetscape).
- G) Additional information as deemed necessary by the Planning Division.

NOTE: All exhibits should be collated, stapled on left-hand corner, and folded to an 8 ½" x 11" size. Full size color exhibits are not required to be folded.

Use the following checklist to ensure completeness of submittal:

- Vicinity Map including name and north arrow
- Site Plan - Fully dimensioned, drawn to scale or scalable, with the following:
 - ✓ Sample Site Plan to include: property lines, building setback lines, and all easements of record, etc.
 - ✓ Roads, alleys, driveways and parking spaces (including off-street parking design)
- Floor Plan – Fully dimensioned, drawn to scale or scalable, with the following:
 - ✓ Location of Air Conditioning condenser
- Elevations – Fully dimensioned, drawn to scale or scalable, showing the following:
 - ✓ All building elevations
 - ✓ Enhanced elevations to include same materials and features as that of the front elevation
 - ✓ All building materials and colors – labeled on plans
 - ✓ All building features, including wall mounted lights (with lighting cut-sheet), decorative features, etc. – labeled on plans
 - ✓ Roof plan

- ✓ Sample binder/board of materials and colors (label manufacturer, type of materials and color name)
- Landscape Plan – drawn to scale showing the following:
 - ✓ Location of all existing and proposed trees and Tree Legend indicating: botanical name and common name, quantity and size
 - ✓ A Plant Legend in table form for all shrubs and ground cover to include the following information: botanical and common name, quantity, size
- If applicable, Grading, Drainage and Utilities Plan – drawn to scale showing the following:
 - ✓ Project name, north arrow and scale
 - ✓ Grades and slopes for all accessible paths of travel
 - ✓ Surrounding street grades and pad elevations of proposed buildings
 - ✓ All cut/fill slopes
 - ✓ Location and elevations of proposed retaining walls
 - ✓ Method of drainage
 - ✓ Water and sewer plan
 - ✓ Any natural features, including wetlands, streams, slopes, etc.
 - ✓ All existing and proposed utility structures
 - ✓ Proposed utility locations
- If applicable – Other Information:
 - ✓ Arborist report – required for the removal of any native oak trees located on the property
 - ✓ Additional information as deemed necessary by the City of Lincoln