



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 Industrial Projects  
Within the Historic District**

Thank you for your interest in developing a project in Sutter Creek. The City of Sutter Creek desires to retain its diversity of architectural styles which represent its history. For your project, please complete the checklist below whereby you are explaining how your project will blend with the architectural character and style of the surrounding buildings. Our Design Review Committee will review your project in comparison to our adopted Design Standards and then determine whether or not your project meets Design Clearance. Our Design Standards are online at: <https://cityofsuttercreek.org/2015-forms-documents/Complete%20Design%20Standards102315.pdf>

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 OF SUBMITTAL:** \_\_\_\_\_

**TO:** **DESIGN REVIEW COMMITTEE**

**FROM:** \_\_\_\_\_ **email address:**

**Phone:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Description:**

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**For Industrial Projects  
Within the Historic District**

<b>General Project Information:</b>							
<b>1</b>	<b>Zoning</b>	Industrial					
<b>2</b>	<b>District:</b>	Historic					
<b>3</b>	<b>Lot Size:</b>						
<b>4</b>	<b>Set Back requirements:</b>						
<b>5</b>	<b>Front</b>						
<b>6</b>	<b>Side</b>						
<b>7</b>	<b>Rear</b>						
<b>8</b>	<b>Siting:</b>						
<b>9</b>	<b>Lot coverage</b>						
<b>10</b>	<b>Are there existing historic features? If yes, please elaborate</b>						
<b>11</b>	<b>Max Building height</b>						
<b>12</b>	<b>Roof pitch</b>						

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<b>Ref #</b>	<b>Design Standard Reference</b>	<b>Description</b>	<b>Existing:</b>	<b>Proposed:</b>
13	2.1	<b>Design Objectives:</b>		
14		<b>a. Simple</b>		
15		<b>b. Scale</b>		
16		<b>c. Historic resources</b>		
17		<b>d. New should be compatible</b>		
18		<b>e. Demonstrate compliance</b>		
19	2.2	<b>Site Standards</b>		
20	2.2.1	<b>Adjacent Development</b>		
21	2.2.2	<b>Building and parking locations</b>		
22		<b>General Placement</b>		
23		<b>Pedestrian orientation</b>		
24		<b>Protection of views and natural features</b>		
25		<b>Views in design</b>		
26		<b>Building placement</b>		
27		<b>Corner building?</b>		
28		<b>Multiple structures</b>		
29		<b>Open space areas</b>		
30		<b>Style:</b> National, shotgun, Victorian, or craftsman		
31	3.3.1	<b>Preservation and treatment of existing historic features</b>		
32	3.3.2	<b>Removal and/or Replacement of Historic Buildings and Structures</b>		
33	3.3.3	<b>New construction</b>		

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<b>Ref #</b>	<b>Design Standard Reference</b>	<b>Description</b>	<b>Existing:</b>	<b>Proposed:</b>
<b>34</b>	<b>3.3.4</b>	<b>Additions or Alterations to Existing Buildings</b>		
<b>35</b>	<b>3.3.</b>	<b>Ancillary or Accessory Structures</b>		
<b>36</b>	<b>5.4</b>	<b>General Design Objectives for Industrial:</b>		
<b>37</b>	<b>5.4.1</b>	Variety of setbacks, open space islands, proportional in scale; plazas and courts are encouraged,		
<b>38</b>	<b>5.4.2</b>	<b>Parking and circulation:</b>		
<b>39</b>	<b>5.4.3</b>	<b>Loading facilities:</b>		
<b>40</b>	<b>5.4.4</b>	<b>Landscaping:</b>		
<b>41</b>	<b>5.4.5</b>	<b>Walls and fences:</b>		
<b>42</b>	<b>5.4.6</b>	<b>Screening:</b>		
<b>43</b>	<b>5.4.7</b>	<b>Style and structure:</b>		
<b>44</b>	<b>5.4.8</b>	<b>Metal Buildings:</b>		

Other Comments: