

Filing Instructions for:

Design Review



A. Purpose: Applicable to residential, commercial, or industrial project approved by the Planning Commission in accordance with the development criteria, and standards established by the Yorba Linda Zoning Ordinance.

B. Filing Requirements:

- _____1. Uniform Application
- _____2. Air Quality Permit Checklist (*for non-residential buildings only*)
- _____3. Fifteen (15) sets of plans, drawn to scale, consisting of the following:

Site Plan:

- a. Name, address and phone number of architect
- b. Property lines and lot dimensions
- c. Distances between buildings/structures
- d. Building setbacks
- e. Internal circulation patterns (*including a truck turning radius*)
- f. Location, height, and materials of all walls.
- g. Location and width of existing curbs, gutters, and sidewalks
- h. Existing and proposed sewers, drainage courses, and storm drains
- i. With, location, and purpose of all existing easements and required dedications
- j. Location of all light fixtures, trash enclosures, and transformers
- k. A vicinity map showing closest major cross streets
- l. A tabulation table consisting of the following
 - 1. Site area
 - 2. Square footage of building
 - 3. Number of available parking stalls
 - 4. Zoning

Preliminary Landscape Plan:

- a. Conceptual plan of planting materials (*new & existing*)
- b. Indicate areas of maintenance responsibility
- c. Show all easements, trails, sidewalks, walls, slopes, signs, trash enclosures, etc.
- d. Show existing trees and vegetation to be retained or removed
- e. Accessible "path of travel" to front door and parking from the public right-of-way.

Preliminary Grading Plan:

- a. Existing and proposed contours within and 150 ft. beyond the site
- b. Elevations of the site and pad elevations
- c. Erosion control measures
- d. Drainage and flood control facilities
- e. Easements, property lines, and right-of-way

- f. Existing features within and 150ft. beyond the site
- g. Retaining walls

Building Elevations and Floor Plans:

- a. Illustrative building elevations showing all sides of proposed buildings and structures
- b. Floor plans with dimensions
- c. Rood plans
- d. Material and color sample board
- e. One set of color rendered elevations
- f. Ten sets of 11" x 17" color reductions of architectural plans
(residential tracts only)

- 4. A letter explaining the intended use of the business, prospective tenants, number of employees, hours of operation, etc.
- 5. The Community Development Department may require additional information or plans if found to be a necessity in effectively analyzing this request.

Special Requirements:

C. Plan Preparation:

- 1. All plans should be drawn on uniform sheets, no greater than 30"x42"
- 2. All plans should be folded to approximately 10"x12" and grouped into full sets
- 3. All plans must be clear, legible, accurately scaled and fully dimensioned

D. Filing Fees:

PLEASE BE AWARE THAT THIS IS A DEPOSIT-BASED ACCOUNT (CHARGED ON AN HOURLY BASIS), WHICH MAY REQUIRE ADDITIONAL REQUEST FOR FUNDS IN THE FUTURE.

Design Review - \$108.00 per hour.
Initial Deposit - \$500.00

E. Orange County Fire Authority Review (as necessary):

Plan Submittal Requirements:

- 1. 1 electronic Copy in a PDF Format
 - Electronic copy may be submitted directly to OCFA via email at eps@ocfa.org (files must be less than 10MB)

Electronic copy may be submitted on a CD-ROM or USB Drive to the Yorba Linda Planning Division

OCFA Fees \$175.00 - \$417.00

City Administrative Fee

+ \$8.75 - \$20.85 (5%)

\$183.75 - \$437.85*

*On separate check made out to "Orange County Fire Authority"