220401

DESIGN REVIEW / HISTORIC DESIGN REVIEW
GENERAL INFORMATION
AND APPLICATION
For MAJOR AND MINOR

Mariposa County Planning Department
5100 Bullion Street, P.O. Box 2039
Mariposa, CA 95338
Telephone (209) 966-5151 FAX (209) 742-5024
www.mariposacounty.org planningdept@mariposacounty.org

To the Applicant:
The attached application package contains basic information and materials that are necessary to begin the review for a Design Review Application. Design Reviews encompass exterior items such as structure(s), landscaping, signage, exterior painting, change out of windows and/or doors, grading, retaining walls, mechanical, lighting etc.

In addition, general information is provided relating to costs and the processing of an application. This office strongly encourages the applicant to review all the materials included in this package and any referenced codes, guidelines and matrixes.

General Information and Instructions:
When preparing the Design Review Application, it is important to provide as much detail and information in the application as possible. Applications that are confusing, missing information or inaccurate may cause delays in processing. By providing complete and accurate information the applicant will lessen the chance for delays and requests for additional information. In order for the application to be considered complete, all the items listed in the "Required Materials and Items" section must be submitted with the required application form and fees to Mariposa Planning.

For complex reviews, applicants are strongly encouraged to have a pre-application meeting with Mariposa Planning staff to discuss the application. Staff will review and discuss with you the application requirements, costs, processing of the application, and possible requirements. Such pre-application meetings are at no cost to the applicant, and could save both application costs and time. Please call the Mariposa Planning at (209) 966-5151 or toll free (866) 723-5151 if you wish to schedule a meeting to discuss the application or if you have any questions regarding the application package.

Applications may be mailed to our office. Please be aware, however, that incomplete applications will be mailed back to the applicant along with a written list describing information needing to be part of the application. This will cause a delay in the processing of the application. For this reason, we strongly encourage applicants to submit their application in person.

Application Requirements:
The materials and items that are required to submit a Design Review Application may vary depending on the proposed project. Please see the following information sheet regarding specifics needed for various types of reviews or contact the Planning Department to speak to a planner with any questions that you may have about your project.

Why does my project need a Design Review?

If your project is located within a Design Review Overlay (DRO) zone or within a Historic Design Review Overlay (HDRO) zone, it will need a design review for any and all changes to the exterior of an existing structure or the design of a new structure, landscaping, signage, exterior painting, change out of windows and/or doors, exterior lighting, mechanical units, grading, retaining walls, parking lots etc. Basically anything that happens on the exterior of the structure will need a design review if your property is within these overlay areas.

If your project is located in a Scenic Highway Overlay, please refer to the Scenic Highway Overlay Design Review application.

Design Review Overlay

The Planning Department needs to determine whether your project complies with all applicable standards pursuant to Chapter 17.66 Countywide (or Chapter 17.330 Mariposa Town Planning Area) and Section 17.336.060 of the Zoning Ordinance, and is consistent with the goals, policies and standards of the General Plan.

Historic Design Review Overlay

The Planning Department needs to determine whether your project complies with all applicable standards pursuant to Chapter 17.67 Countywide (or Chapter 17.332 Mariposa Town Planning Area) and Sections 17.336.060 and 17.336.070 of the Zoning Ordinance, as well as the Coulterville Town Planning Area Specific Plan and is consistent with the goals, policies and standards of the General Plan. Gold Rush Standard Guidelines are available on line and at the planning department to help guide you through with design aspects of your project.

Exempt Projects

Solar energy system projects are exempt from Design Review, unless your solar project is subject to Scenic Highway Overlay (SHO), then the planning department will need to determine whether your project complies with all applicable standards pursuant to the Zoning Ordinance Chapter 17.65.

How is it determined whether I need a Major or a Minor Design Review?

This will depend on the complexity of the review. If your project is a simple sign design review then a Minor would be appropriate. Major Design reviews would be required for new construction of a structure which may also trigger California Environmental Quality Act (CEQA) requirements. If you are unsure as to which review you need, contact the planning department for assistance.

Costs

Application fees must be paid before the application will be accepted for processing. See the fee schedule within this application for fee costs. Payment of application fees are as determined by Mariposa Planning. Additional fees maybe charged by other agencies or county offices, depending on the type of application. Major Design Reviews are done by cost accounting while Minor Design Reviews are a flat fee.

Review and Approval Process:

Once the application is received, Mariposa Planning will determine within five (5) working days if the application is complete for processing. The Planning Director shall consider the Design Review to approve, conditionally approve, or deny the project. If the Design Review is in a Historic District, the Historic Sites and Records Preservation Commission may review the project and make recommendations to the Planning Director. The Planning Director also reserves the right to present any application to the Planning Commission, if it is deemed to be in the public's best interest to have a public hearing on the matter.

Appeal Period:
Any determination made by Mariposa Planning relating to the completeness of the application, requirements for additional materials or information, or the approval, conditional approval or denial of the application may be appealed to the Planning Commission or the Board of Supervisors. Determinations made by Mariposa Planning relating to the application fees may only be appealed to the Board of Supervisors. **The appeal period to appeal a Planning Department determination is twenty (20) calendar days from the date the written determination was made.**

Any action by the Planning Commission may be appealed to the Board of Supervisors. **The appeal period to appeal a Planning Commission determination is twenty (20) calendar days from the date of the Commission's action.**

Appeals to the Planning Commission must be submitted to the Mariposa County Planning Department, while appeals to the Board of Supervisors must be submitted to the Clerk of the Board of Supervisors. Further information regarding the appeal process and appeal fees may be obtained from Mariposa Planning.

Attachments:
Application
Check List (s)

Note: If you are doing a sign, please ask the Planning Department for a copy of the Sign Matrix.

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DESIGN REVIEW APPLICATION

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FOR OFFICE USE ONLY

Date Submitted _____ Received By _____

Fees Paid $_____ Receipt No. _____ Received By _____

Application No. _____ Application Complete _____

Final Action _____ Date_____

Applicant Name _____ Day Phone _____

Mailing Address _____ Zip _____

E-Mail _____

Property Owner Name _____ Day Phone _____

Mailing Address _____ Zip _____

E-Mail _____

Agent Name _____ Day Phone _____

Mailing Address _____ Zip _____

E-Mail _____

Assessor Parcel Number _____

Address of Site _____ Town _____

Is the structure/project within a National Historic District or on the Mariposa County Historic Resources Survey? Yes _____No _____Don't Know _____

Is the property use: Commercial____ Residential ____ Institutional ____ Industrial ____

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Check any which apply for the Design Review that you are seeking:

☐ Structure (building, windows, roofing, doors, mechanical, lighting, painting, etc.)

☐ Preliminary or final Grading Plan for site, including retaining walls if they are necessary

☐ Landscaping

☐ Sign(s)

☐ Parking Lot

☐ Other. Please List: _____

For ANY Design Review please provide your project description (Examples: structural changes to a building, type of new building, addition or replacement of exterior equipment, re-roof, grading, sign, lighting etc.). If you have schematics, drawings, photos, color sample or examples that will help describe your project please provide them.

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REQUIRED SIGNATURE(S)

Affidavit

I/we, the undersigned (Property Owner and Applicant), agree to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Property Owner and Applicant project.

I/we declare under the penalty of perjury that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge.

I/we acknowledge that I/we have read and understand the information contained in the application package relating to the submittal and processing of this application.

I/we understand that the processing of the application will be delayed if any required information is incorrect, omitted, or illegible.

I/we declare that if an entity listed below is a Partnership, Limited Liability Corporation, Corporation or Trust the signer(s) below certifies that he/she is authorized by that entity to apply and sign the application attached herewithin.

Property Owner *(printed name):*	**2nd Property Owner** *(printed name):*	**Applicant** *(printed name):*
Property Owner *(signature):*	**2nd Property Owner** *(signature):*	**Applicant** *(signature):*
Date:	Date:	Date:

If there are more than two property owners, additional copies of this page shall be provided.

IMPORTANT: This page must be signed by all property owners and any authorized applicant.

IMPORTANT: Please note that if the property owner/s is/are authorizing someone other than themselves to act as the applicant or agent, the next page must also be signed.

IMPORTANT: Failure to have all necessary signatures will DELAY the commencement of processing the application. The application will be returned to the applicant to provide all necessary signatures.

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This page to be signed IF the property owner(s) is (are) authorizing someone to act as an agent or applicant for this application.

Affidavit

Applicant/Agent Authorization:

I/we,_____, Property Owner(s) hereby authorize _____ to act as a representative/Applicant and/or _____ to act as a representative/Agent in all matters pertaining to the processing and approval of this application, including modifying the project, and agree to be bound by all representations and agreements made by the designated Applicant and/or Agent.

I/we declare that if the Property Owner and/or Applicant is a Partnership, Limited Liability Corporation, Corporation or Trust, the individual(s) listed below certifies that he/she/they is/are authorized by that entity to execute the application form attached herewithin.

Property Owner *(printed name):*	**Applicant** *(printed name):*	**Agent** *(printed name):*
Property Owner *(signature):*	**Applicant** *(signature):*	**Agent** *(capacity/title):*
Property Owner *(capacity/title):*	**Applicant** *(capacity/title):*	
Date:	Date:	
2nd Property Owner *(printed name)***:**	**Co-Applicant** *(printed name):*	
2nd Property Owner *(signature)***:**	**Co-Applicant** *(signature):*	
Date:	Date:	

REQUIRED MATERIALS AND ITEMS FOR ALL DESIGN REVIEW APPLICATIONS

1. ❑ The attached application form filled out completely and signed by the applicant. If the applicant is not the property owner, the applicant must provide a letter of authorization or other document that authorizes the applicant to submit an application on the owner's behalf. If there is more than one property owner, the applicant shall list the names and addresses of all other individuals who have an interest in the property.

2. ❑ Payment of application fees as determined by Mariposa Planning. Additional fees maybe charged by other agencies or county offices, depending on the type of application. **Minor Design Review**: Flat Fee. **For Major Design Review:** Deposit fees are for applications that are to be charged time and materials and are estimated using the staff hour charge of $116 per hour. All additional staff time and expenses needed to complete the application processing that exceed the deposit amount will be charged at the disclosed rate at the time that services are rendered. On average, invoices will be calculated on a quarterly basis and forwarded to the applicant for payment. If the deposit falls below a balance of 20% of the initial deposit, the applicant will be asked to make a subsequent deposit in an amount estimated to be necessary to complete the processing. Applicants will be expected to pay the subsequent deposit within 30 days of the invoice date or prior to the public hearing, whichever comes first. In the event that the billing is not paid timely, processing will be suspended until payment is made. Any remaining balance will be used to reconcile the final bill. If there is a balance remaining after reconciling the final bill, a refund check will be mailed to the applicant. If the application requires a public hearing, the public hearing will not be scheduled until payment in full is received. It should be noted that the fees do not include consultant fees, specialized studies, CEQA charges, publication fees and any additional fees that maybe charged by other agencies or county offices.

Select one (please refer to a planner to see which is applicable to your project):

☐ Minor Design Review (Signage, Mechanical, Re-roof, Paint in HDRO, etc.)	$145.00
Document Conversion	$19.00
Total:	**$164.00**

OR

☐ Minor Design Review Flat Fee (Other review in HDRO windows, etc.)	$273.00
Document Conversion	$19.00
Total:	**$292.00**

OR

☐ Major Design Review Deposit	$1,652.00
Document Conversion	$19.00
Public Works	$449.00
Total:	**$2,120.00**

Note: If you are unsure of which category your project falls under please contact our office and discuss with a project planner.

Should staff determine that a Categorical Exempt needs to occur then an additional fee of $145.00 will be billed to applicant at that time.

REQUIRED INFORMATION, WHICH MAY INCLUDE THE FOLLOWING:

- Architectural information including Elevations and Floor Layout
- Preliminary Grading Plan; Cross sections may be required for major grading projects
- Landscaping Plan
- Sign Design Information
- Site Plan

MINOR (IE: signs, simple exterior remodel/changes)

- ☐ Structure – Plan view (building footprint), elevations and floor layout including written description or samples of the colors and materials (building siding, windows, roofing, doors, screening of mechanical systems and dumpsters, etc.)

- ☐ Preliminary Grading Plan for site, including retaining walls if they are necessary; site cross sections may be required for major grading projects

- ☐ Site Plan and Landscaping plan, including parking lot layout and landscaping, vegetation to be removed, major drainages, access, parking lot layout, sidewalks, propane tanks, dumpsters, outside activity areas including outside sales and storage, overhead power lines, etc. (see below for full list)

- ☐ Sign

  - Layout
  - Design and dimensions
  - Written description
  - Samples of colors and materials
  - Location as to where the sign will be on the property, if it will be affixed to the building, hung in a window or free standing/monument. If affixed or hung on the building the method of attachment and hardware used to install. If a free standing/monument sign include: location on a site plan, dimensions and materials used to construct monument and method of attachment.
  - Lighting (if applicable) a manufactures sheet showing the fixtures (must be Dark Sky compliant), method of attachment and hardware to be used and the placement of lights.

- ☐ Other- If the Design Review is not listed above, tell us about your project and discuss with a planner as to the items needed for review.

MAJOR (IE: new structure construction or major exterior remodel):

- ☐ Structure - Plan view (building footprint), elevations and floor layout including written description or samples of the colors and materials (building siding, windows, roofing, doors, screening of mechanical systems and dumpsters, etc.)

- ☐ Preliminary Grading Plan for site, including retaining walls if they are necessary; site cross sections may be required for major grading projects

- ☐ Site Plan and Landscaping plan, including parking lot layout and landscaping, vegetation to be removed, major drainages, access, parking lot layout, sidewalks, propane tanks, dumpsters, outside activity areas including outside sales and storages, overhead power lines, etc. (see below for full list)

- ☐ Sign
  - Layout
  - Design and dimensions
  - Written description
  - Samples of colors and materials
  - Location as to where the sign will be on the property, if it will be affixed to the building, hung in a window or free standing/monument. If affixed or hung on the building the method of attachment and hardware used to install. If a free standing/monument sign include: location on a site plan, dimensions and materials used to construct monument and method of attachment.
  - Lighting (if applicable) a manufactures sheet showing the fixtures (must be dark sky compliant), method of attachment and hardware to be used and the placement of lights.

- ☐ Other- If the Design Review is not listed above, tell us about your project and discuss with a planner as to the items needed for review.

DESIGN REVIEW APPLICATION
SITE PLAN CHECKLIST

A Site Plan will be needed for either Minor or Major Design Review Applications.

Please note that not all items below may apply for a Minor Design Review. Enough information will be needed to ensure project meets requirements. Discuss with planning staff for your particular project.

1. ❑ The name of the applicant.
2. ❑ The street address and Assessor's Parcel Number (APN) of the project site.
3. ❑ A north arrow and scale.
4. ❑ The property lines and dimensions of the parcel.
5. ❑ The approximate area of the property in acres (square feet for parcels less than one acre).
6. ❑ The location of all creeks, springs, intermittent streams, other drainages, lakes or reservoirs on the property. Note: this will only be required if the review is of a new build out.
7. ❑ The location, size, and dimensions of all *existing* structures on the property. Each structure must be labeled as to what the structure is used for.
8. ❑ The location, size, and dimensions of all *proposed* structures on the property. Each structure must be labeled as to what the structure would be used for.
9. ❑ The setback distance of all existing and proposed structures from all property lines, from the centerline of all state highways, County roads, road easements, and all existing structures. Note: this will only be required if the review is of a new build out.
10. ❑ The location, width, and type of all easements of record(s) on the property.
11. ❑ The location, width, surface, grade, and length of all existing and proposed access roads and driveways including turnouts, turnarounds, and bridges or crossings must be identified and labeled as existing or proposed. Include this information for the road(s) within any off-site easement(s) leading to the nearest state highway or County road. If a project site fronts a County road or state highway, the edge of the easement and the road improvements must be shown (travel lanes, shoulders, curbs, culverts, fog lines etc). Note: this will only be required if the review is of a new build out.
12. ❑ The number of existing and proposed parking spaces available on site. Provide information on the parking area surface, parking staff dimensions, width of travel aisles, turnaround areas, and show the direction of traffic flow on and off site.
13. ❑ Building elevations. Elevations should indicate type of construction, building materials and colors to be used. Material samples may be required.
14. ❑ Provide a preliminary grading plan or cross section of the site if major grading is proposed as part of the project. Verify with planning staff if a grading plan or cross section is required for the project. Grading plan must indicate any retaining walls, including location, height and construction materials.
15. ❑ Provide a landscaping or revegetation plan for any proposed parking areas or open space areas on the project site.
16. ❑ Show any outside work areas, outside storage areas, or areas where outside retail sales may occur on the project site.
17. ❑ Show the location of any existing or proposed exterior lighting, security lighting, or building lighting.
18. ❑ Provide information regarding proposed advertising signage, including location and details (elevation, building materials, lighting, content).
19. ❑ Provide information regarding any other exterior improvement, including fencing, showing the location, height and materials are necessary.