



## **DESIGN REVIEW APPLICATION SUBMITTAL REQUIREMENTS**

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### **GENERAL INFORMATION:**

Unless otherwise exempted, all residential projects of three or more units, mixed-use, commercial, industrial and public/quasi-public uses requiring a building permit, including those involving the expansion of the use at or above 25 percent of developed area (including air space), shall require design review approval by the Community Development Department. Residential projects containing five or more units and commercial projects consisting of 100,000 square feet or more of gross floor area require Planning Commission approval. Design Review approval shall occur prior to the approval of construction plans required for the issuance of a building permit. Construction, installation and improvements shall be completed and/or installed per the approved plans prior to the issuance of a building occupancy permit.

### **REQUIRED FOR SUBMISSION:**

Applications for Design Review consideration shall consist of the following:

- \_\_\_ 1. Completed General Planning Application Form.
- \_\_\_ 2. Fees as required pursuant to Community Development Department Fee Schedule
- \_\_\_ 3. The following copies of the following exhibits:
  - Site Plan
  - Floor Plan (of each floor of each proposed building)
  - Building Elevations (for each side of each type of proposed building/residence)
  - Preliminary Landscape Plan
  - Any other exhibit that is necessary to demonstrate compliance with the Galt Development Code (i.e., Utility Screening Plan, Grading Plan, etc.).

Five (5) full-size (24" x 30" minimum) and 10 copies on 11" x 17" sheets, an electronic version of all plans and documents in Microsoft Word or PDF format (CD) as applicable, and one (1) 8-1/2" x 11" copy of each exhibit.

Each exhibit shall include at a minimum:

- A. Title Block of:  
Property owner, applicant (if different from owner) and, engineer/surveyor/architect addresses and telephone numbers.

- B. Summary legend describing project information including subdivision final map name, zoning, lot size, summary of units and footage breakdown.
- C. Scale.
- D. For single-family projects requiring Planning Commission approval, the following number of different floor plans and building elevations shall be provided:

**Table 1. Floor Plans and Elevations Required**

Number of Units	Minimum Number of Floor Plans Required	Minimum Number of Elevations Required
Less than 40 units	Three (3)	Nine (9)
40 to 100 units	Four (4)	Twelve (12)
More than 100 units	Five (5)	Fifteen (15)

*NOTE: Different colors schemes shall be included, however, the color schemes will not be counted as individual elevations.*

**NOTES:**

1. Refer also to the submittal checklists for the preparation of Site Plans, Floor Plans, Building Elevations, Preliminary Landscape Plans, etc. All plans shall be prepared by a licensed architect, landscape architect, designer, surveyor and/or engineer.
2. Final Landscape plans, prepared in accordance with the prepared in accordance with the approved Preliminary Landscape Plan will be required as a separate submittal in conjunction with construction drawings for building permits. A \$300 minimum deposit will be used to pay the City's Contract Landscape Architect for review of plans. If the review costs less than \$300, the remaining deposit will be refunded. If more, the applicant will be required to replenish the deposit.
3. Submittal of an application does **NOT** imply application acceptance. The staff will review the application and materials which will be deemed complete and accepted **ONLY** if all required items have been included.