



DESIGN REVIEW – OVER THE COUNTER – ACCESSORY STRUCTURE  
Design Review Application Submittal Checklist

The following materials are required at minimum in order to submit a design review application for an over the counter accessory structure (250 sq. ft. or less). Additional materials may be required by the Director of Community Development depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
  - 1 full-sized set of plans at 24" by 36"
  - 1 reduced-sized set of plans at 11" by 17"
- TITLE SHEET** - Include:
  - Title block with the project name, address, assessor's parcel number and contact information
  - Project description with a proposed scope of work
  - Vicinity map with north arrow, project location and major cross streets
  - Data table with the general plan designation, zoning district, lot size and lot width, as well as the existing and proposed total floor area, building height, percent interior yard space, and number of parking spaces
- SITE PLAN** (1'-0" = 1/8" min. scale) - Show:
  - Property boundaries and dimensions
  - Footprints, dimensions and setbacks of existing/proposed structures, decks, stairs and patios
  - Slope and direction of existing/proposed roofs
  - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
  - Existing/proposed trash enclosures and storage areas
  - Existing/proposed fences and fence heights
  - Existing/proposed mechanical equipment
  - Easements and waterways, if any
- ELEVATIONS** (1'-0" = 1/4" min. scale) - Show:
  - Exterior features and openings including roofing, roof eaves, roof brackets, siding, doors, trim, sills, windows, vents, gutters, downspouts, scuppers, skylights, chimneys, fences and railings
  - Window and door types, sizes, models and colors
  - Type, finish, material and color of exterior surfaces
  - Exterior mechanical equipment