



## DESIGN REVIEW PROCESS

DEPARTMENT OF PLANNING AND BUILDING SERVICES  
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912  
(530) 251-8269 · (530) 251-8373 (fax)  
www.co.lassen.ca.us

In any zoning district incorporating a “D” Combining District, or any other district requiring design review, approval of an application for design approval shall be secured for the construction of any building or structure. The intent of design review is to ensure that buildings, structures and improvements are designed and constructed so that they will not be of unsightly, undesirable, or obnoxious appearance to the extent that they will hinder the orderly and harmonious development of a community or the county, or otherwise affect the general prosperity and welfare.

### APPLICATION

An application form for design approval is available from the Planning Department. This application must be completed by the applicant or his/her agent and submitted to the Planning Department along with three sets of plans of the proposed project. Two copies of the plans may be picked up after the design review process is completed. The information needed on the plans is described on the application form. Filing fees are as follows: \$130.00 for Single-Family Residential; \$130.00 for Multi-Family Residential and Commercial; \$130.00 for Multi-Unit Commercial.

### ARC

The Architectural Review Committee (ARC), consisting of the County Planning Director (who shall act as chairman of the committee), the County Building Inspector, and a Planning Commissioner, to be appointed annually by the Chairman of the Planning Commission, shall convene within 15 working days of application being accepted as complete to consider the application. The ARC shall move to either accept the application as submitted or shall suggest any changes in the plans as it may deem necessary to accomplish the purpose of the Design Review District. The ARC shall not approve any plans until it is satisfied that such purposes will be accomplished.

### APPEALS

In case the applicant is not satisfied with the action of the ARC, he may, within thirty (30) days after such action, appeal in writing to the Planning Commission. The Commission shall hold a hearing on said appeal and shall render its decision within thirty (30) days after the filing. In case the applicant is not satisfied with the action of the Planning Commission, the applicant may, within ten (15) days after such action, appeal in writing to the Board of Supervisors. The Board shall hold a hearing on the appeal and shall render its decision within thirty (30) days after the filing.

For additional information regarding the design review process, contact the Lassen County Planning and Building Services Department, 707 Nevada Street, Suite 5, Susanville, California 96130. Phone (530) 251-8269.

Suggested attachment: Application for Design Approval