

# Filing Instructions for: Design Review



## A. Purpose:

Applicable to residential, commercial, or industrial projects 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 architects
    - 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.
  - f. Existing features within the 150 ft. 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. Roof 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:**

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**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 - \$286.00 per hour  
Initial Deposit - \$3,000.00

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

Plan Submittal Requirements:

1. One (1) electronic copy in a PDF format.
  - Electronic copy may be submitted directly to OCFA via email at [eps@ocfa.org](mailto: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	\$538.00
City Administrative Fee	<u>+\$8.75-\$20.85 (5%)</u>
	\$546.75-\$558.85*

\*Please make payable a separate check to *Orange County Fire Authority*.