



DESIGN REVIEW (NEW HOUSE PLANS)

Design Review is required to foster attainment of the design policies set forth in the General Plan and ensure compliance with applicable provisions of the Land Use and Development Code. This application involves review of the site plan and/or architectural design aspects of a project proposal. Design Review applications for new house plans within an approved specific plan or tentative map are subject to review and approval by the Director of Community Development. Projects that require exceptions to development standards are subject to review and approval by the Planning Commission.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Detailed Project Description

A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: development name, number of lots for development, number of house plans, architecture type, materials, anticipated start of construction, any exceptions to development standards, and narrative explaining how the project meets findings pursuant to Vacaville Municipal Code Section 14.09.290.050.

Development Plan

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Site/Project Information (i.e., lot sizes, development name and location, phasing name, street names)
2. All property lines with dimensions and setbacks.
3. House plan type with elevations.
4. Adjoining streets (names, location), including driveway locations at adjoining properties.
5. Utility laterals for sewer and water lines.
6. Location of model home complex and parking lot layout.
7. Location of any proposed subdivision signage installation.
8. Sight triangle(s) at all driveways and intersections per City Standard 3-04A and 3-04B and residential driveways per standard 3-05 on both civil and landscape plans.

Preliminary Landscape Plan

The preliminary landscape plan may be incorporated into the site plan. Ten (10) full size copies of a preliminary landscape plans are required showing the following:

1. Typical landscape layouts for all lot types showing shrubs, trees and irrigation.
2. Master street tree plan showing one street tree and one ornamental tree within the front yard.
3. Location and design of proposed fencing and masonry walls.
4. Tree planting plan with sight triangle(s) at all driveways and intersections per standard 3-04A and 3-04B and residential driveways per standard 3-05.
5. Names and sizes for all proposed plant species.

Exterior Elevations and Floor Plans

Ten (10) full size copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting materials, treatment, colors, and details, including signage.

Sample Board

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **400 ft.** of the project site shall be submitted with the application; projects that require Planning Commission review must provide labels for a **600 ft.** radius. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.