

**CALAVERAS COUNTY  
PLANNING DEPARTMENT**

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**DEVELOPMENT REVIEW COMMITTEE (DRC)**  
INSTRUCTIONS FOR PREPARING AND SUBMITTING SITE PLANS

In order to streamline the agency review process, the county has a Development Review Committee to provide a one stop coordinated agency review. This committee will review all commercial, industrial and multi-family projects not requiring Planning Commission action. The committee will also review any major project requiring Commission action.

**Application Fee .....\$1,163.00**

The proposed Development Plan shall be clearly and legibly drawn to scale using a standard engineering or architect's scale. **Three (3) folded copies** (18" x 24" or larger), and **one (1) set of reduced copies** (11" x 17") of the development plans shall be submitted along with a project description cover letter. Once any revisions are made, the applicant will be notified of how many copies of the amended standard sized plans will be required.

**Development Plan Requirements:**

The Development Plan shall contain the following information in order that a complete evaluation may be made by the decision-making bodies. The Plan shall be drawn to scale (not to exceed 1" / 50') with full dimensions giving all the following required information:

- A. Title Block:
  - 1. Name, address and daytime phone number of applicant.
  - 2. Name, address and daytime phone number of contractor, if acting as agent for the property owner.
  - 3. All Assessor Parcel Numbers.
  - 4. Title of the proposed project or use (for example: drive-in restaurant).
- B. Vicinity map showing how to reach the subject property from the nearest community or public road and indicate its position in the Section that it is located. It should be the type of map you would draw to give directions to someone.
- C. North point arrow and scale of the site plan.
- D. All property boundaries and dimensions.
- E. Assessor Parcel Numbers of all adjoining parcels.
- F. Locations of all road, utility, and other easements.
- G. Existing development: Show all onsite structures, known wells or septic tanks, utility lines (both above and underground), and other man-made features.

- H. Proposed development: Clearly, with bold lines, show the location and dimensions of all proposed new structures, access ways, and other features. Indicate the square footage of the new development and type of construction, per the Uniform Building Code.
- I. Buildings: Show floor plan, elevations, and indicate the type of roof covering.
- J. Access: Show edges of pavement for the county, state, or private road from which the development will derive its access, including right-of-way. Show street name, proposed encroachment and driveway location, width and grade. Show all drainage, related facilities, i.e., ditches, dikes and road culverts. Show cut bank and fills with approximate elevation difference, and all existing and proposed utilities located within the right-of-way.
- K. Parking areas: Show the location of parking lots, the configuration of the parking stalls, and all dimensions of stalls, driveways, and vehicle access ways. Include a note of the number of parking spaces, including handicapped spaces. (Note: All handicapped spaces must be painted blue per State Vehicle Code requirements.) List the finish grade of all parking areas.
- L. Show sidewalks, curbs, and gutters where applicable.
- M. Show locations and typical structure of all existing and proposed fences and walls. Indicate where the trash receptacle will be stored. Show location of exterior lighting and the general direction of the illumination.
- N. Show the location of nearest fire hydrants and/or fixed water supply.
- O. Show existing site topography contours of the land, and include all proposed finish grades and finish floor elevations.
- P. Show existing drainage courses through the property and any alteration caused by development.
- Q. Indicate existing onsite natural features, such as streams, reservoirs or other features that may affect development.
- R. Indicate where new landscaping is to be planted at the conclusion of construction. Label the type, size at planting, growth characteristics, number and location of trees, shrubs or other landscape material to be installed, along with the method of irrigation. Also indicate the total square footage of plantings.
- S. Either on the site plan, or on a separate 8 1/2 x 11 sheet of paper, submit a drawing of all proposed off-structure signs. Indicate the size of the signs, type of illumination, and show where on the property they will be located.

*PLEASE NOTE:* All plans submitted should be complete and of high quality. These plans are utilized to provide conditions on projects, as well as reference in the future for specific improvements. Without an adequate plan depicting the necessary information, it is difficult, if not impossible, to discern what is being proposed. It is in your best interest and ultimately will save you time and money if you provide plans that meet the minimum criteria on this list.