



## What Requires Design Review?

The following is general guidance for projects that typically require design review though there may be exceptions if there are unique circumstances. Please contact Planning staff before submitting your project for design review.

### Common Design Review Projects:

- Non-exempt ADUs
  - >800 sq. ft. and/or taller than 16 ft.
- Non-exempt Accessory Structures
  - > 120 sq. ft. measured by internal area (walled, or between support posts)
  - Garages attached to proposed ADUs (regardless of whether the ADU is exempt)
  - Rear yard patio covers exempt.
- Non-exempt Additions to an Existing Structure
  - >120 sq. ft.
- New Residential or Commercial Projects
- Minor exterior modifications
  - Not “like-for-like” style or materials
- Projects involving changes to the exterior of a building in the Historic District require Historic District Commission Review

### Director-Level (DRDL##-#####) vs. Commission-Level (DRCL##-#####)

- Director-Level Design Review Projects will typically encompass small non-residential projects under 1,000 sq. ft. in scope, or for minor exterior changes.
- Commission-Level Design Review Projects will typically encompass larger non-residential projects over 1,000 sq. ft. in scope, for substantial exterior changes, or for projects occurring in the Folsom Historic District.
  - New Commercial Buildings
  - New Mixed-Use Buildings

Design Review Applications are submitted online using [eTRAKiT](#). For instructions on how to apply for Design Review, please visit - [DESIGN REVIEW – COMMISSION LEVEL](#) OR [DESIGN REVIEW – DIRECTOR LEVEL](#).

Planning staff will determine whether the project is exempt from Design Review and whether a Design Review Application is subject to staff-level approval from the Community Development Director or from the Planning Commission or Historic District Commission.

If a submittal is considered exempt from design review by Planning staff, the applicant will be referred to the Building Division to determine if a building permit is required for the project.

### QUESTIONS?

For questions or assistance with your online application, please contact:

Planning Division  
Community Development Department  
Phone: (916) 461-6202  
Email: [PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us)