



City of Dixon

Dixon Planning Application Submittal Checklist for Design Review

WHAT IS DESIGN REVIEW AND WHY DOES DIXON DO IT?

Design Review is focused on the aesthetics, function, and flow of development. This is to ensure that it does not just suit the needs of the property owner, but also fits comfortably within the community it is in, as well as Dixon as a whole and considers elements such as siting, landscaping, elevations, scale, design, signage, and more. The intent is to promote sound land use development and assist in the development of architectural standards for all types of development, including residential, commercial, industrial, and even public service. Design Review applies to all zoning districts within the City. While all projects involving exterior improvements that require a building permit (subject to Title 18 – Zoning) potentially involve Design Review approval, this may be done at a public hearing, administratively (staff approved), or otherwise be exempt. The complete functions and findings of Design Review are identified in DMC Sections 18.23.150 and .160 which can be found on the City's website: www.ci.dixon.ca.us under the "City Municipal Code" link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/>.

HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS?

✓	#	Required Plan Sheets and Information
	1	Site Plan
	2	Grading Plan
	3	Drainage Plan
	4	Utilities Plan
	5	Public Noticing (Labels), including subject property and those in a 500 foot buffer
	6	(General) Project Information
	7	Floor Plans

	8	Building Elevations
	9	Materials, Colors, and Details
	10	Landscape/Revegetation Plan
	11	Preliminary Title Report

In addition to a Planning Application, the items identified above are described in detail below. Please review this submittal checklist thoroughly. Depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. The complete submittal checklist can be found at the front counter of City Hall or online.

Plans

A Design Review requires the submittal of five (5) complete copies of the full-size set of plans, plus twelve (12) reduced plan sets that are 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. Each full sized set of plans should not exceed 24 inches by 36 inches, be drawn to scale, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, other than plan sets, two copies of any studies or supporting documents must be provided when submitting an application.

PREPARING APPLICATION MATERIALS

PLANS – The following items, on more complicated projects, are often best completed by a civil engineer or surveyor, but can be done without if you closely adhere to the following criteria.

1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

Plans for retaining walls shall indicate the top and bottom of wall elevations.

For projects that involve additions, the additional building area shall be shaded, walls to be demolished shall be dashed, and setbacks shall be called out. Areas proposed for demolition shall be hatched.

D. *Roofs and Building Height*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. If possible, the roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations.

E. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

F. *Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and if deemed necessary, details.

G. *Natural Features*

All natural features, such as wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated.

H. *Topography*

All natural features such as creeks, flood zones, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the

creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required.

I. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Unless deemed unnecessary by staff typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

If a waiver or exception from the Engineering Department's standards is necessary, submit a written request and supporting documentation.

2. Grading Plan

A preliminary grading plan that indicates existing and proposed contours across the building site and the limits of grading must be submitted. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines.

The amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of disturbance proposed for the project and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul shall be identified in cubic yards.

3. Drainage Plan

A preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect or landscape architect, showing existing and proposed drainage for the site, structures, driveway and other improvements must be submitted. The plan must

indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces.

Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan.

4. A Utilities Plan

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

5. Public Noticing

Include a list of the current owner of the subject property, as well as all owners within 500 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll. Your application cannot be deemed complete without the mailing list and labels and base map. An additional red line must be drawn at a 500 foot radius from the subject parcel(s). Please be aware that the public noticing requirements can differ based on the entitlement needed (e.g. Conditional Use Permit, Design Review, Variance, etc.). If more than one entitlement is required in the processing of an application, the most stringent noticing is what is required.

6. Project Information

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Existing and proposed lot area
2. Existing and proposed Building Area
3. Existing and proposed Floor Area
4. Proposed Area of additional disturbance
5. Existing Lot Coverage –
 - Impervious coverage
 - Pervious coverage
6. Proposed Lot Coverage –
 - Impervious coverage
 - Pervious coverage
7. Grading calculations (cubic yards) –
 - Cut
 - Fill
 - Off-haul
8. Existing and proposed parking
9. Minimum setbacks for exterior walls of proposed building area
10. Maximum height of proposed building area

7. Floor Plans

Fully dimensioned floor plans for all levels of existing and proposed structures must be submitted. The garage and all food preparation facilities, windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans.

For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

8. Building Elevations

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans.

If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines.

9. Materials, Colors, and Details

One sheet of the plans must include photos of color chips and exterior building material samples for the painting, roofing, siding, window casings, and trim. Colors and/or references to specific material types is expected (e.g. Benjamin Moore's Silver Lining 2119-60 or Silverado Building Materials and Nursery's Thompson Thin Brick). Alternatively, the plans may indicate elevations to match existing colors and materials and provide a photo of what exists. Cut sheets showing the exterior lighting fixtures and other site design elements must be shown on the plans.

10. Landscape/Revegetation Plan

A landscape or revegetation plan shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate whether each proposed tree or plant is native to California; 3) indicate the existing size or container

size at the time of planting and the height at maturity; and 4) indicate the method and general location of irrigation. The landscape plan shall identify the trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade.

Plans must make existing versus proposed vegetation graphically distinguishable by connecting proposed plants and trees, on center, with a solid line leading to the label. Unless otherwise superseded by a governing ordinance (development agreement) or Specific plan, for a greater understanding of the specific landscape requirements expected, please refer to DMC Chapter 18.33, specifically Sections 18.33.070 and .090. The landscape plan shall be drawn at the same scale as the site plan.

11. A current Preliminary Title Report (2 copies)

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.