



600 Sixth Street ♦ Lincoln, California 95648 ♦ [www.ci.lincoln.ca.us](http://www.ci.lincoln.ca.us)

# FILING INSTRUCTIONS FOR COMMERCIAL & INDUSTRIAL

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## DESIGN REVIEW & SPECIFIC DEVELOPMENT PLAN/ DEVELOPMENT PERMIT

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 DEPARTMENT (916) 434-2470

## FILING PROCEDURES FOR APPLICANTS

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 and if the application is complete. If the application is complete, your project will be scheduled for the next available Design Review Board meeting.

**Since no approval can 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:

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Applicant Signature

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Date

## **APPLICATION SUBMITTAL REQUIREMENTS**

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- A. **One (1)** copy of the completed Development Application form with all required signatures.
- B. Required processing fee (see fee schedule on the City's website)
- C. **One (1)** copy of a preliminary title report, current within 6 months.
- D. **One (1)** copy of the Post Construction Storm Water Quality Plan and Templates.
- E. Required exhibits are as follows:
  - One (1)** - 11" x 17" plan sets, including all elevations, floor plans, roof plans, and landscape plan (if required).
  - One (1)** - 11" x 17" colored elevations.
  - Five (5)** - 24" x 36" plan sets.
  - 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 and documents.
- F. **One (1)** color scheme binder with materials and colors (label manufacturer, type of materials and color name).
- G. **One (1)** full-sized color: artist rendering, or photomontage in color depicting how the project will appear (Streetscape).
- H. Additional information as deemed necessary by the Planning Department.

**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:

- Site Plan - Fully dimensioned, drawn to scale showing the following:
  - Property name, north arrow and scale (must be engineer's scale – no smaller than 1"=40')
  - Date of preparation and signature of documentation author
  - A vicinity map
  - Property lines, building setback lines, and all easements of record
  - Lot dimensions along with square footage/acreage of site
  - Proposed buildings and structures including dimensioned setback lines
  - Existing buildings and other structures (fences/walls, pools, etc.) on-site
  - All planted areas and areas to be planted (include location of existing trees).
  - Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
  - Roads, alleys, driveways, walkways, and parking spaces (including off-street parking design, with individually numbered spaces and disabled, van/carpool,

compact, and NEV spaces designated. Show location of charging stations for NEV's.

- Location and name of all streets and alleys which border the subject property
  - Location of utilities – electrical panels/main switchboards, gas meters, etc.
  - Screens or walls for ground-mounted equipment, trash enclosures, etc. Provide colors and materials of screens and walls
  - Existing and proposed fencing detail, colors and materials labeled
  - Proposed exterior lighting plan showing the location, height, method of shielding light, include a lighting cut-sheet showing, fixture type, model, and wattage clearly labeled
  - Photometrics for all building and site lighting
  - Summary of project statistics including zoning, square footage, parking requirements, and lot coverage
  - Location, size and details of any proposed signage
- Grading, Drainage and Utilities Plan – drawn to scale showing the following:
- Project name, north arrow and scale (scale to match site plan)
  - 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, provide detail of wall with color and materials labeled
  - Method of drainage
  - Any natural features, including wetlands, streams, slopes, etc.
  - Location of:
    - Electric meters and transformers
    - Sewer and water lines and drainage facilities
    - Water meters
    - Cleanouts
    - Backflow preventers
    - Fire department connections, hydrants, and post indicator valves
    - Gas meters
    - Trash enclosures
    - Direction of drainage
  - Fire lanes delineated with 38/58 turn radii
  - All existing oak trees shall be numbered as assigned in Arborist Report.
  - Identification of oak trees to be removed. Indicated measures to be taken to comply with the City's Oak Tree Guidelines (if applicable)
- Elevation Plans – fully dimensioned, drawn to scale (no smaller than 1/8" = 1') showing the following:
- Building elevations from all sides (indicating direction, e.g. North, South)
  - Materials and colors – labeled on plans
  - Accoutrements, including wall mounted lights, access ladders, drain pipes, illuminated addresses, etc. – labeled on plans
  - Location of utilities – electrical panels/main switchboards, gas meters, etc.
  - Roof plan with cross section indicating any roof mounted equipment and proposed screening, provide height of equipment and parapets
  - Proposed floor plan(s)

- Landscape Plan – drawn to scale showing the following:
  - Project name, north arrow and scale (scale to match site plan)
  - Location of all existing and proposed trees, shrubs and groundcover, including 'Planting Legend' indicating: botanical name and common name; quantity and size; and water usage (Low, Medium, High); height & width for mature shrubs
  - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening, entry treatment, streetscape, property line treatment, etc.)
  - Detail of pedestrian plazas/site furniture and enhanced paving
  - The height and design of all fencing, walls, or other screening, including adjacent developments that would effect or influence the on-site landscaping, include colors, materials and any other decorative elements such as plaster caps and cornices
  
- If applicable:
  - Three (3) copies of an Arborist report – required if there are any oak trees located on the property or within 25-feet of the project site.
  - Additional information as deemed necessary by the City of Lincoln (e.g. traffic studies, wetland reports, noise studies, etc.)