



CITY OF GRASS VALLEY  
APPLICATION PACKET FOR

## CONCEPTUAL DEVELOPMENT REVIEW

Attached are the filing forms and instructions for submitting a complete DRC application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms:

1. Application Form
2. Supplemental Application Information Form
3. Site Plan and Map Preparation Instructions

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will schedule the project for the next Development Review Committee meeting.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. **Once the City receives the** additional information or revised application, the thirty (30) day review period will begin again.

Approximately five (5) days prior to the Development Review Committee meeting, the Community Development Department will provide you with a staff report which will include an analysis of the project along with comments from other agencies or departments.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 general Plan and Zoning. You may also contact the Community Development Department at (530) 274-4330; 125 East Main Street, Grass Valley, CA 95945.

# CITY OF GRASS VALLEY CONCEPTUAL DEVELOPMENT REVIEW APPLICATION

**Filing Fees**

- Conceptual Development Review – 1 meeting ..... \$ 290.00
- Conceptual Development Review – 2 meetings ..... \$ 575.00

**Development Review Committee Request:** \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_

**Assessor's Parcel No(s):** \_\_\_\_\_

**General Plan Land Use :** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Property Owner**

**Applicant/Representative**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

\_\_\_\_\_  
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**SIGNATURE OF PROPERTY OWNER:** \_\_\_\_\_  
*(A property owner's representative can sign if the property owner provides a consent letter.)*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

<b>--OFFICE USE ONLY--</b>	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

**CITY OF GRASS VALLEY  
COMMUNITY DEVELOPMENT DEPARTMENT  
CONCEPTUAL DEVELOPMENT REVIEW APPLICATION CHECKLIST**

**TO APPLICANTS:** The following list includes all the items you should submit for review by the City Staff. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend. The Planning Staff encourages submission of one set of plans to allow for application completeness check. This allows revisions to be made for submission of 15 sets of plans.

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\_\_\_\_\_ Site Plan: One copy reduced to 8 ½" x 11".

\_\_\_\_\_ Eight (8) Copies of Plan Sets on standard 24" x 36" size paper fan-folded to 9" x 12" and including the following information:

\_\_\_\_\_ Project Site Plan, drawn to scale and indicating:

\_\_\_\_\_ Dimensioned property lines

\_\_\_\_\_ North Arrow

\_\_\_\_\_ Building Setbacks

\_\_\_\_\_ Points of Access

\_\_\_\_\_ Circulation

\_\_\_\_\_ Location of parking areas; walkways; drainage; cut and fill slopes; open space and buffer areas

\_\_\_\_\_ Trees location, type, trunk diameter, and status (e.g. to be saved, removed, relocated or complete tree survey of all trees over 8" trunk diameter (show canopy of the trees)

\_\_\_\_\_ Indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site

\_\_\_\_\_ Vicinity map showing the location of the project in relation to major city streets (recommend using a city street map to identify location)

\_\_\_\_\_ Statistics and Descriptive Information, including:

\_\_\_\_\_ The square footage of the project site

- \_\_\_\_\_ Building square footage for individual and commercial projects
- \_\_\_\_\_ Allowable and proposed density for residential projects
- \_\_\_\_\_ The total number of new dwelling units and existing units that will remain
- \_\_\_\_\_ A calculation of the number of parking spaces required and provided
- \_\_\_\_\_ The area of the site to be covered by buildings and paved surfaces
- \_\_\_\_\_ Square footage of planted areas, excluding designated open space, natural areas such as riparian habitats and slope areas greater than 2:1
- \_\_\_\_\_ Architectural Plans, including elevations of all views and sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, and building materials.
- \_\_\_\_\_ Cross sections: (If the project site has an average cross slope of greater than ten (10) percent). Two or more sectional views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking and landscaping at maturity, including major features and structures on adjacent properties at the most severe grades at two foot intervals.