Thank you for investing in Sutter Creek. We understand that you are making a commitment by investing in your property and we are here to help you understand the City's Design Review process.

The City of Sutter Creek and its residents are very proud of the city and its heritage. We have a passion for the area's history and strive to preserve the historic nature of the city and ensure that projects are compatible with others in the area. We too love Sutter Creek and want to continue to add value through implementation of our adopted design standards. To that end, we are here to help guide you through the process of improving your property while meeting the applicable City design standards.

Before permitting may begin, your application must meet the Design Standards, which can be found here: https://cityofsuttercreek.org/2015-forms-documents/Complete%20Design%20Standards102315.pdf . Your project will be reviewed by the Design Review Committee (DRC), which is responsible for reviewing your application to determine whether or not it conforms to the Design Standards.

The City's Design Standards apply to every project in the City that requires a building permit and/or a planning entitlement, unless exempted pursuant to Section 1.3.1, including but not limited to all of the following:
      a. New construction;
      b. Alteration to the exterior of an existing structure;
      c. Repair of exterior features on an existing structure;
      d. Addition to the exterior of an existing structure;
      e. Moving an existing structure;
      f. Demolition of an existing structure;
      g. New subdivisions.

In addition, within the Main Street Historic District, these design standards also apply to the repair, maintenance, and painting of existing structures and facilities when neither a building permit nor planning entitlement is required. *Every applicable project requires Design Clearance before it can move forward to permitting.*

By investing in our community, we are together ensuring that the look and feel of Sutter Creek remains intact and Sutter Creek continues to be the charming place we all love.

City of Sutter Creek
Design Review Application

For Commercial Projects
Within the Historic District

Please complete the "Existing & Proposed" Columns. Please submit your plans in print ready.pdf to be printed as 11 x 17. Please show: elevations, site plan, spot grades, and include elevations at the corners of buildings and also include any existing historic features.

DATE: _____

TO: **DESIGN REVIEW COMMITTEE**

FROM: _____   **REVIEWED and SUBMITTED BY:** _____

Project Address: _____

#	Design Standard Reference	Description	Design Criteria Requirements:	Existing:	Proposed:	Has design criteria been met? Y/N?	Recommendations, if any to meet Design Criteria:
1.		Zoning					
2.		District:	Historic				
3.		Lot Size:	N/A				
4.		Set Back requirements:					
5.		Front	25'				
6.		Side	5'				
7.		Rear	10'				
8.		Siting:					
9.		Lot coverage					
10.		Are there existing historic features?					
11.		Structure Type					
12.		Max Building height	35'				

#	Design Standard Reference	Description	Design Criteria Requirements:	Existing:	Proposed:	Has design criteria been met? Y/N?	Recommendations, if any to meet Design Criteria:
13.		Roof pitch	In new construction, reflect historic style				
14.		Style	National, shotgun, Victorian, or craftsman				
15.	3.4.2	Exterior Finish and color scheme					
16.	3.4.3	Doors	Consistent in shape and scale with building's style.				
17.	3.4.4	Windows	Match historic style with panes and trim.				
18.	3.4.5	Lighting	Match architecturally				
19.	3.4.6	Fences	Wood picket, masonry, simple iron or wire or dry stacked stone				
20.	3.4.7	Mechanical Equipment					
21.		Siding	Match historic style				
22.		Roofing material	Match historic style				

23.		**Porches**	Match the building in historic character				
24.		**Does the structure blend as proposed?**					

Other Comments: