

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
 - 1.. 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:

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 - \$255.00 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 (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	\$175.00 - \$417
City Administrative Fee	+ \$8.75 - \$20.85 (5%)
	\$183.75 - \$437.85*

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