CITY OF
LIVE OAK

DEVELOPMENT/DESIGN REVIEW APPLICATION CHECKLIST
(Staff Review)

To conduct the development/design review process associated with a building permit the following items are required. Much of this information may already be included as part of your building permit application. You do not need to prepare separate site plans or elevations,

_____ Payment of **application fees** (fee list is included in packet).

_____ 3 copies of the **site plan,** drawn to scale. List of items to be included on the site plan is provided below:

　_____ Project title and applicant's name.
　_____ North arrow.
　_____ Vicinity map.
　_____ Workable scale
　_____ Property lines, with dimensions.
　_____ All existing buildings, and other structures on the property, with distances to the nearest property line, fencing, landscaping, utility poles and structures. Indicate what will be removed as part of the proposed project and what will remain.
　_____ All existing trees on the property (identify which trees will remain and which will be removed).
　_____ All existing on-site or adjacent streets, alleys, easements and right-of-ways.
　_____ Proposed building(s) and other structures with dimensions and distances from property lines.
　_____ Proposed parking, walkways.
　_____ Proposed trash enclosure(s) and screening.
　_____ Location of utilities, transformer boxes, air conditioning units, etc.
　_____ Proposed bicycle racks/storage facilities.
　_____ Proposed fencing and walls.
　_____ Calculations: lot size, floor area, number of parking stalls required and provided.
　_____ Commercial and industrial projects: loading docks, outdoor storage areas.
　_____ Residential projects: recreation facilities and other amenities.

_____ 3 copies of the **preliminary landscaping plan.**

_____ 3 copies of the **colored building elevations** (all sides) for all new buildings and buildings to be remodeled or expanded.

Within 30 days of submitting the application, staff will complete the review of the application to approve or deny the application or request revisions.

Development/Design Review Process

The City of Live Oak conducts development and design review on most types of development, whether it is a building expansion, a significant exterior remodel or all new construction. The City Council has adopted design guidelines to establish criteria for designers, architects, engineers, developers, property owners and City staff to ensure that development meets the City's goal of high quality development. The design guidelines are available online or at the Planning Department.

There are two types of development/design review processes in the City – staff review (as part of your building permit application) and Planning Commission review and action.

Development/Design review through the building permit process:

Most projects are processed through the City with a building permit. Part of the City's building permit review process includes design review. We have incorporated the development and design review fees and needed information into the building permit process. You do not need to fill out any other applications. Needed design review information and fees are incorporated into your building permit application packet.

Please note though that comments you receive back on your building permit application will also include development and design review comments as well as other comments regarding building code compliance.

Development/Design review by the Planning Commission:

Any development project that must be approved by the Planning Commission will receive development/design review by the Planning Commission, as part of the process. This would be for projects that need a use permit, variance, subdivisions (if the developer is also going to build the homes) and possibly rezonings and general plan amendments. Development/Design review is incorporated into the process and will not add any time for the review.

Your application for whatever type of review you need from the Planning Commission needs to also include the development/design review information and fees.

Pre-application meeting with City Planning Department:

In all cases, it is advisable to first review the City's development standards (per the Zoning Regulations) and Design Guidelines and then discuss your project with City Planning Department staff in advance of application submittal. The better and more thoroughly prepared your application is, the simpler the process.

CITY OF LIVE OAK

PLANNING FEES

GENERAL PLAN AMENDMENT	
Text & map changes	$2,986.00
SPECIFIC PLANS	
New plans	Cost + 10% admin. fee
Amendments (text & map changes)	2,986.00
REZONING	
Map change	1,897.00
Text change	1,579.00
Planned development (includes text & map changes)	2,060.00
USE PERMIT	
Major (all projects other than minor u.p.)	1,803.00
Minor (related to single family res. or duplex, parking waiver, signs, temporary coaches)	770.00
Amendments	½ regular fee
Extension of time	
Minor	101.00
Major	220.00
VARIANCE	
Single Family dwelling	411.00
Other	823.00
LAND DIVISIONS	
Subdivision Map	1,261 + 28 per lot over 4
Parcel map	966.00
Revise approved map conditions	½ regular fee
Lot line adjustment	442.00 + 38.00 per lot over 2
Certificate of compliance	490.00
Tentative map time extension	206.00
DESIGN/DEVELOPMENT PLAN REVIEW	
Staff Review:	
Single family, duplex,	33.00
Multiple family res.	101.00 + 10.00 per unit
Subdivision	500.00
Commercial or office 10,000 sq. ft. or less	206.00
Commercial or office over 10,000 sq. ft.	500.00

Industrial 10,000 sq. ft. or less	101.00
Industrial over 10,000 sq. ft.	206.00
ZONING CLEARANCE	
Signs, home occupation, model homes, telecomm. tower	33.00
Special event signage	33.00 + 127.00 deposit
CEQA	
Negative Declaration	
Minor (parcel map, minor u.p., variance)	314.00
Major (g.p.a, rezone, subdivision, major u.p.)	612.00
EIR	Actual cost
Fish & Game fee	Actual cost
Sutter County NOD filing fee	50.00
APPEALS	
To P.C. re: single family residence	206.00
To P.C. re: all other	334.00
To C.C. re: single family residence*	334.00
To C.C. re: all other*	696.00
PRE-APPLICATION CONFERANCE	400.00
DEVELOPMENT AGREEMENT	Actual cost

* If requested by the appellant, the City Council, at the conclusion of the City council appeal process, may authorize the return of all or part of the appeal fee to the appellant if all or part of the appeal is granted and the Council determines that the appellant was justified in filing the appeal.