



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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Supplemental Planning Entitlement Application Architectural Review / Historic Preservation

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Architectural Plans (see Site Plan, Landscape Plan, Elevations, Signage, & Materials and Details checklists below)
- Design Guidelines Quick Check (see below). The City's Design Guidelines Manual (which is available [online](#)) must be consulted to ensure that important design principles are considered
- Environmental Questionnaire (separate form)

Site Plan Checklist

- | | |
|---|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Parking stalls, driveways and dimensions (including handicapped stalls and ramps as applicable) |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Bicycle racks/storage facilities |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> Location and height of freestanding signs |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Fence locations and height(s) |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | <input type="checkbox"/> Trash areas with screening |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Location of HVAC units, structures, electrical cabinets/panels, backflow prevention devices, etc. |
| <input type="checkbox"/> Property lines with dimensions, acreage, and setbacks | <input type="checkbox"/> Calculations: parcel size/area, floor area, number of parking stalls, landscaping area, lot coverage, gross density etc. |
| <input type="checkbox"/> Adjacent streets, alleys, and properties | <input type="checkbox"/> Delineation of phasing, if applicable |
| <input type="checkbox"/> Existing and proposed easements | <input type="checkbox"/> Commercial and industrial projects: Loading docks, open storage, etc. |
| <input type="checkbox"/> Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed) | <input type="checkbox"/> Residential projects: Recreation facilities and other amenities |
| <input type="checkbox"/> Footprint and location of new structures with setbacks | |
| <input type="checkbox"/> Pedestrian walkways including connection to public right-of-way | |

Landscape Plan Checklist

- | | |
|--|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Fence or wall locations, heights, and material |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Percentage of pavement shading in parking area(s); minimum 50% required |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> Trash areas with screening |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Location of utility company transformer boxes, poles, fixtures, etc. |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | <input type="checkbox"/> Outdoor amenities |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Screening methods for trash enclosures, mechanical equipment, and parking areas |
| <input type="checkbox"/> Property lines with dimensions, acreage, and setbacks | <input type="checkbox"/> Exterior lighting: location, height, design, type of lamp, and intensity and IES cutoff classification |
| <input type="checkbox"/> Adjacent streets, alleys and properties | <input type="checkbox"/> AB1881 compliance/conceptual hydrozones and irrigation methods |
| <input type="checkbox"/> Planting plan with legend | |
| <input type="checkbox"/> Footprint and location of existing and new structures | |
| <input type="checkbox"/> Hardscape features and materials, including walkways | |
| <input type="checkbox"/> Trees to remain or be removed (note species and size) | |

Elevations Checklist

- | | |
|--|--|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Accurate depiction/specification of materials/colors |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Utility panels, plumbing fixtures, meters, conduits, HVAC units |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> Utility/Service Entrances |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | <input type="checkbox"/> Location, design, type, and intensity of lighting |
| <input type="checkbox"/> Detailed exterior elevations - full color-all sides, identified by cardinal direction, including trash/recycling enclosures, carports, etc. | |

Signage Checklist

- | | |
|---|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Table of total signage including square footage and height |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Sign details - type, illumination, color, and materials |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | |

Materials and Details Checklist

- | | |
|---|--|
| <input type="checkbox"/> Name of Applicant | should include roofing, paint and stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, and masonry choices |
| <input type="checkbox"/> Project Title | |
| <input type="checkbox"/> An accurate reproduceable color copy of the material/sample board. Samples | |

Other (consult with Planning as to need)

- Visual Simulation (when over 50,000 sq. ft. or at elevation over 250 feet.)
- Conceptual model
- Perspective drawings/Computer Simulation
- Roof plans
- Lighting photometrics
- Consideration for public art

Design Guidelines Manual Quick-Check

Chico's Design Guidelines can be found online here: <https://chico.ca.us/Departments/Community-Development/Planning-Division/General-Plan--Other-Planning-Documents/index.html>

Proposals should reflect the following principles from the City's Design Guidelines Manual:	Reflected in Proposal	
	Yes	No
The building has a clear architectural concept carried throughout all elevations?		
All four sides of the building have received equal design consideration?		
Materials or textures are wrapped around the sides of the building, rather than abruptly terminated?		
Building texture is used to create interest or complements an architectural concept or feature?		
Design takes into account existing trees, vegetation, and vistas?		
Design takes into account the character, massing, and setbacks of neighboring buildings?		
Signage is designed as an integrated architectural element?		
Exterior lighting is directed downward and onto the site; light sources are concealed from offsite view?		