



## **Design Review Process For Commercial New Construction and Facade Renovation**

Commercial design review is required for new signs and sign replacements, new commercial/industrial buildings and/or structures, and facade renovation projects within the Redevelopment Project Area. Design review is evaluated for compliance with the Town's Design Review Guidelines, the Town's General Plan, Zoning Ordinance, applicable Specific plans and other related Town standards. Consideration of Design Review is a discretionary act using adopted guidelines. Approval is determined through a two-step public hearing process with the Design Review Board as the preliminary review and the Redevelopment Advisory Committee as the final approval authority.

### **Step 1: Initial Consultation with RDA Staff**

Prior to submitting a formal application, the applicant is required to make an appointment with Town staff to discuss the project. Projects are evaluated by Town staff, based on removal of physical and/or economic blighted conditions; support for prior or proposed public and/or private investment; maintenance or resuscitation of historic character; enhancement of the pedestrian environment; renovation of prominent location; consistency with Town of Paradise Design Review Guidelines; improvement(s) which lead to occupancy of existing vacant building(s); improvements that facilitate retention and growth of existing businesses and expansion of economic activity. This step may also include a more in-depth staff review called a Preliminary Development Review, at the property owner's discretion, which is a meeting with all department heads that discusses specific land use and regulatory requirements of a proposed project.

### **Step 2: Applicant submits a complete application, which includes:**

- ☒ Completed application, signed by property owner and applicant; along with required fee.
- ☒ Project Description (Facade Renovation Projects require a construction budget worksheet).
- ☒ Building elevations of all building facades, which include a topographical building perspective. 12 copies and one CD version with jpeg or pdf images.

- ☑ Professionally prepared colored rendering. 12 copies and one CD version with jpeg or pdf images.
- ☑ Materials Sample Board/Production Information, which includes description of types of materials, colors, treatments, etc.
- ☑ Floor plan drawn to scale. 12 copies and one CD version with jpeg or pdf images.
- ☑ Site plan drawn to scale and clearly dimensioned, including:
  - ✓ Scale and north arrow
  - ✓ Street addresses of lot or lots proposed to be developed
  - ✓ Size of lots accurately dimensioned
  - ✓ Location and size of all existing and proposed structures
  - ✓ Location and size of all parking stalls
  - ✓ Location of all landscaped areas
  - ✓ Location of mechanical equipment
  - ✓ Location of trash area(s)
  - ✓ All existing easements
  - ✓ All building and setback areas shall be clearly dimensioned
  - ✓ 12 copies of site plan with one CD version with jpeg or pdf images.

Step 3: Application is deemed complete by Town Staff.

Step 4: Design Review Board

A meeting of the design Review Board is scheduled to review and evaluate the proposed commercial project. The board reviews and evaluates the project design and makes recommendations to the project proponent or recommends approval to the RDA Advisory Committee.

Step 5: Redevelopment Advisory Committee Approval

A meeting of the Redevelopment Advisory Committee is scheduled to make a final determination of the project. Appeals of the Redevelopment Advisory Committee's decision may be made in writing and filed with the Town Clerk within ten calendar days to the Redevelopment Agency Board. An appeal fee is required at time of filing.

Step 6: Decision Letter

Applicant receives a letter of approval or denial on the proposed project. A letter of approval allows the applicant to submit plans for the building permit/plan check process.

*Note: There may be other discretionary land use permits and reviews required for new developments (e.g. landscape review, site plan review, etc. Some of these may be processed simultaneously with the Design Review process.*

## Standard Commercial and Industrial Site Plan Notes

*(This page shall contain several common or noteworthy items for developers and their architects, which will ensure cohesive and aesthetically pleasing design standards.*

*To be completed after Design Review Guidelines are revised)*



**Design Review  
For Commercial New Construction  
Application**

PROPERTY ADDRESS: \_\_\_\_\_ AP# \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

INTEREST IN PROPERTY:    Owner ☐      In Escrow ☐      Lessee ☐      Developer ☐

MAIN CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

PROPERTY OWNER'S NAME (IF DIFFERENT) \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

PROPERTY OWNER'S TELEPHONE NO. \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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Lot Frontage \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Area \_\_\_\_\_

Zone \_\_\_\_\_ General Plan Designation \_\_\_\_\_

Proposed Number of Buildings/structures \_\_\_\_ Building/structure Height(s) \_\_\_\_\_

Gross Square footage of building/structure(s) \_\_\_\_\_

Square Footage per floor \_\_\_\_\_

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Project Description and proposed project costs: (provide a detailed description of proposed project and proposed architectural design:\_\_\_\_\_

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