

eTRAKiT Applicant Instructions for DESIGN REVIEW – COMMISSION LEVEL


DESIGN REVIEW – COMMISSION LEVEL: This type of project application is for Commission-level design review. Commission-level review is for larger projects over 1,000 square feet or for most projects involving exterior changes located in the Historic District. For more information about the difference between Commission-level and Director-level design review go to [Chapter 17.06](#) of the Zoning Code. Please follow the steps below to submit your application.

STEP 1 - PROJECT INFORMATION

1. **Project Subtype:** Select the project subtype. See the description of subtypes below to select the appropriate subtype.

Historic District – Select this subtype if your project is located in the Historic District.

Citywide Except Historic District – Select this subtype for projects located anywhere else in Folsom.

2. **Description:** Provide a brief description of the project.
3. **Additional Information Sections:** You can either submit a completed [Design Review Application](#) or you can fill out the section required below. For more detailed instructions for each question, click on the  symbol.
 - **PROJECT INFO:** Required for all subtypes. If you are not sure how to respond to a question, you may leave that field blank.
 - **RESIDENTIAL:** Required for residential projects only.
 - **NON-RESIDENTIAL:** Required for non-residential (i.e., commercial or industrial) projects.
4. **Location:** Enter the address or parcel number (APN) if known. Select SITE_APN and enter the parcel number (with no dashes; i.e., 07201300300000) or select Address and enter the street number and name. Do not include the street suffix (St, Way, Drive, etc.). When the correct parcel number or address appears, click on the parcel or address to select it.
 - Missing Parcel or Address: If the parcel or address does not appear, try entering just the street name or you can click on “Enter Address Manually”. Enter in Street Number, Street Name, Unit No., City, State, and Zip Code. **Note:** Addresses and parcels not found will need to be verified by staff prior to the start of project review.

5. **Your Relation to this Project:** Check the box if you are the Property Owner.
 - **Agent:** If you are not the Owner, a completed [Agent Authorization Form](#) or authorization letter from the owner will be required.
6. **Attachments:** Either complete all the questions listed earlier on the screen or upload the completed [Design Review application](#). You will also need to upload all the required documents listed on the Design Review application such as photos, renderings, site plans, elevations, etc. (refer to required documents listed in the Design Review Application in the [Planning Applications, Forms & Fees](#) section of the [ePermit Center](#) webpage). For questions about what should be uploaded, contact Planning staff.
 - **Uploading Files:** To upload a file, click on Select next to filename and browse for the file. Click on Open to upload the File. In Description, provide a brief description of the File (e.g., Design Review Application, site plans, photos, elevations, renderings, owner letter, Agent Authorization Form, etc.). Click on UPLOAD. Repeat this to add more files.
7. **Next:** Click on Next Step.

STEP 2 - CONTACT INFORMATION

1. **Applicant Information:** Verify all the applicant information is correct. A phone number and email address are required.
2. **Owner Information:** Fill out the fields. Required fields have an asterisk (*) next to them. Your application cannot move forward to Step 3 unless all the required information is provided.
3. **Next:** Click on Next Step.

STEP 3 – APPLICATION SUMMARY

1. **Application Review:** Review the provided information. Click on the Edit button next to any section to revise the provided information.
2. **Fee Information:** If fees appear, they are an ESTIMATE and are due after review of the project application. You will receive an email once the application has been reviewed and approved with instructions to pay the fees due.
3. **Submit Application:** Click on Submit or Next Step.

STEP 4 – CHECKOUT/CONFIRMATION

1. **View Project Information:** Click on View Project to view your project application and write-down your Project Number (i.e., DRCL22-12345).
2. **My Dashboard:** Your project application can also be found when logged in to [eTRAKIT](#) by viewing your DASHBOARD under the Active Projects section.

QUESTIONS?

For questions or assistance with your online application, please contact:

Planning Division
City of Folsom
Community Development Department
Phone: (916) 461-6202
Email: PlanningEPC@folsom.ca.us