



DESIGN REVIEW PROCEDURES CHECKLIST

****PRELIMINARY****

Update as of: 3/27/23

Lot Number: _____ Owner(s) _____

Address _____ Home phone _____ Work phone _____

Date _____ Lot# _____

All plans must be digitally submitted to and approved by the Pine Forest Design Review Committee prior to any work being commenced on a site and prior to submittal of plans to the Town of Truckee for a permit.

All projects must be constructed in accordance with all portions of the Design Guidelines as well as all Town of Truckee codes and regulations.

All plans for improvement of any lot, including site disturbance of any kind must be constructed and completed in accordance with the plans approved by the Pine Forest Design Review Committee.

REQUIREMENTS FOR PLAN SUBMITTAL:

1. **Application:** Legibly, accurately and fully completed
2. **Topographic Survey stamped by a licensed CA surveyor:**
Minimum scale: 1/8" = 1'-0"
3. **Site Analysis:** Minimum scale: 1/8" = 1'-0"
 - a. Section II A additional requirements as follows:
 - _____ 1. Property boundaries
 - _____ 2. Gross lot area (for coverage calculations)
 - _____ 3. Topographic contours at 1' (preferred for low-slope parcels) or 2' (minimum for steeper parcels) intervals

- _____ 4. Trees 5" dbh (diameter at breast height) and larger within building envelope
- _____ 5. Other significant vegetation (manzanita, sage, squaw carpet, etc)
- _____ 6. Indications of areas with greater than 20% slope
- _____ 7. Setbacks
- _____ 8. Solar access
- _____ 9. Best vehicular access to the site
- _____ 10. Snow storage areas for site-generated snow removal
- _____ 11. Existing and proposed drainage
- _____ 12. Utility easements and installed utilities
- _____ 13. Significant site features
- _____ 14. North arrow and graphic scale
- _____ 15. Name and license number of Land Surveyor or Civil Engineer

4. Site Plan: Minimum scale: 1/8" = 1'-0"

MUST be completed by a licensed architect or engineer.

- _____ a. Property lines with metes and bounds
- _____ b. Setbacks and easements
- _____ c. North Arrow
- _____ d. Existing and revised topographic contours (2ft. minimum)
- _____ e. Trees to be saved (5" dbh and greater and all to be removed) within building envelope. Per the defensible space guidelines, trees within 10' of home must be removed and / or provide necessary clearance by removing tree limbs 10' above roof line and chimneys.
- _____ f. Site grading and drainage
- _____ g. Edge of pavement

- _____h. Building footprint and roof overhangs dashed with dimensions to property lines at all sides.
- _____i. All hardscape and landscape
- _____j. Snow storage area
- _____k. Coverage calculations of impervious coverage
- _____l. Limits of construction activity zone
- _____m. Driveway radius from street, width, slope and material
- _____n. Guest parking (2) locations and indication of vehicular maneuvering
- _____o. Finish floor heights
- _____p. Utility stub locations and connections to home
- _____q. Retaining walls if applicable (provide top and bottom elevations)
- _____r. Exterior equipment, spas and other similar features, including method of screening when applicable.

5. Floor Plans: Minimum scale: 1/8" = 1'0"

- _____a. One plan for each floor of every structure
- _____b. Porches and decks
- _____c. Square footage for each floor and a total
- _____d. Square footage for each hard surface
- _____e. Finished Floor Elevations

6. Exterior Elevations: Minimum scale: 1/4" = 1'0"

- _____a. All elevations with compass orientation (N, S, E, W)
- _____b. All exterior materials noted with finish proposed
- _____c. Elevation facing street with accurate colors noted and color board.
- _____d. Heights of all ridges above natural grade

- _____e. Roof pitches
- _____f. Retaining walls (provide top and bottom elevations)
- _____g. Porches
- _____h. Existing and finished grade lines
- _____i. Exterior utility locations whether attached or freestanding

7. Submittal Fees: Paid with Preliminary Plan Submittal

- _____a. All submittals / review / approval of plans: **\$1,000**
- _____b. Security deposit (refundable if no costs): **\$10,000**

Total: \$ _____

8. Other Items Submitted: