



**BROOKTRAILS TOWNSHIP
COMMUNITY SERVICES DISTRICT**

24860 BIRCH STREET
WILLITS, CA. 95490

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APPLICATION FOR PROJECT DESIGN REVIEW

AP# _____ LOT# _____ BLOCK# _____ TRACT # _____

STREET ADDRESS _____

APPLICANT'S NAME _____ DAYTIME PHONE _____

MAILING ADDRESS _____ HOME PHONE _____

OWNER'S NAME _____ DAYTIME PHONE _____

MAILING ADDRESS _____ HOME PHONE _____

PLEASE NOTE: To obtain District Design Review approval, submit all documents specified herein. Locate and flag all property corners. Any pins not found must be re-set by a licensed land surveyor. Stake out building(s) footprint on site and identify trees to be removed before District Design Review. Check off all appropriate boxes () hereafter.

NOTICE: Land shall not be cleared nor graded until a building permit has been issued.

Land Use Zone: () R-1 () R-2 () R-3 () C.

Project:

() Single Family () Two-Family () Multiple Family
() Commercial () Other _____

Addition or Alteration: () Existing Building () Additional Building

SUBMITTAL CHECKLIST (3 sets of plans required)

Plot Plan: Drawn to scale, 1"=20' or larger.

1. Show property lines with bearings and dimensions.
2. Identify and locate adjacent streets.
3. Show topographic contours at 2' intervals if slope on building site/driveway exceeds 8% (1:12.)
4. Show building footprint and all setbacks.
5. Locate and dimension driveways and parking spaces. Identify surfacing material.
6. Show all raised porches and decks.
7. Show trees greater than 6" in diameter to be removed (outside of building/driveway footprints) and flag on site.
8. Show outdoor lighting/signage/tanks/antennas, etc.
9. Show cut and fill, retaining walls, drainage devices, channels proposed.
10. For manufactured homes, show route and method of move-on and placement.

“A California General Law Local Government”

Grading Plan: When more than 2' of cut or fill for building pad or driveway is proposed or if required by District Architect:

1. Show natural and finish topographic contours of all cuts and fills.
2. Show finish grades of building pads and slopes of driveways.
3. Show retaining walls (walls over 3' high must be designed by a licensed professional.)
4. Show and size drainage devices and channels.
5. Show erosion control measures (required at all cut and fill banks over 2' high.)
6. Show trees to be removed.

Building Plans: Drawn to scale, 1/8" = 1'-0" or larger.

1. Dimensioned floor plans including plumbing, electrical, etc.
2. Exterior elevations with roof and siding materials and colors identified. Accurately show finish grades.
3. Foundation plans with retaining walls detailed.
4. Framing and roof/roof framing plans.
5. Framing sections through all buildings with roof pitches called out.
6. Complete plans for accessory structures (carports, decks, porches, sheds, garages, etc.)

CERTIFICATION:

- I (we) have located and flagged all property line pins.
- Whenever an external change to this project is proposed, I/We will submit revised drawings for approval prior to implementing the changes.
- I/We understand it is our responsibility to obtain all County permits required (building, encroachment.)
- I/We understand that approval/rejection of the project may be appealed within 10 days of issuance.
- I/We understand that regular water service will not be supplied to the premises until a final inspection by the District determines that the project conforms to District ordinances and regulations.
- I/We have reviewed and agree to comply with the fire hazard reduction instructions provided with this application.

FEE: \$ _____

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____