



City of Willows Planning Department

An Applicant's Guide to Procedures for **DESIGN REVIEW**

PURPOSE

The purpose of Design Review is to ensure that structures and uses are properly related to proposed sites and surrounding sites. Design Review may include the determination of appropriate structural height, building locations and orientations, yard dimensions, landscaping, lighting, pedestrian walks, fencing and location of parking and traffic circulation when control of these site elements is considered necessary to protect the health, safety and peace, comfort, convenience and general welfare of nearby property owners or residents in order to implement the General Plan and to assure quality development. Design Review applies in all zoning districts which are commercial, industrial, or medium-high density residential.

PROCESS

Step 1-Preapplication Discussion with Staff

It is recommended that the applicant review the proposal with Planning Staff prior to the submission of the formal application. This will allow the staff to advise the applicant on conformity with the General Plan and Municipal Code, possible environmental concerns, traffic, site placement, landscaping, lighting, and building design criteria.

Step 2 - Filing of Application

The applicant should submit the completed application, a scaled site plan, and any other required supplemental information to the Planning Department at 201 N. Lassen Street, Willows, CA. A staff planner will review the material for completeness to ensure that all required information is provided. Your application and materials will be routed to interested departments and agencies for comment. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required. The application must be signed by the property owner.

Step 3 - Design Review Hearing

If the application is accurate and complete, a hearing will be scheduled before the Architectural Design Committee (Planning Commission serves as the Committee). Notification of the hearing is given to adjacent property owners within a minimum of 300 feet from the exterior boundaries of the project site when in conjunction with a permit requiring a public hearing. Projects requiring Design Review are typically exempt from environmental review. Design Review applications may be approved or denied. The Building Official shall not issue building permits which do not conform to the approved plans. . Any Design Review approval shall expire in one year from the date of approval unless an extension is approved by the Building Official. Any further extension beyond one year shall require Planning Commission approval.

Step 4- Permit Hearing before Planning Commission

The Planning Commission must hold at least one public hearing and may hold additionally hearings thereon as it may deem to be necessary. Design Review applications may be approved subject to certain conditions, or denied. Any action of the Planning Commission may be appealed to the City Council. Without appeal, Design Review approvals are effective in ten days from the approval date. .

ESTIMATED TIME REQUIREMENTS

The actual time for the processing of a Design Review application will vary depending on the complexity and magnitude of the proposal and the type of associated Environmental document, but generally requests require 30-45 days to process. This period begins only after the application is accepted by the City as "complete." Without a complete and accurate application, an application can not be processed.

APPLICATION SUBMITTAL REQUIREMENTS

1. Planning Application form completed and signed by applicant(s) and all property owners **.
2. Environmental Information form completed and signed
3. Supplemental information if required.
4. Application fee-(Refer to Fee Schedule). (*See Planner regarding PTA Deposit*)
5. A detailed reproducible site plan drawn to scale and a written description of the use eliminates many possibilities for delay. The following information should be provided on your scaled site plan:

North Arrow
Property Lines
Floor & roof plans
Architectural Elevations
Engineering Elevations
Easements and Adjoining Streets
Proposed & Existing Features
Location and Type of Signage

Drainage Facilities & Utility Connections
Grading Plan
Parking, loading & circulation plan
Trash Enclosure (s) and Locations
Outdoor Storage (if applicable)
Existing trees and foliage
Landscape Plan
Lighting Photometric Plan

** If a corporation is the property owner, a resolution from the corporation authorizing the application shall be submitted.