



Town of Paradise New Construction and Façade Renovation Design Review Application

Commercial design review is required for new signs and new commercial / industrial buildings and/or structures, and façade renovation projects within the Town limits excluding single family residential 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 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):	
Proposed building use:		Proposed building square footage:	
Applicant’s Name:		Applicant’s Address:	
Phone:		Email:	
Interest in Property (select One): <input type="checkbox"/> Owner <input type="checkbox"/> Agent (Requires authorization)			
Property owner Name (if different):		Property Owner Address:	
Property Owner Phone:		Property Owner email:	

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 Hazardous Waste sites compiled pursuant to Government Code Section 65692.5, 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:	Date:



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Step 1: Applicant submits a complete application, which includes the following checklist items:

- Completed application**, signed by property owner and applicant along with the required fee.
- Building **elevations** of all building facades from each direction – 2 hard copies or 1 electronic copy
- Professionally prepared **colored rendering** - 2 hard copies or 1 electronic copy
- Materials information**, which includes description of types of materials, colors, treatments, etc. - 1 copy
- Floor Plan** drawn to scale - 2 hard copies or 1 electronic copy
- Site Plan** drawn to a **common** engineer's scale and clearly dimensioned - 2 hard copies or 1 electronic copy
 - 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

Step 2: Application is deemed complete by Town Staff and an in-house staff review is scheduled

Step 3: Decision letter

Applicant receives a letter of approval or denial on the proposed project at least 30-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.

Step 4: Final consultation with Town Staff

Applicant shall pick up and sign for the final approved documents that allow 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.