



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

**City of Folsom**  
**Community Development Department**  
50 Natoma Street  
Folsom, California 95630  
(916) 461-6202 Fax (916) 355-7274  
[PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us)

## Design Review Application

### Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

### Property Owner Information

Name: _____	Phone: _____
Address: _____	

### Owner/Agent Statement

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

Property Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Project Information

Residential       Commercial       Industrial       Other

Description (e.g., Custom Home, Addition, etc.): _____		
Address: _____	Assessor's Parcel #: _____	
Builder/Contractor: _____	Phone: _____	
Subdivision Name: _____	Lot #: _____	
Are there any trees on site? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: _____	Are there any easements on site? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: _____	
Current Residence Size: _____ s.f.	Total Lot Size: _____ s.f.	Current Lot Coverage: _____%
ADU Size: _____ s.f.	ADU height: _____ ft.	New Lot Coverage: _____%

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**You will be notified within three business days if your submittal is incomplete or does not comply with code.**



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## Design Review Submittal Requirements

The applicant shall submit the following information with the Community Development Department for review by the Community Development Director or the Planning Commission ([FMC 17.06.060](#)):

1. **Application Form** (Completed and signed)
2. **Application Fee:**           \$63.00 – Single Family Dwelling  
  \$2,210.00 – Multi-Unit Residential/Commercial
3. **A detailed site plan**, including but not limited to:
  - a. Site Information:
    - i. Site address, assessor's parcel number, subdivision, lot number, north arrow & scale
    - ii. Property area (square-footage of lot), building footprint (square-footage of all buildings), building coverage percentage
  - b. Site Layout:
    - i. Property line locations; lot dimensions; locations of all structures on lot; all front, side, rear, and building setback lines
4. **Building elevations** showing all sides of the structure(s) affected by the proposed construction
5. **Floor plans**
6. **Material samples and color board** (exterior), OR note on elevations stating that the exterior will match the existing residence
7. **Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the project location
8. **Arborist Report** is required if work is to be done near a protected tree or if removal of a protected tree(s) is required (refer to [Chapter 12.16](#) of the [FMC](#)). \*
9. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a complete set of digital (PDF) online via the City's eTRAKiT online portal: <https://www.folsom.ca.us/government/community-development/epermit-center>

Please reach out to [PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us) for any questions about the application process.

**Home Owners Association (HOA) Note:** The architecture and design of your project may be subject to review and approval by the subdivision's Homeowners Association (HOA) or Architectural Design Review Board (if applicable). The Community Development Department strongly encourages all projects go through any applicable (Homeowners Association or Architectural Design Review Board) design review process prior to submitting a Design Review Application Form to the City.



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**\*Tree Permit Note:** Any project that has the potential to impact a Protected Tree(s), as defined in Chapter 12.16 of the FMC, must submit a Tree Permit Application Form to the Community Development Department. The Tree Permit Application Form is subject to review and approval by the City Arborist. For more information refer to [FMC Chapter 12.16 \(Tree Preservation Ordinance\)](#).

**Detailed Site/Grading Plan:** All site plans must include the following information:

- Site address, subdivision and lot number, North arrow and assessor's parcel number (APN)
- Proposed use of structure and current zoning designation
- Lot dimensions showing property lines of subject property and adjacent properties within 40 feet of subject property lines; provide total area (square footage) of lot, including lot coverage percentage
- Building footprint and square footage; provide dimensions to property lines and show all front, side and rear building setback lines, finish floor elevations for both house and garage
- Show existing and proposed grade contours of the lot
- Driveway: Show intersection with roadway
  - Back of walk or curb elevations at driveway connection and approximate driveway slope in percent
  - Driveway profile (maximum slope of 20%, average slope of less than or equal to 15%)
  - Corner lot – Verify driveway is located a minimum of 5-feet from clear vision triangle
- Location of:
  - All existing structures
  - Retaining walls (show design, height, and materials)
  - Direction and location of lot drainage
  - Public and private easements, correctly labeled
  - Any equipment that may be ground-mounted that is typically roof-mounted
- Evidence of neighborhood design review/homeowners association approval recommended (where applicable)
- Tree locations, sizes and species. Show off-site trees if they hang over property line. (Tree Permit and Arborist Report is required of work that is to be done near protected trees (oaks) or if removal of protected trees is required.)
- Landscape plan indicating:
  - Planter areas and dimensions
  - Quantity, size and species of plants and trees
- Grading Plan: If the project involves substantial grading (cut or fill) or is situated on a sloped lot a separate detailed grading plan may be required



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**Commercial Projects:** All commercial projects must include the following additional information:

- Fire lanes
- Handicapped accessible pathways and parking spaces
- Parking area (including parking spaces)
- Lighting plan:
  - Include cut sheet with fixture type/model and wattage
  - Show building and pole-mounted lights, landscape and parking area lights
- Landscape plan indicating:
  - Planter areas and dimensions
  - Quantity, size and species of plants and trees
  - Tree shading calculations for parking areas (Include water use calculations)
- Freestanding sign locations
- Location of:
  - Electric meters and transformers
  - Sewer and water lines
  - Water meters
  - Cleanout
  - Backflow preventers
  - Fire department connections and hydrant locations
  - Post indicator valves
  - Gas meters
  - Trash enclosures