City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us
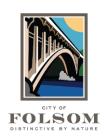
Site Design Review Application

Applicant Information

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

Property Owner Information (if different):

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/Site Information:

☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Project Description (including proposed date range and hours):

Zoning Designation: _____	General Plan Designation: _____

Any applicant or agent who is not the property Owner must submit a signed Agent Authorization Form along with this application.

Note: Applicant and/or owner is responsible for paying all fees and costs associated with processing this application.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

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

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Site 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:** $302.00 – Site Design Review (Director Level)
                                       $4,794.00 – Site Design Review (Commission Level)
3. **Agent Authorization Form** (Completed and signed, if applicable)
4. **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
5. **Elevation Plans** showing all sides of the structure(s) affected by the proposed construction
6. **Project Narrative** explaining the major concepts of the project.
7. **Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the project location
8. **Material samples and color board** (If applicable)
9. **Color renderings – site plans, landscaping plan, elevations, signage** (If applicable)
10. **Three-dimensional modeling or photo-montage** (If applicable)
11. **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). *
12. **Other applicable material and information** as requested by the Community Development Director.

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Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.

*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).