



## DESIGN REVIEW PROCESS

DEPARTMENT OF PLANNING AND BUILDING SERVICES  
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912  
(530) 251-8269 · (530) 251-8373 (fax)  
[www.co.lassen.ca.us](http://www.co.lassen.ca.us)

In any zoning district incorporating a “D” Combining District, or any other district requiring design review, approval of an application for design approval shall be secured for the construction of any building or structure. The intent of design review is to ensure that buildings, structures and improvements are designed and constructed so that they will not be of unsightly, undesirable, or obnoxious appearance to the extent that they will hinder the orderly and harmonious development of a community or the county, or otherwise affect the general prosperity and welfare.

### APPLICATION

An application form for design approval is available from the Planning Department. This application must be completed by the applicant or his/her agent and submitted to the Planning Department along with three sets of plans of the proposed project. Two copies of the plans may be picked up after the design review process is completed. The information needed on the plans is described on the application form. Filing fees are as follows: \$63.00 for Single-Family Residential; \$95.00 for Multi-Family Residential and Commercial; \$127.00 for Multi-Unit Commercial.

### ARC

The Architectural Review Committee (ARC), consisting of the County Planning Director (who shall act as chairman of the committee), the County Building Inspector, and a Planning Commissioner, to be appointed annually by the Chairman of the Planning Commission, shall convene within 15 working days to consider the application. The ARC shall move to either accept the application as submitted or shall suggest any changes in the plans as it may deem necessary to accomplish the purpose of the Design Review District. The ARC shall not approve any plans until it is satisfied that such purposes will be accomplished.

### APPEALS

In case the applicant is not satisfied with the action of the ARC, he may, within thirty (30) days after such action, appeal in writing to the Planning Commission. The Commission shall hold a hearing on said appeal and shall render its decision within thirty (30) days after the filing. In case the applicant is not satisfied with the action of the Planning Commission, the applicant may, within ten (15) days after such action, appeal in writing to the Board of Supervisors. The Board shall hold a hearing on the appeal and shall render its decision within thirty (30) days after the filing.

For additional information regarding the design review process, contact the Lassen County Planning and Building Services Department, 707 Nevada Street, Suite 5, Susanville, California 96130. Phone (530) 251-8269.

Suggested attachment: Application for Design Approval



# DESIGN REVIEW APPLICATION

FILING FEE: \$63.00 FOR RESIDENTIAL; \$95.00 FOR MULTI-FAMILY  
 RESIDENTIAL AND COMMERCIAL; \$127.00 FOR MULTI-UNIT COMMERCIAL  
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Form must be typed or printed clearly in black or blue ink. All sections must be completed in full.

This application consists of two pages; only attach additional sheets if necessary.

FILE NO. \_\_\_\_\_

<b>Property Owner/s</b>	<b>Property Owner/s</b>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: <span style="float: right;">Fax:</span>	Telephone: <span style="float: right;">Fax:</span>
Email:	Email:

<b>Applicant/Authorized Representative*</b>	<b>Agent (Land Surveyor/Engineer/Consultant)</b>
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: <span style="float: right;">Fax:</span>	Telephone: <span style="float: right;">Fax:</span>
Email:	Email: <span style="float: right;">License #:</span>

<b>Project Address or Specific Location:</b>			
<b>Deed Reference:</b> Book:	Page:	Year:	Doc#:
<b>Zoning:</b>		<b>General Plan Designation:</b>	
<b>Parcel Size (acreage):</b>	Section:	Township:	Range:

<b>Assessor's Parcel Number(s):</b>	- -	- -	- -
- -	- -	- -	- -

<b>Project Description/Proposed Use of Structure:</b>

<b>SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT:</b> I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	<b>*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE</b> (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided, or if they have an appropriate contractor's license.)
Date:	Date:
Date:	Date:

**See associated process form for required attachments and instructions.**

Application for design review may be prepared by the property owner or his qualified agent and shall be accompanied by drawings or sketches made clear and legible on sheets of paper at least 8½”x11” in size. Three (3) copies of such applications for design approval shall be submitted to the Planning Department and shall include, but not be limited to, the following information:

**1. Plot Plan/Layout Design:**

- a) The location of all existing and proposed structures on the property together with their dimensions, distance between structures and setback distances from property lines.
- b) Approximate location of all streams, drainage channels, and/or bodies of water and an approximate indication of slope and elevation of the property.
- c) Names, locations, and widths of all existing and proposed streets or right-of-ways known to the owner as to location on or near the property.
- d) Proposed type and location of driveway, parking areas, sidewalks, fences, shrubs, landscaping, etc.
- e) The relation to the existing buildings and structures in the general vicinity and area.
- f) Location of sewer lines and leach field areas.

**2. Setbacks:**

<b>Front: Required</b>	_____	<b>Proposed</b>	_____
<b>Side: Required</b>	_____	<b>Proposed</b>	_____
<b>Rear: Required</b>	_____	<b>Proposed</b>	_____

**3. Proposed building and/or improvements showing the same as it will appear after the work for which the permit is sought shall have been completed:**

**Design of proposed construction and/or other improvement (show on drawings).**

**Height and area of buildings:** \_\_\_\_\_

**Ground level to roof peak:** \_\_\_\_\_

**Ground level to top of wall (show on drawings.):** \_\_\_\_\_

**Roofing:** Type: \_\_\_\_\_

Pitch: \_\_\_\_\_ Eave Lengths: Sides \_\_\_\_\_ Gabled Ends \_\_\_\_\_

\*Color: \_\_\_\_\_

**Elevations of proposed building (shown on drawings).**

**Exterior:** Material: \_\_\_\_\_

\*Color of Siding: \_\_\_\_\_

Masonry work – color and materials to be used: \_\_\_\_\_

**\*Two (2) color samples of new roof or exterior must accompany this application.**

**Staff Use Only:** Fire Responsibility Area:  SRA  LRA-very high Chapter 7A materials required:  Yes  No

Conference with Cal Fire required:  Yes  No Building Inspector intake review complete (initial): \_\_\_\_\_ Date: \_\_\_\_\_