



# City of Red Bluff

Community Development Department  
 555 Washington Street  
 Red Bluff, CA 96080  
 (530) 527-2605 ext. 3059

Application No. \_\_\_\_\_

## APPLICATION FOR Design Review

Applicant Information			
Applicant Name		Daytime Phone	
Applicant Street Address		Email	
City	State	Zip	
Property Owner Name		Daytime Phone	
Property Owner Address		Email	
City	State	Zip	
Engineer/Architect		Daytime Phone	
Address		Email	
City	State	Zip	
Project Information			
Property Address/Location			
Assessor's Parcel No(s)		Parcel Size	
Existing Land Use		Building Size	
Present Zoning		Present General Plan Designation	
Description of Project			
Please list the specific questions you would like answered (use additional pages if necessary).			
For Office Use Only			
APPLICATION NO.	PROJECT NO.	DATE RECEIVED	DATE APPLICATION CERTIFIED COMPLETE
FEE RECEIVED/CHECK NO.	CEQA DETERMINATION		
	Exempt <input type="checkbox"/>	N.D. <input type="checkbox"/>	M.N.D. <input type="checkbox"/>
			EIR <input type="checkbox"/>
			DATE FILED

**ENVIRONMENTAL INFORMATION FORM**

Date Filed: \_\_\_\_\_

**General Information:**

1. Name and address of developer/project sponsor: \_\_\_\_\_

2. Address of PROJECT: \_\_\_\_\_

3. Assessor's Parcel Number: \_\_\_\_\_

4. Name, address and telephone number of person to be contacted concerning this project:

\_\_\_\_\_  
\_\_\_\_\_

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

\_\_\_\_\_

6. Existing Zoning District: \_\_\_\_\_

7. Proposed use of the site (Project for which this form is filed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Project Description:**

8. Site size:

9. Square footage:

10. Number of floors to be constructed:

11. Amount of off-street parking provided:

**12. If residential:**

Number of units:

Design of units (i.e. single family, multi-family, etc):

Square footage of each unit:

**13. If commercial:**

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable):

Hours of operation:

**14. If industrial:**

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

**15. If institutional:**

Estimated occupancy:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

16. If the project involves a variance, conditional use, request for annexation, or rezoning application, state this and indicate clearly why the application is required.

17. Attach site plan(s).

***Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary):***

18. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.

Yes \_\_\_\_\_ No \_\_\_\_\_

19. Change in scenic views or vistas from existing residential areas or public lands or roads.

Yes \_\_\_\_\_ No \_\_\_\_\_

20. Change in pattern, scale or character of general area of project.

Yes \_\_\_\_\_ No \_\_\_\_\_

21. Significant amounts of solid waste or litter.

Yes \_\_\_\_\_ No \_\_\_\_\_

22. Change in dust, ash, smoke, fumes or odors in the vicinity.

Yes \_\_\_\_\_ No \_\_\_\_\_

23. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.

Yes \_\_\_\_\_ No \_\_\_\_\_

24. Substantial change in existing noise or vibration levels in the vicinity.

Yes \_\_\_\_\_ No \_\_\_\_\_

25. Site on filled land or on slope of 10 percent or more.

Yes \_\_\_\_\_ No \_\_\_\_\_

26. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

Yes \_\_\_\_\_ No \_\_\_\_\_

27. Substantial change in demand for municipal services (police, fire, water, sewage, etc.),

Yes \_\_\_\_\_ No \_\_\_\_\_

28. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)

Yes \_\_\_\_\_ No \_\_\_\_\_

29. Relationship to a larger project or series of projects.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Environmental Setting:**

30. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

31. Describe the surrounding properties, including information on plant – and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc) intensity of land use (one-family, apartment houses, shops, department stores etc.) and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

## **How the Process Works**

Design Review is administered by the Community Development Department. Persons planning development are encouraged to contact the Department to discuss the project with staff.

Design Review process is as follows:

1. Initial Conference with Staff:

Before developing detailed plans, ideas and concepts should be discussed with the Community Development Department. (Call (530) 527-2605 ext. 3059 or email at [blindauer@cityofredbluff.org](mailto:blindauer@cityofredbluff.org) for an appointment).

2. Application:

The process begins when the applicant completes an application form, pays the fee and submits the required number of sets of plans. The details required for each type of plans are listed under "Plans".

3. Review:

This review allows the Technical Advisory Committee to evaluate the proposed project and provide feedback to the applicant on any changes/additions that are necessary. This review can take two to four weeks depending on the complexity of the project. In addition, if the project involves review of governmental entities other than the City of Red Bluff, the City sends out a review request to those entities. This can extend the review time.

Once the Community Development Department has received all comments from the reviewing entities, the Department sends a review letter to the applicant stating the necessary revisions to the project, if applicable. If the revisions are substantial, a resubmittal of the plan will be requested by the Department. If the project requires no changes or the changes are not substantial, the letter will instruct the applicant to submit building plans to the Building Department for building permit.

## **Fees**

Application fees for Design Review are as follows:

Design Review, 2-4 Dwelling Units	\$283.00
Design Review, 5-16 Dwelling Units	\$339.00
Design review, 17 or more Dwelling Units	\$22.00 per unit
Design Review, Non-Residential, 0 to 2,500 sq. ft.	\$276.00
Design Review, Non-Residential, 2,501 to 10,000 sq. ft	\$351.00
Design Review, Non-Residential, > 10,000 sq. ft	\$351.00 plus \$34.00 for each additional 10,000 sq. ft.

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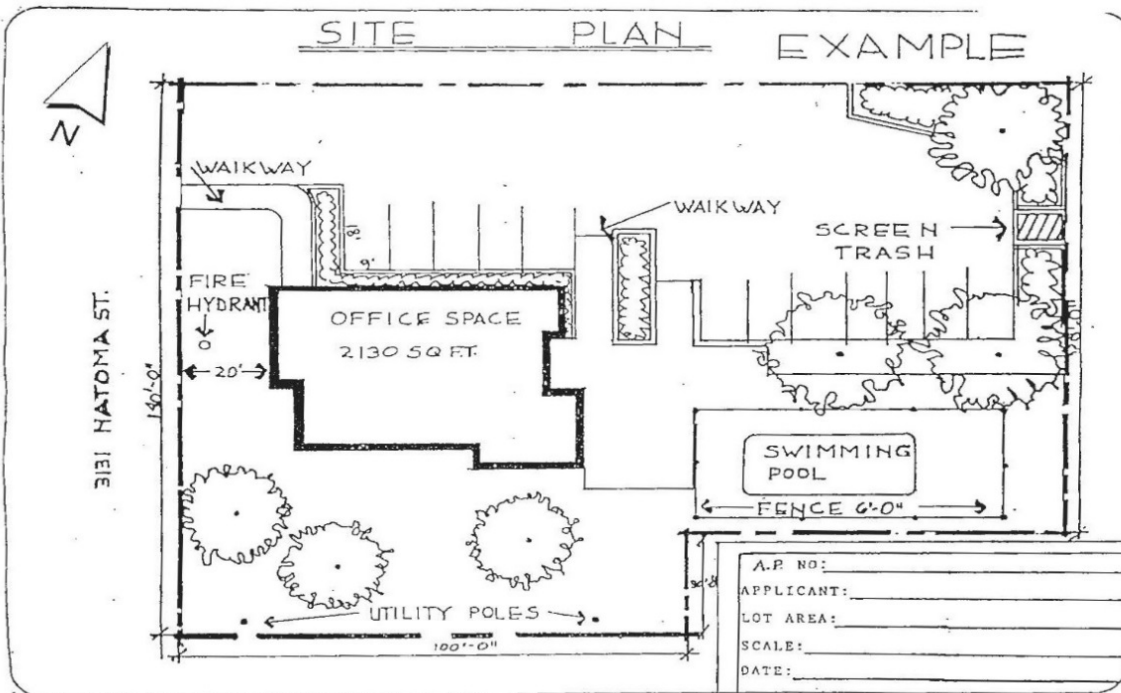
**Plans**

Plans must contain sufficient detail to show compliance with these guidelines. An applicant must submit 2 sets of plans, one electronic form of plans, a completed application for Design Review, and the application fee. If the plans require review by the Planning Commission 6 additional sets of plans are required.

Plans should contain the following information.

1. SITE PLAN

1. Dimensioned property lines and setbacks
2. Location, name and width (including required widening of adjacent streets.)
3. The name, location and width of watercourses.
4. Existing and proposed public and private easements.
5. All proposed improvements and existing improvements which will be retained.
6. Parking spaces and aisles, dimensioned and with the flow of traffic noted by arrows.
7. Access and circulation for pedestrians and vehicles
8. Walls, fences and exterior lighting structures.
9. Landscaped and outdoor use areas.
10. If new sign area is proposed, the location of all existing and proposed signs.
11. Trash and recycling area enclosures.



2. STATISTICS AND OTHER INFORMATION

1. A calculation of the number of parking spaces required.
2. The area of the building site.
3. The total number of new dwelling units and existing units that will remain.
4. The area of the site to be covered by buildings and parking.
5. Note proposed use of occupancy of each portion of all buildings.
6. The zoning and actual current use of the site and adjacent properties.

3. SITE GRADING PLANS

1. Present and proposed elevations and retaining walls.

2. Show means of draining lot surface water and where it will be discharged.

4. BUILDING FLOOR PLANS

5. BUILDING ELEVATIONS

1. All sides of buildings.
2. Location and size of signs.
3. Materials and colors of all exterior surfaces and features.
4. Exterior mechanical equipment and proposals for screening, including electrical and gas connections and meter boxes.

6. LANDSCAPE PLANS

1. Treatment of all unpaved areas not occupied by structures.
2. Size, height and location of existing and proposed plants.
3. Street trees.
4. Method of irrigation.

7. MATERIALS

The applicant may be required to include supplementary material such as photographs, actual building materials, color perspectives and renderings or a written explanation of design rationale or proposals that are hard to describe with pictures.