



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Environmental Health/CUPA

Code Enforcement
Engineering/Water Resources

Planning

Admin & Finance
Road Maintenance

Uniform Application Submission Checklist

- Completed Uniform Application** including one (1) digital copy in PDF format provided by flash drive or e-mailed to planning@co.sutter.ca.us
- Payment of application fees.** Please confirm the correct amount with staff prior to submittal.
- Written Project Description.** Provide a detailed project description of the proposed use and any existing onsite uses including days/hours of operation, number of employees, work shift duration (if applicable), products or services provided, anticipated customers and proposed bathroom facilities. Include descriptions of both indoor and outdoor activities. Finally, an explanation shall be included of how the proposed project will comply with the County's Floodplain Management Ordinance (if applicable) and handle onsite drainage resulting from the project.
- Tentative Maps.** Provide five (5) full-sized copies folded to 8½" X 11", one (1) set reduced size 8½" X 11" copy and one (1) digital copy in PDF format containing the information included in the Tentative Map Preparation Instructions.
 - Legend on the first sheet identifying each sheet in the plan set.
 - Title for each sheet, scale, north arrow and preparation date.
 - Name and phone number of person preparing plans.
- Site Plans.** Provide three (3) full-sized and folded copies of each plan set (unless otherwise directed by Planning staff), one (1) reduced set at 11" X 17" and one (1) digital copy in PDF format. Site plan(s) shall be prepared at an engineer's scale and contain the following features:
 - Legend on the first sheet identifying each sheet in the plan set.
 - Title for each sheet, scale, north arrow and preparation date.
 - Name and phone number of person preparing plans.
 - Vicinity map indicating the site and surrounding streets (Not required for minor use applications).
 - Aerial Context Map showing existing and proposed uses. (Not required for minor use applications).
 - Property lines and dimensions, all easements and other encumbrances.
 - Depict all existing and proposed structures and label them according to use together with the square footage of each, and distances between proposed buildings and property lines.
 - Project circulation. Include existing and proposed driveways, automobile, bicycle, and disabled parking spaces, drive aisles, loading areas and curbing.

Include proposed surfacing type, dimensions, locations and direction of traffic flow.

- All existing and proposed drainage facilities and distances from leach field areas.
- Existing/proposed septic and leach field areas together with required replacement leach field areas.
- Existing/proposed onsite wells and setbacks from existing and proposed leach field areas.

Design review. Commercial and employment uses are reviewed against the Design Checklist adopted as Table 1500-07-3 of the Zoning Code (attached). Additionally, projects are reviewed for consistency with the parking standards specified in Article 20 of the Zoning Code. Design review applications shall contain the following elements:

- Provide eight (8) full-sized and folded sets of plans which include site, grading and drainage, landscape, lighting/photometric plans for proposed exterior lighting, architectural elevations, and sign program.
- One (1) set of reduced sized plans not to exceed 11" X 17".
- One (1) set of full-sized color elevation plans or artistic renderings.
- One (1) reduced set of colored elevation plans or artistic renderings, not to exceed 11" X 17".
- Greenhouse gas emission screening tables (if applicable).
- Calculations demonstrating compliance with the State's Water Efficient Landscape requirements.
- Floor plan of existing and proposed building(s). Identify the interior use of building(s) together with the square footage of any areas proposed for different uses (i.e. retail, storage, office, manufacturing, warehousing, etc.) This information is used to determine parking, fire, building and floodplain requirements as may be applicable.

California Environmental Quality Act (CEQA) Compliance. Projects subject to environmental review pursuant to State law may be required to submit additional information demonstrating compliance with the County General Plan and how a project may impact the environment. Such items may include but are not limited to:

- A greenhouse gas emissions study (unless determined to be pre-screened out).
- A noise study demonstrating compliance with the General Plan Noise Element.
- A drainage study demonstrating site drainage will not result in adverse impacts.
- A traffic study demonstrating compliance with the General Plan Circulation Element and to identify what project improvements may be required.
- Native American consultation. Native American tribes may request to consult on a proposed project which could result in the need to prepare a cultural resource survey.

Zoning Code Table 1500-07-3: COMMERCIAL AND EMPLOYMENT DESIGN CHECKLIST

Y Yes, Project Complies **N** No, Project Does Not Comply **NA** Criteria Not Applicable or Appropriate to Project

1. Building Design and Architecture	Plan Complies (Y / N / NA)
a. Buildings provide for variation of materials, colors, and articulation. Particular attention is given to the design of buildings that are located in close proximity to highways and arterial roadways.	
b. Building design incorporates architectural treatments to break up uninterrupted expanses of wall. Examples of appropriate architectural enhancements include offsetting or varying building setbacks, wall planes, and rooflines; varied building materials and colors; covered porches, balconies, entries, windows, and building projections; or other features.	
c. All building elevations that are publically visible are designed with a complementary level of architectural detail and quality of materials. Building walls that face or that are highly visible from highways and arterial roadways have received special consideration in their architectural treatment.	
d. Main entries to buildings are emphasized through distinctive building forms and materials, architectural detailing, lighting and other similar features.	
e. Commercial and office projects incorporate ground floor architectural detail, transparent windows, awnings, overhangs and/or other similar elements to enhance pedestrian scale and comfort.	
f. Building designs, architecture, materials and colors are coordinated within defined centers and complexes to create unified, harmonious, and identifiable projects.	
g. The design of accessory or utility buildings is complementary to the primary building(s). In situations where the accessory or utility building is determined to not be visible from the public right-of-way or from adjacent properties, the County may consider a "relaxation" of this design criteria.	
h. Except for alternative energy systems such as solar and wind, all roof and ground mounted mechanical equipment is screened from view from adjacent properties, adjacent roadways and public right-of-way, and parking areas. The required screening is provided as an integral aspect of the building's design.	
i. Trash enclosures are located in low profile locations away from streets, project entries, and pedestrian activity areas. Trash enclosures are 6 feet in height, consistent with the design of the building(s), and constructed of decorative masonry block with metal gates.	
j. Loading areas, driveways, trash enclosures, and storage areas are located a minimum of 20 feet from abutting parcels developed with an existing residence(s) or parcels that would permit the construction of a future residence(s).	
k. Building designs, materials, and other methods are incorporated as appropriate to minimize consumption of non-renewable resources in compliance with Sutter County's Climate Action Plan.	
2. Landscaping	Plan Complies (Y / N / NA)
a. A minimum 15-foot-wide landscape planter, excluding curbing and sidewalk, is provided along all highways and arterial roadways. A minimum 10-foot-wide landscape planter is provided along all other road frontages where development is proposed.	
b. A minimum 10-foot-wide landscape planter, excluding curbing, is provided where development is proposed adjacent to residentially zoned properties. Within this planter, screen trees from the Landscape Plant Materials List maintained by the Development Services Department are planted in combination with other plant materials to provide a dense visual screen.	
c. Trees within required landscape planters are a minimum 15-gallon size and shrubs a minimum five-gallon size at time of planting and are planted in accordance with County standards. Selected trees are planted at an equivalent rate of one per 30 feet of frontage. Shrubs and/or vegetative groundcover are planted to achieve 50% ground coverage of the planter area within 5 years. All trees, shrubs and groundcover are from the Sutter County Preferred Landscape Plant Materials List maintained by the Development Services Department.	

Zoning Code Table 1500-07-3: COMMERCIAL AND EMPLOYMENT DESIGN CHECKLIST

Y Yes, Project Complies **N** No, Project Does Not Comply **NA** Criteria Not Applicable or Appropriate to Project

d. Trees and shrubs are planted so as to minimize impacts to sidewalks or individual driveways and away from leach lines as specified on the Landscape Plant Materials List maintained by the Development Services Department.	
e. All landscaping is within planters separated from required parking and driveways with six-inch concrete curbing. No planter is smaller than 25 square feet, excluding curbing. Each planter includes an irrigation system.	
f. Not more than 25 percent of any planter or landscaped area is covered with hard surfaces such as gravel, landscaping rock, artificial turf, decorative concrete or other impervious materials. Bus shelters are excluded from this limitation.	
g. A minimum of 1 tree per 4 spaces within a planter adjacent to a double row or single row parking is provided. As an alternative, the applicant has provided a shading plan prepared by a certified landscape architect or arborist (applying commonly accepted methodology), that 50 percent shading of paved parking surfaces (stalls, aisles & maneuvering areas) will be achieved based upon the canopy spread of trees within 15 years of planting. All required parking lot shading trees have large canopies, produce low liter and are deep rooted.	
h. Landscape planter "islands" are provided within parking lots to meet the shading requirements and to break up large expanses of parking spaces. All landscape planter islands contain a tree, are planted with shrubs and ground cover, and are similar in size to the adjacent parking stalls.	
i. Deciduous trees are planted on the west and south sides of buildings where possible to help reduce cooling loads during summer months and permit solar gain during winter months.	
j. Landscaping and lighting plans have been coordinated to assure that vegetation growth will not interfere with intended illumination of security and parking lot lighting.	
k. All landscaped areas comply with the current Model Water Efficient Landscaping Ordinance prepared by the California Department of Water Resources (DWR), as required by the California Water Conservation in Landscaping Act (Government Code Section 65591 et seq.). If conflicts occur between the Model Water Efficient Landscaping Ordinance and this Zoning Code or other County regulations, the more restrictive shall apply.	
l. Pervious paved surfaces, vegetative groundcover, natural bio-swales, and other practices may be incorporated where possible to increase filtration and reduce project run-off.	
m. Conditions are incorporated satisfactory to the County to ensure that all landscaping will be installed consistent with approved plans and specifications, in a manner designed to promote and maintain healthy plant growth. Landscaping shall be deemed to have met this requirement upon the following: i. All of the required landscaping is installed in conformance with the requirements and standards; or ii. An agreement is on file with the County which may include a financial deposit which guarantees that the required landscaping shall be installed within a reasonable period of time after issuance of a temporary certificate of occupancy. At such time as the landscaping is completed a final certificate of occupancy may be issued.	
n. Conditions are incorporated satisfactory to the County to ensure that: (1) trees will be maintained in good growing condition by property owners and shall be free from physical damage or injury arising from lack of water, chemical damage, insects, and diseases; (2) trees showing such damage will be replaced by the same species or similar tree from the Landscape Plant Materials List maintained by the Development Services Department; and (3) planting areas will be kept free from weeds, debris, and undesirable materials which may be detrimental to safety, drainage, or appearance.	
o. Conditions are incorporated satisfactory to the County to ensure that trees, shrubs, hedges, and other plant materials will be maintained so as not to create a sight hazard from driveways and corners as determined by the Development Services Department. Within 15 feet of any driveway opening, all mature trees shall have a 6-foot foliage clearance and other plant materials will not exceed 30 inches in height.	

3. Vehicular Circulation and Parking	Plan Complies (Y / N / NA)
a. Parking areas are generally located to the rear or side of the property rather than along street frontages in order to minimize visual impacts. When adjacent to a street frontage, parking areas are screened to the extent practical through the use of berms, low screen walls, and/or landscaping.	
b. Site design has been coordinated between adjacent projects to maximize opportunities for reciprocal access and parking between parcels thereby enhancing connectivity, minimizing driveway cuts along public streets, and maximizing the efficiency of parking areas.	
c. Internal vehicular circulation is designed to promote efficiency and convenience, and provides adequate areas for maneuvering, stacking, loading, truck staging, and emergency access.	
d. All loading areas are generally located to the sides or rear of buildings or other areas where they can be concealed by architectural features and/or landscaping.	
e. Driveways are minimized and located as far as possible from intersections. Sight distances are maximized at all intersections and driveways. All crossings, driveways, intersections and other transportation facilities (loading bays, bus turnouts, bike racks, loading zones, etc.) are located and designed so that easy access is provided with a minimum of conflicts with other uses.	
f. Where a transit stop exists or is planned adjacent to the project, connections are provided from the transit stop to the place of business.	
g. Required public and employee parking spaces, accessways, and display areas are paved in accordance with the improvement standards of Zoning Code Section 1500-20-080. Storage or parking areas that are separated from required parking areas, gated, and adequately screened may be gravel surfaced in accordance with Zoning Code Section 1500-20-080.	
h. Drive-through stacking lanes are located to not overflow onto a public street or major internal aisle. A minimum stacking distance of 8 cars or 160 feet is provided for drive-throughs for eating and drinking establishments, and a minimum stacking distance of 4 cars or 80 feet for other uses with a drive-through.	
i. The project is in compliance with all other requirements of Article 20 (Parking and Loading).	
4. Pedestrian and Bicycle Facilities	Plan Complies (Y / N / NA)
a. Facilities for pedestrian and bicycle circulation are physically separated from vehicular circulation to the extent feasible. Primary pedestrian routes and access points are specially treated and include shade trees, adequate lighting, paving, and/or other elements that distinguishes pedestrian from automobile areas.	
b. Pedestrian crossings of vehicular routes are emphasized with a change in grade, materials, textures, colors and/or other elements to improve visibility and safety.	
c. Bicycle racks and lockers, where provided, are located near building entries in highly visible and well lighted areas.	
d. Pedestrian and bicycle access between adjacent projects and uses is provided as appropriate.	
5. Walls	Plan Complies (Y / N / NA)
a. Walls that are either proposed by the applicant or that are required (i.e. for screening purposes, to attenuate noise impacts, etc.) along highways and arterial roadways are solid, located outside of any required landscape planter, and are constructed of either decorative masonry block (i.e. split face block, masonry block with stucco coat), or solid wood frame with stucco coat that complements the design of the building(s).	
b. If a wall is required due to noise impacts, it has been clearly demonstrated that the proposed materials and construction will adequately attenuate noise to acceptable levels.	
c. Changes in wall planes, materials, and surface textures as well as the placement of pilasters, trim caps, landscape massing's, vines and similar elements are incorporated as appropriate to break up long sections of walls along highways and arterial roadways.	

d.	Projects that abut residentially zoned parcels include a minimum 6-foot-high solid wall (i.e. decorative masonry block such as split face or masonry block with stucco coat, solid wood frame with stucco coat, or similar alternative as approved by the Director) along the shared property boundary. The height of the wall may be reduced to a minimum of 4.5 feet high along a shared property boundary that abuts a parking area.	
e.	Wall openings are provided as appropriate to allow pedestrian and bicycle access between uses.	
6.	Lighting	Plan Complies (Y / N / NA)
a.	Parking lot lighting does not exceed 20 feet in total height, is oriented and shielded to direct the light downward onto the subject property and not spill onto adjacent properties or road rights-of-way. Lower lighting standards may be required adjacent to single-family development in order to minimize light spillage.	
b.	Full cutoff lighting fixtures, diffusers and other "dark-sky" and low glare technologies are used to reduce light pollution and glare.	
c.	Energy efficient lighting fixtures, sources and practices are incorporated as appropriate.	
d.	Conditions are incorporated satisfactory to the County to ensure that, prior to issuance of a building permit, a point-by-point exterior lighting (photometric) plan will be submitted which demonstrates compliance with the following illumination requirements: <ul style="list-style-type: none"> i. Parking lots, driveways and trash enclosures are illuminated with a minimum maintained 1 foot-candle of light, a uniform ration (maximum to minimum) of 4:1, and an average not to exceed 4 foot-candles of light. ii. Pedestrian walkways are illuminated with a minimum maintained 0.5 foot-candle of light and an average not to exceed 2 foot-candles of light. iii. Exterior doors are illuminated with a minimum maintained 1 foot-candle of light, measured within a five-foot radius on each side of the door at ground level. 	
7.	Signs	Plan Complies (Y / N / NA)
a.	The design of signs integrates with the architectural style, materials, and other design features of the building(s) or complex they identify.	
b.	Sign design within defined centers and complexes is coordinated and complementary.	
c.	All signage complies with the requirements of Article 21 (Signs).	
8.	Screening	Plan Complies (Y / N / NA)
a.	To the extent possible, outdoor storage areas are located behind buildings and to the rear of the property.	
b.	Storage areas are screened with solid fencing with moderate to fast growing screening trees, shrubs and/or vines selected from the Preferred Landscape Plant Materials List (maintained by the Development Services Department) provided on all sides of the designated storage area to create a dense visual screen. A landscape plan to provide for screening of these areas has been provided to the Planning Division for review and approval.	
c.	The 15-foot or 10-foot wide required landscape planter referenced in 2(a), if used for screening of outdoor storage areas on one or more sides, provides solid fencing adjacent to the planter and the planting of trees and/or shrubs within the planter area is sufficiently supplemented to provide a dense visual screen of the storage area.	
9.	Natural Features	Plan Complies (Y / N / NA)
a.	Existing significant natural features such as mature trees (6-inches in diameter or greater at breast height), other native vegetation, natural ground forms, rock outcroppings, water features, drainage courses, and scenic views are retained to the extent practical.	

10. Highway 20 Supplemental Design Requirements	Plan Complies (Y / N / NA)
a. A minimum 30-foot-wide landscape planter, excluding curbing and sidewalk, is provided on all Highway 20 frontages. Lower growing trees and shrubs are used within the required landscape planter to maintain views of the Sutter Buttes.	
b. When viewed from Highway 20, the heights of buildings, structures and other constructed elements do not obstruct views to the ridgeline of the Sutter Buttes, defined as the areas above the 1,200 foot elevations line. Minor exceptions may be permitted for towers, spires, domes, cupolas, and other limited architectural features; as well as water tanks, silos, granaries, cooling towers, and similar structures necessary to perform the intended function of the use, provided such features and structures do not substantively impact views of the Buttes and are in compliance with the building height standards for the applicable zoning district.	
c. Visual “corridors” are provided between adjacent on-site and off-site structures and landscaping to maintain views of the Sutter Buttes.	

|
P:\Planning\FORMS\Applications\Uniform Application Checklist 2023.docx