



Town of Paradise

New Construction and Façade Renovation Design Review Application

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Commercial design review is required for new signs and new commercial/industrial buildings and/or structures, and facade renovation projects within the Town limits excluding single-family residential land uses. Design review is evaluated for compliance with the Town's Design Standards, the Town's General Plan, Zoning Ordinance, applicable specific plans and other related Town standards.

Please refer to the Town of Paradise Zoning Ordinance and the Town of Paradise Design Standards for building and sign design requirements, both located at www.townofparadise.com. All boxes must be checked off and application must be signed by applicant and property owner for application to be deemed complete.

Please fill out the appropriate application section - incomplete applications will not be accepted.

New Construction and Façade Renovation

Property Address:		Assessor's Parcel #:	
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:	
Applicant's Name		Applicant Address	
Interest in Property (select one): <input type="checkbox"/> Owner <input type="checkbox"/> In Escrow <input type="checkbox"/> Lessee <input type="checkbox"/> Developer			
Main Contact Person		Contact Phone	
Property Owner's Name (if different)		Property Owner's Address:	
Property Owner's Telephone #:		Property Owner's Signature (if different than applicant):	

I hereby declare under penalty of perjury that this application, including the attached information, is true and correct to the best of my knowledge and belief. By signing this application, I also declare that the project site is not included on any State of California or Town of Paradise list of hazardous waste sites compiled pursuant to Government Code Section 65962.5, effective July 1, 1987.

Note: If the applicant is **NOT** the property owner, the owner's signature or an attached letter of authorization signed by the owner **MUST** accompany this application.

Applicant Signature:	Date:
Property Owner Signature (if different):	Date:

Step 1: Initial Consultation with Business & Housing Division 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 Standards; 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 (Town-funded facade Renovation Projects require a construction budget worksheet). Fees are waived if project is funded with the Town's CDBG and/or RDA funds.
- ☐ Building elevations of all building facades, which include a topographical building perspective. One hard copy and one CD version with electronic JPEG or PDF images. Electronic versions can be emailed to lgill@townofparadise.com.
- ☐ Professionally prepared colored rendering. One hard copy and one CD version with electronic JPEG or PDF images. Electronic versions can be emailed to lgill@townofparadise.com.
- ☐ Location and size of all proposed signs or existing sign structures (*see Exhibit A for additional information*).
- ☐ Materials Sample Board/Production Information, which includes description of types of materials, colors, treatments, etc.
- ☐ Floor plan drawn to scale. One hard copy and one CD version with electronic JPEG or PDF images. Electronic versions can be emailed to lgill@townofparadise.com.
- ☐ Site plan drawn to scale and clearly dimensioned. Provide one copy and one CD version with electronic JPEG or PDF images. Electronic versions can be emailed to lgill@townofparadise.com, to include:
 - 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 & trash area(s)
 - All existing easements and all building and setback areas shall be clearly dimensioned
- ☐ Site Plan: one copy and one CD version with electronic JPEG or PDF images. Electronic versions can be emailed to lgill@townofparadise.com.

Step 3: Application is deemed complete by Town Staff and an in-house staff review is scheduled.

Step 4: Decision Letter

Applicant receives a letter of approval or denial on the proposed project at least 15-days after the completed application packet is submitted. If an incomplete application is submitted, staff will contact the applicant to complete the packet for Staff review.

A letter of approval allows the applicant to submit plans for the building permit/plan check process.

Note: If other land use permits and reviews are required for a new project or façade renovation, such as: landscape review, site plan review, administrative permit, some of these requirements may be processed simultaneously with the Design Review process.