

Lake County does not require a business license for any businesses, new or old. However, if you would like to build a new building for a new business, add on to an existing building, or otherwise make major structural modifications, you will probably first need to obtain a design review permit.

WHAT IS DESIGN REVIEW?

Design review is required in all commercial, industrial and multi-family residential zoning districts for the following:

- New buildings for businesses or industries
- New apartment buildings
- Substantial additions to existing commercial buildings

Design review involves a review of your plans by the Design Review Committee and a permit issued by that committee. The review is intended to ensure that your development will be consistent with the County's adopted standards and any adopted community plan guidelines, and may cover the following issues:

- Traffic and circulation
- Building arrangement
- Architectural design
- Setbacks
- Walls and fences
- Noise emissions
- Parking
- Grading and drainage
- Landscaping
- Lighting
- Signs
- Public services and utilities

Design review is also intended to assist you in ensuring that your proposal will actually work. Your parking area, for example, will need to have sufficient long-term capacity for you, your employees and your customers. Design review can give you that assurance.

WHO'S ON THE DESIGN REVIEW COMMITTEE?

The Design Review Committee consists of five members representing the County's Environmental Health Division, Department of Public Works, and the Building & Safety and Planning Divisions of the Community Development Department. The Community Development Director or their designee chairs the Committee.

WHAT PLANS NEED TO BE SUBMITTED WITH THE APPLICATION?

The plans that are required depend on what you are applying for. A site plan is required with all design review proposals. The information required on a site plan varies with the type of application. A typical site plan should include:

- Location of existing and proposed structures, including signs, fences and lights
- Location of existing and proposed parking spaces
- Setback distances
- Existing and proposed landscaping, including size and type of plants and irrigation method
- Location of water, sewer and utility lines
- Adjacent streets or roads

Site plans must be accurate and drawn to scale. A detailed handout on how to prepare a site plan is available from the Planning Division.

If you will be constructing a new building or adding on to an existing one, floor plans will also be required.

If your application includes a sign, the sign plan should include a site plan showing where on the property you propose to put the sign, and a scaled diagram of the sign.

HOW DOES THE PROCESS WORK?

You submit a completed application form to the Community Development Department, along with a fee. Meetings can typically be scheduled within four weeks of submittal of a complete application. Design Review Committee meetings take place in one of the conference rooms on the 3rd floor of the County Courthouse at 2:00 p.m. on Wednesday afternoons (when applications are received). An agenda is posted prior to each meeting. There may be two or three applications per agenda.

At the meeting, the Committee members will let you know what concerns they have and any conditions of approval that may be necessary. The County Zoning Ordinance provides that a design review permit may be granted when the Design Review Committee finds that:

1. The proposed use is permitted in the district.
2. The site is adequate in size, shape, location and physical characteristics to accommodate the proposed development.
3. There are adequate services, including fire protection, water supply and sewage disposal.
4. The proposal is consistent with all applicable zoning and land use plans.
5. The placement and design of structures are compatible with existing development.

6. The project is in conformance with any applicable community design criteria.
7. The streets, highways and pedestrian facilities are adequate to safely accommodate the proposed development.
8. No violation of the Lake County Code exists on the property, unless the purpose of the permit is to correct the violation, or the permit relates to a portion of the property that is sufficiently separate from the portion of the property in violation.

In approving a design review permit, the Design Review Committee may include such conditions as are deemed reasonable and necessary under the circumstances, to ensure that the above findings can be made. Such conditions may include time limitations, design criteria, drainage improvements, installation of landscaping, and the construction and maintenance of parking areas with an all-weather surface.

When it is approved, the permit, including any conditions, will be available for your signature within one to two days. The design review process does not involve environmental review. Any action of the Design Review Committee can be appealed to the Planning Commission within seven calendar days of that action. A completed appeal form along with a fee of \$298 must be submitted to the Planning Division on or before the seventh calendar day following the action of the Design Review Committee.

For additional information on Design Review, please contact the Planning Division.

**Want to start up a new business,
construct an apartment building, or
put up a new sign?**

You may need

DESIGN REVIEW



COUNTY OF LAKE
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