

C O U N T Y O F N E V A D A
COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT

950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone (530) 265-1222 or *Fax* (530) 265-9851

DESIGN REVIEW
APPLICATION

*for projects **not** being processed
in conjunction with a concurrent land use permit*

The Nevada County General Plan requires that new development promote and provide aesthetic design that reflects the character of the County. New development must be designed to maintain community identity, scenic resources, and historic areas; to preserve natural landforms; and to protect and manage viewsheds, river corridors and other significant streams.

Sec. 12.05.030 of the County Zoning Regulations establishes the authority for Design Review, requiring that new development be reviewed for compatibility with surrounding development, natural resources, and/or historic features within the project area. Design Review shall determine that each project:

1. Reflects and retains the rural and historic, small-town character of the County,
2. Ensures each community's unique character, identity, and distinctiveness, and provides for interrelated design that encourages Village Centers as functional, cultural centers and creates a visual identity for the Community,
3. Encourages visual relief through varied forms, patterns, and styles unified through landscaping, screening, and selected architectural features,
4. Retains natural landforms and native landscaping, protects sensitive environmental resources, and encourages open space.

In addition to ordinance requirements, specific Design Guidelines have been adopted for the Penn Valley Village Center, the Higgins Village Center, and for Eastern Nevada County. Copies are available in the Planning Department.

APPLICABILITY: Design Review is required for all Development Permits and Use Permits for commercial, industrial, and multi-family projects. Administrative Development Permits that require Design Review include Large Family Day Care Homes, 2-4 Multiple Family Dwelling Units, and Signs, except that, signage that has been previously reviewed for design compatibility through a discretionary permit, or that has been approved as part of a comprehensive sign program, shall not require new design review if replacement signage is consistent with the previously approved signage or comprehensive sign program, and with current standards.

PROCESS: Design Review shall be conducted by the Planning Agency with permitting authority for the project as a whole, e.g., the Planning Commission shall conduct design review for all projects being considered by the Planning Commission, and the Zoning Administrator shall conduct design review for all projects being considered by the Zoning Administrator. Administrative permits subject to design review will also be reviewed by the Zoning Administrator.

The following design features will be considered for all projects requiring Design Review, as applicable:

1. The location and treatment of the site as related to its natural setting, including proposed grading, cuts and fills, the preservation of trees and significant natural features.
2. Setbacks from property lines in relationship to other development in the project area.
3. The height, bulk, architectural treatment, and area of proposed buildings in relationship to other buildings on the site or in the project area.
4. The color, textures and materials of the exterior walls.
5. The type, pitch and material of roofs.
6. The architectural treatment of the proposed project as related to any historic structures in the project area.
7. Landscaping and parking lot layout.
8. The type, size, location of signs.

County-wide Design Guidelines and any other Guidelines that have been adopted for specific areas shall be applicable to projects that are subject to Design Review.

Attached forms:

- #1 Land Use Application
- #2 Agreement to Pay form
- #35 Design Guideline checklist

**DESIGN GUIDELINE
FILING INSTRUCTIONS & CHECKLIST**

This form must be filed with your application. Please check off (✓) each item (NA if not applicable) to verify that the required information is attached. Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application form, including a letter of authorization from the property owner(s) if forms are signed by a Representative.
- () 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- () 3. The signed and completed Agreement to Pay Form.
- () 4. All commercial, industrial and multi-family projects: two copies of a preliminary landscaping plan pursuant to Sec. 12.04.107 of Zoning Regulations (6 copies for PC projects).
- () 5. Two copies of building elevations and floor plans (7 copies for PC projects), showing square footages. Plans must be drawn to a recognizable scale and should reflect:
 - The type, pitch and material of roofs.
 - The color, textures and materials of the exterior walls.
 - Architectural treatment as related to any historic structures in the project area.
 - The height, bulk and area of proposed buildings in relationship to other buildings on the site or in the project area.
- () 6. Three copies of a comprehensive sign plan that includes the location, type, size and design of all proposed signs. The plans shall consist of a scaled drawing of the proposed sign(s), including the following:
 - Sign dimensions, colors, and materials;
 - An accurate depiction of sign design.
 - The location of the sign on the building. Free-standing signs shall include a site plan showing location of the sign on-site.
 - Any lighting that is proposed for the sign.
 - Square footage of Proposed Signs.
 - Square footage of existing signage (to remain on-site).
 - Lineal feet of Building Frontage: Square Footage of Building Façade
- () 7. Two copies of a Lighting Plan that depicts the location, height and positioning of all proposed light fixtures and provides a description of the type and style of lighting proposed, including pole or building mounted area lights and sign lights (7 copies for PC projects).
- () 8. Plans or exhibits adequate to reflect the treatment of the site as related to its natural setting, including proposed grading, cuts and fills, the preservation of trees and significant natural features.
- () 9. Three folded copies of a site plan drawn per instructions (10 for PC projects). All **plans must be folded** to a maximum 8½" X 14" size. Unfolded plans will not be accepted. If this project is within the Sphere of Influence of Grass Valley or Nevada City, you will be required to provide 7 copies of all Plans to the City for review. Please coordinate with a Planner before submitting your application.
- () 10. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

FORM/CONTENT OF SITE PLAN

The following information shall be provided on all site plans, if applicable (applicability may vary dependant on whether the project includes new disturbance):

A. General

- () 1. The site plan shall be drawn on white, unlined paper (unless they are blue-line prints), shall be fully dimensioned and drawn to a commonly recognized architect's or engineer's scale. The legal lot size shall be shown.
- () 2. Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area with the mileage from the nearest County road shown.
- () 3. Provide a North arrow and the scale to which the plan is drawn.
- () 4. Provide a legend which includes:
- a. project name
 - b. property owner/applicant name(s)
 - c. applicant's representative
 - d. date of site plan preparation
 - e. Assessor's Parcel Number
 - f. The water source, method of sewage disposal, and public utilities.
- () 5. Provide the following chart and computations on the site plan:
- | | | | | |
|---|-------|-------------|------------|----------|
| a. Building coverage | _____ | square feet | _____ | % |
| b. Surfaced area, including building coverage. | _____ | square feet | _____ | % |
| c. Landscaped area per, Sec. 12.04.107: | | | | |
| interior parking | _____ | square feet | _____ | % |
| residential buffer | _____ | square feet | _____ | % |
| street buffers | _____ | square feet | _____ | % |
| d. Natural area/open space, per Sec. 12.04.110: | _____ | square feet | _____ | % |
| TOTALS | _____ | square feet | 100 | % |

B. Roads

- () 1. Show the location and names of all abutting roads, including rights-of-way boundaries, road centerlines, width of traveled way, type of surfacing and grades.
- () 2. Show all other road improvements (sidewalks, gutters, ditches, cross walks, etc.).

C. Site Characteristics

- () 1. Show topography with sufficient detail for proper study of building site, drainage, sewage disposal and road improvements.
- () 2. Show any of environmentally sensitive areas, i.e. wetlands, riparian areas, areas containing special status species, oak groves, or landmark oaks; and any cultural resources previously identified and mapped.

D. Area Limitations

- () 1. Show all required setbacks for buildings, waterways, sewage disposal and well sites.
- () 2. Show the location and purpose of all existing public and private utility easements.
- () 3. Show location of sewage disposal systems and wells and their required setbacks.

F. Building(s)

- () 1. Show location of all existing, proposed and proposed to be removed, structures on the property; show their setbacks from property lines and label their use.
- () 2. Show the size of any buildings (gross square footage by floor).
- () 3. Show exterior lighting on any buildings.

G. Parking Design & Landscaping

- () 1. Show all off-street parking, driveway access points, the internal circulation pattern, maneuvering areas, and surfacing per Sec. 12.04.109 of the Nevada County Code. Indicate the number of parking spaces for full size and compact stalls per Sec. 12.04.109 of Zoning Regulations, and wheelchair accessible stalls per Title 24 of the California Administrative Code.
- () 2. Delineate pedestrian trails, sidewalks or other pathways that link the site to adjacent properties, and that provide clear pedestrian access from parking areas (see Sec. 12.04.080 of Zoning Regulations).
- () 3. Show loading docks and service points.
- () 4. Show location of any free-standing lighting or signs.
- () 5. Per Sec. 12.04.107 of Zoning Regulations, show and indicate total area devoted to landscaping and designate the type of perimeter landscape curb or border.

Planner use only:

LAND USE APPLICATION

PLN _____

Please print or type in black ink

ENT _____

Type of application(s) for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Ordinance Amendment | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Voluntary Merger |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Setback Easement | <input type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicants Name(s): _____

Mailing Address of Applicant(s): _____

Telephone No: () _____ FAX No: () _____

Full Name(s) of Property Owner(s): _____

Mailing Address(es) of Property Owner(s): _____

Telephone No: () _____ FAX No: () _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone No: () _____ FAX No: () _____

Situs address(es): _____ Acreage(s): _____

Water Source: _____ Method of Sewage Disposal: _____

*

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of () Property Owner(s) or () Authorized Representative*

_____ Date: _____

_____ Date: _____

***Representative may sign application if a Letter of Authorization from the owner(s) is provided.**



AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This Agreement To Pay form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at http://www.nevadacountyca.gov

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

Table with 2 columns: Site Information and Invoices and/or notices to be mailed to. Rows include APN, Property Owner/Business Name, Address, Phone Number, and Email.

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project:

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Printed Name: _____ Dated: _____
Signature: _____

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Department: _____ Job No: _____
Amount: \$ _____ Check #: _____ Receipt #: _____ Date of Receipt: _____



Community Development Agency

Planning Department

Planning@nevadacountyca.gov
www.nevadacountyca.gov/Planning

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

LEVINE ACT DISCLOSURE STATEMENT

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

Proposers are responsible for accessing the link above to review the names prior to answering the following questions:

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

Date

Signature of authorized individual

Type or write name of authorized individual

Signature of authorized individual

Type or write name of company