



CITY OF GRASS VALLEY  
Community Development Department  
125 E. Main Street Grass Valley, California 95945  
(530) 274-4330

## 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 (item numbers 1 and 2) and information sheets (item numbers 3 and 4):

1. Application Form
2. Supplemental Application Information Form
3. Site Plan and Map Preparation Instructions
4. Fish and Game Advisory Notice

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 begin an environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

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. The staff report will usually contain a recommendation for approval, conditional approval, denial or a recommendation to the Planning Commission, if the Commission has final authority.

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 DEVELOPMENT REVIEW APPLICATION

**Filing Fees**

- Minor Development Review – Any expansion or new construction for a building or facility under 10,000 sq. ft. .... \$ 1,354.00
- Major Development Review – Any expansion or new construction for a building or facility over 10,000 sq. ft. .... \$ 2,450.00
- Environmental Review with Initial Study. .... \$ 1,281.00
- City Preparation Fee of Notice of Exemption. .... \$ 110.00\*
- City Preparation Fee of Notice of Determination. .... \$ 110.00\*

\*County filing fees for the posting of the notice and Fish and Game fees, if required, are not included and are to be paid to the County Recorder by the applicant.

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

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

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

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

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

<b>Property Owner</b>	<b>Applicant/Representative</b>
NAME: _____	_____
ADDRESS: _____	_____
CITY: _____	_____
PHONE: _____	_____
EMAIL: _____	_____

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):	

**SUPPLEMENTAL APPLICATION  
INFORMATION FORM  
DEVELOPMENT REVIEW**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Parcel size (square feet or acres): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Describe surrounding land uses:

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

D. Describe existing public or private utilities on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Proposed building size (if multiple stories, list the square footage for each floor): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Proposed building height (measured from average finished grade to highest point): \_\_\_\_\_  
\_\_\_\_\_

G. Proposed building site plan:

(1)	Building coverage	_____	Sq. Ft.	_____	% of site
(2)	Surfaced area	_____	Sq. Ft.	_____	% of site
(3)	Landscaped area	_____	Sq. Ft.	_____	% of site
(4)	Left in open space	_____	Sq. Ft.	_____	% of site
	Total	_____	Sq. Ft.		100 %

H. Construction phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all phases on site plan. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Exterior Lighting:

1. Identify the type and location of exterior lighting that is proposed for the project. \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe how new light sources will be prevented from spilling on adjacent properties or roadways. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Total number of parking spaces required (per Zoning Code): \_\_\_\_\_

K. Total number of parking spaces provided: \_\_\_\_\_

L. Traffic:

1. Average daily vehicle trips expected: \_\_\_\_\_

2. Number of P.M. Peak trips expected: \_\_\_\_\_

M. Will the project generate new sources of noise or expose the project to adjacent noise sources? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

O. Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Project Characteristics:

A. Days of operation (e.g., Monday - Friday): \_\_\_\_\_

B. Total hours of operation per day: \_\_\_\_\_  
Times of operation (e.g., 8 - 5, M - F): \_\_\_\_\_

C. If fixed seats involved, how many: \_\_\_\_\_  
If pews or benches, please describe how many and the total length: \_\_\_\_\_  
\_\_\_\_\_

D. Total number of employees: \_\_\_\_\_

E. Anticipated number of employees on largest shift: \_\_\_\_\_

III. If an **outdoor use** is proposed as part of this project, please complete this section.

A. Type of use:

Sales \_\_\_\_\_ Processing \_\_\_\_\_ Storage \_\_\_\_\_  
Manufacturing \_\_\_\_\_ Other \_\_\_\_\_

B. Area devoted to outdoor use (shown on site plan). \_\_\_\_\_

Square feet/acres \_\_\_\_\_ Percentage of site \_\_\_\_\_

C. Describe the proposed outdoor use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y \_\_\_\_\_ N \_\_\_\_\_

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).

I hereby certify, to the best of my knowledge, that the above statements are correct.

\_\_\_\_\_  
Signature of Person Preparing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

# GRASS VALLEY SITE PLAN REQUIREMENTS DEVELOPMENT REVIEW CHECKLIST

**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. 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.

\_\_\_\_\_ Fifteen (15) Copies of Plan Sets on standard 24" x 36" size paper fan-folded to 9" x 12" plus (1) reduced copy at 8 1/2" x 11" which includes the following information:

\_\_\_\_\_ Neighborhood Site Plan showing surrounding development improvements and natural features within 200 feet of the project site.

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

- Dimensioned property lines, north arrow, and any easements on the site
- Points of access, vehicular circulation, location and dimension of parking areas and spaces
- Location and any existing structures (specifying building setbacks), including the location and use of the nearest structures on adjacent property, and an indication of structures to be removed
- Location of any existing or proposed utilities such as water, wastewater and storm drainage
- Location of any proposed structures and use (including building setbacks)
- Open space and buffer areas
- Walkways, bicycle facilities (bike lanes, parking racks, etc), and ADA compliance facilities on the project site and providing connections to existing off site facilities
- Pedestrian and bicycle connections to adjacent development (pursuant to the City's Community Design Guidelines)
- Mailbox locations and trash enclosures
- Other site features such as outdoor seating areas

\_\_\_\_\_ Preliminary Grading and Drainage Plan showing:

- Existing and proposed contours using City datum (cut and fill slopes)
- Existing drainage characteristics of the site and a proposed preliminary drainage improvements (including drop inlets, detention basins, etc)
- Creek flow lines and flow directions
- Retaining wall locations, materials, and heights
- Locations of existing trees (over 8" in trunk diameter at breast height) and their status (species and to be removed or retained as part of the development (including preservation measures, such as fencing, pavers blocks, etc)

- Rock outcroppings and other major natural site features
- Location and construction of temporary and permanent erosion and sedimentation control measures

\_\_\_\_\_ Architectural Plans, including elevations of all sides of the building indicating the form and exterior treatment, overall height, roof materials, proposed exterior mechanical equipment, building lighting, building materials and colors.

\_\_\_\_\_ Conceptual Landscape Plans indicating general locations of landscaping improvements, including locations of retained trees, newly planted trees, landscape buffers and berms, retaining and/or garden walls and any hardscape areas.

\_\_\_\_\_ 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.

\_\_\_\_\_ Exterior Lighting Plan including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets lighting designs. Include a photo-metric lighting plan, overlaid onto the project site plan, showing lighting levels across the entire site and at property lines.

\_\_\_\_\_ Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relationship to exterior use areas.

\_\_\_\_\_ Signs: General locations of contemplated signage on building or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:

- Dimensions and square footage of all signs.
- Dimensions and square footage of building walls on which signs are located.
- Means of lighting.
- Heights of all signs.
- Message that will appear on each sign.
- Description of materials and colors for letters and background.
- A scaled drawing of each sign showing typeface and design details.

\_\_\_\_\_ Color Architectural Elevations: One copy reduced to 8 ½" x 11" colored architectural renderings.

\_\_\_\_\_ Reduced Site Plan and Architectural Elevations: One copy each reduced 8 ½" x 11".

- \_\_\_\_\_ Materials Sample Board with colors and textures of exterior architectural materials securely mounted on a maximum 8 ½" x 14" size illustration or poster board.
- \_\_\_\_\_ Current Preliminary Title Report (including all recorded easements as noted on the site plan). Title Report must be dated no less than 6 months prior to the application filing date.

Optional Items

- \_\_\_\_\_ Site Photographs of the project site, including neighboring development and including a key map of where each photo has been taken.
- \_\_\_\_\_ Perspective Rendering as required by staff, the Development Review Committee, or the Planning Commission.
- \_\_\_\_\_ Photo Articulation of proposed physical improvements overlaid onto photos of site.
- \_\_\_\_\_ Scaled Model upon request of the Development Review Committee or Planning Commission.

Additional Staff Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Related Project Applications: \_\_\_\_\_

Received By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date Received: \_\_\_\_\_

## **ADVISORY RE: FISH AND GAME FEE REQUIREMENT**

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of **\$2,919.00** for an Environmental Impact Report and **\$2,201.50** for a Negative Declaration\* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid. **This fee increases January 1<sup>st</sup> of each year.**

This fee is **not** a Grass Valley fee, it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

\*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.