



DESIGN REVIEW APPLICATION

FILING FEE: \$130
 DEPARTMENT OF PLANNING AND BUILDING SERVICES
 707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
 (530) 251-8269 · (530) 251-8373 (fax)
 www.co.lassen.ca.us

Form must be typed or printed clearly in black or blue ink. All sections must be completed in full.

This application consists of two pages; only attach additional sheets if necessary.

FILE NO. _____

Property Owner/s	Property Owner/s
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email:

Applicant/Authorized Representative*	Agent (Land Surveyor/Engineer/Consultant)
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email: License #:

Project Address or Specific Location:			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning:		General Plan Designation:	
Parcel Size (acreage):		Section:	Township: Range:

Assessor's Parcel Number(s):	- -	- -	- -
- -	- -	- -	- -

Project Description/Proposed Use of Structure:

SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT: I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided, or if they have an appropriate contractor's license.)
Date:	Date:
Date:	Date:

See associated process form for required attachments and instructions.

Application for design review may be prepared by the property owner or his qualified agent* (as a licensed contractor or with a letter of authorization) and shall be accompanied by drawings or sketches made clear and legible on sheets of paper at least 8½”x11” in size. Three (3) copies of such applications for design approval shall be submitted to the Planning Department and shall include, but not be limited to, the following information:

**It is the responsibility of the contractor or any qualified agent to confirm that the proposed design, including any modifications suggested for approval, is acceptable to the property owner.*

1. Plot Plan/Layout Design:

- a) The location of all existing and proposed structures on the property together with their dimensions, distance between structures and setback distances from property lines.
- b) Approximate location of all streams, drainage channels, and/or bodies of water and an approximate indication of slope and elevation of the property.
- c) Names, locations, and widths of all existing and proposed streets or right-of-ways known to the owner as to location on or near the property.
- d) Proposed type and location of driveway, parking areas, sidewalks, fences, shrubs, landscaping, etc.
- e) The relation to the existing buildings and structures in the general vicinity and area.
- f) Location of sewer lines and leach field areas.

2. Setbacks:

Front: Required	_____	Proposed	_____
Side: Required	_____	Proposed	_____
Rear: Required	_____	Proposed	_____

3. Proposed building and/or improvements showing the same as it will appear after the work for which the permit is sought shall have been completed:

Design of proposed construction and/or other improvement (show on drawings).

Height and area of buildings: _____

Ground level to roof peak: _____

Ground level to top of wall (show on drawings.): _____

Roofing: Type: _____

Pitch: _____ Eave Lengths: Sides _____ Gabled Ends _____

*Color: _____

Elevations of proposed building (shown on drawings).

Exterior: Material: _____

*Color of Siding: _____

Masonry work – color and materials to be used: _____

***Two (2) color samples of new roof or exterior must accompany this application.**