



Town of Moraga

PLANNING DEPARTMENT
329 RHEEM BOULEVARD, MORAGA, CA

(Date stamp)

File No. _____

Deposit: _____

ADMINISTRATIVE DESIGN REVIEW APPLICATION

Project Information

Address: _____

Zone: _____ APN: _____

Project Description

Please attach a separate sheet of paper with a *DETAILED* description of the proposed project.

****An application without a project description will be deemed incomplete.****

Applicant Information

Owner Information

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Application Fee

- Additions or alterations of 200 square feet or less require a \$1000 DEPOSIT
- Additions or alterations greater than 200 square feet require a \$2,000 DEPOSIT

Applicant/Owner Authorization

Check the appropriate box:

- I am the property owner and hereby authorize the filing of this application.
- I am the applicant and am authorized by the owner to file this application.

Sign/ Date: X

Zoning

Zoning District: _____ Year House was Built: _____

Complete the BUILDING SETBACKS for the property in the table below:

BUILDING SETBACKS	Required	Proposed	Complies?	Variance Needed?
Front Yard				
Minimum Side Yard				
Sum of Side Yards				
Exterior Side Yard				
Rear Yard				

Property Lines & Curb Face

What is the width of the street (public right-of-way) the house is located on?

What is the distance between the face of curb and the front property line?

If the property is a corner lot, what is the distance between the face of curb and the exterior side property line?

Scenic Corridors

Is the project within 500 feet of a designated scenic corridor*? Can any part of the project be seen from a scenic corridor*? If yes, the project will require review and approval by the Design Review Board.

*Scenic Corridors: Moraga Road, Moraga Way, Rheem Boulevard, Camino Pablo, St. Mary's Road, Canyon Road, and Bollinger Canyon Road.

Special Requirements

Is the property subject to a Land Use Permit; an active Homeowner's Association (HOA); Deed Restrictions; and/or easements? If yes, please explain and attach appropriate documents and/or HOA approval.

Area

What is the total area of the property?

What is the total existing floor area of the property including the garage, all living areas, and any accessory building over 400 square feet?

What is the area of the proposed addition/structure/building?

What will the proposed total floor area be (include garage)?

What is the total percentage of lot coverage by buildings?	
What is the maximum floor area allowed under the floor area ratio (FAR) Guidelines?	
Will the proposed total floor area, exceed the FAR Guidelines? If yes, the project will require review and approval by the Design Review Board.	
Height	
What is the existing maximum height of the residence?	
What is the proposed maximum height of the addition/ structure/ building?	
Will the aggregate* building height from the highest roof ridge to the lowest point of the foundation exceed 45 feet? If, yes then a variance is required. (*aggregate building height applies to structures on sloped lots and the height is measured from the highest point of the roof or parapet wall to the lowest point of the foundation at the approved grade.)	
If a second story addition to an existing single story home is proposed, will the home become the third two-story home in a row?	
Parking	
Will the project require expanding an existing driveway wider than 20 feet? If yes, then Design Review Board review and approval will be required.	
Will the residence have two covered off-street parking spaces? Will the parking spaces be at least 9 feet wide by 19 feet long?	
Is the street frontage of the property less than 45 feet? Is the property a flag lot and more than 75 feet from a street? If yes, does the lot have two guest parking spaces in addition to the required two covered parking spaces? If no, then a parking modification is required.	
Drainage	
Does the project involve modifications to the site drainage or an increase or replacement of more than 50% of the impervious surface area? If yes, the project will need to comply with the design guidelines for drainage and surface run-off. If the total impervious surface area on the property, including all roof areas and areas paved with asphalt or concrete, will exceed 10,000 square feet then plans and design calculations will need to be reviewed by the Town Engineer.	
Fencing	
Does the project include new fencing? If yes, please explain.	
What is the height of the fence and where will it be located? If the fence is more than 6 feet in height (but less than 7 feet 6-inches) then Design Review Board approval is required; if it is more than 7 feet 6-inches high then it requires a variance.	
Is the fence higher than 3 feet within the front yard or exterior side yard setback? If yes, then approval from the Planning Commission is required, or, if the fence can be seen from a scenic corridor then approval from the Design Review Board is required.	

<p>If a fence is proposed on top of a retaining wall is the total height of the fence on top of the retaining wall more than 8 feet? If yes, then Design Review Board approval is required.</p>	
<p>Will the fence be separated from the retaining wall? If yes, what is the distance between the fence and the retaining wall?</p>	
Retaining Walls	
<p>Are any retaining walls proposed? If so, please explain (i.e. number of walls, location, etc.)</p>	
<p>What is the height of the proposed retaining walls? Would any retaining walls be visible from off-site?</p>	
<p>If the retaining walls are stacked, is the horizontal distance between them a minimum of twice the height of the larger adjacent wall?</p>	
Decking	
<p>Does the project include the construction of a deck or the enlargement of an existing deck? If so, please explain (i.e. materials, how large, location, height off the ground, post height, etc.) Note: Exposed posts higher than four feet and visible from off-site require Design Review Board approval.</p>	
Other Approvals/Permits	
<p>Does the project include a second living unit or a second kitchen? If yes, then a secondary living unit application must be filed for approval by the Planning Director.</p>	
<p>Will the project require removing any trees? If yes, please explain (i.e. tree species, tree width, tree height, location, reason for removing the tree, etc.) A Tree Removal Permit may be required.</p>	
<p>Does the project include plans to grade, clear, construct upon, or alter any hillside land with a 20% slope or steeper? A 20% slope is 1:5 vertical to horizontal ratio or 11.3 degree angle. If yes, then a Hillside Development Permit is required.</p>	
<p>Does the project involve grading? If so how much? A Grading Permit may be required.</p>	
<p>Does the project involve a cut and/or fill greater than 3 feet deep? If yes, then a Grading Permit is required.</p>	
<p>Does the project require any construction or alteration of the public right-of-way? If yes, please explain. An Encroachment Permit may be required.</p>	
<p>Will the project alter a natural creek bank, natural creek channel, or drainage easement? If yes, then review will be required by the Department of Fish and Game and a Drainage Easement Encroachment Permit will be required.</p>	

Compliance with Design Guidelines

It is strongly recommended that you review the Design Guidelines to determine whether the project requires exceptions. If the proposed design warrants an exception to the guidelines, then an application for review by the Design Review Board is required with a written justification for approval of each requested exception.

Findings for Approval: Please Answer the Following Questions

- 1. The proposed project conforms to good design as set forth in the Town of Moraga Design Guidelines and contributes to the character and image of the Town as a place of beauty, spaciousness, balance, taste, fitness, broad vistas, and high quality as follows:

- 2. The proposed project will not have a substantial adverse affect on neighborhood properties or the community because:

- 3. The proposed project will not lower property values; discourage the maintenance and improvement of surrounding properties; or preclude the most appropriate development of other properties in the vicinity because:

- 4. The proposed project will not impair the public health, safety or welfare because:

Obtaining A Building Permit

Once the project has been approved, FOUR additional copies of the plans (with structural details) will be needed for the building permit plan check. Planning staff will approve/stamp all four sets and sign the building permit application form. One plan set will remain at the Planning Department and the other three Town-approved plan sets and building permit application form will go to the County Building Department.

Submittal Requirements

Completed Application.

Deposit (cash or check). Please have checks payable to the Town of Moraga.

Site Plan.

- o A. North arrow.
- o B. Drawing scale.
- o C. Dimensioned property lines and all building setbacks.
- o D. Adjacent streets and location of curb and sidewalk improvements.
- o E. Proposed additions with cross-hatching/shading to differentiate them from existing structure.
- o F. Portions of buildings or structures to be removed from the property.
- o G. Roof overhangs.
- o H. Location of other improvements (i.e. paved patios, swimming pools and accessory buildings).
- o I. Location of exterior air conditioning units or other mechanical equipment that generate noise.
- o J. Location of walks and access driveways for circulation of pedestrians and vehicles.
- o K. Dimensions and number of existing and proposed off-street parking spaces.

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- L. A table containing the following information:
 - Total lot area of the project site (in square feet)
 - Total existing area of home, including all living areas, garage areas and accessory buildings (Do not include covered porches, carports or accessory buildings less than 400 square feet).
 - Total area of proposed additions to home, garage or accessory buildings
 - Total area of home including the garage, accessory buildings and the proposed addition(s)
 - Area and percentage of lot covered by buildings including any additions covering new ground
 - The area and percentage of the total lot coverage by impervious surfaces on the lot
 - M. Indicate whether the existing homes on adjacent lots are one or two story.
 - N. Existing and proposed public and private easements.
 - O. Location of existing native trees and identify the trees to be removed or relocated.
 - P. Location of fences and any new exterior lighting fixtures.
 - Q. Location and heights of existing and proposed retaining walls.
 - R. Location and width of any creeks, water courses, drainage easements and facilities.
 - S. Location and depth of subdrains (if any), particularly important for new swimming pools.
 - T. Show the total existing and proposed impervious surface area on the project site, including the area of all roofs and paved surfaces.

Floor Plans.

- A. Label use of rooms, including garage, and indicate size in square feet.
- B. Indicate stairways, doorways, windows, closets, patios, porches, decks, etc.
- C. Indicate solid portions of walls with shading.
- D. Show total living area of each unit, including:
 - The area of any portion of a room with a ceiling higher than 15 feet.
 - The area of any attic space with a clear height of 7 feet above the floor.
 - The area of any accessory structures greater than 400 square feet.

Building Elevations.

- A. Drawing scale should not be less than one-eighth inch equals one foot.
- B. All sides of the home should be shown.
- C. Dimensioned maximum height of building and aggregate building height.
 - BUILDING HEIGHT – the vertical distance measured between any point of the roof or parapet walls and the existing grade, or approved modified grade directly beneath.
 - AGGREGATE BUILDING HEIGHT – the vertical distance measured from the highest point of the roof or parapet wall to the lowest point of the foundation at the approved grade.
- D. Label materials and colors of exterior surfaces and features.
- E. Provide color and materials palette if colors are being changed from existing colors.

Roof Plan. The roof plan shall be drawn at a scale of 1/8 inch = 1 foot (or larger), indicating ridges and valleys, roof pitch, chimney and skylight locations.

Grading and Drainage Plans. (If applicable)

- A. North arrow (with plan oriented so north points to top of sheet) and scale.
- B. Show existing topography and any significant vegetation (indicate size and type).
- C. Source of topographic information (subject to approval by the Town Engineer).
- D. Show proposed grading with heavy contour lines.
- E. Include the existing average slope on the property, to be calculated by the project engineer.
- F. Include a daylight line, showing the limits of grading work or disturbed soil.
- G. Tabulate total amounts of cut and fill. (Try to balance grading on site)
- H. Show all proposed drainage and catch basins (include calculations for pipe sizes).
- I. Show outline of all existing and proposed structures, driveways, walkways, etc.
- J. Identify all active, old or dormant landslides, debris flows and other geological hazards and indicate whether or not the conditions may extend onto adjacent properties.
- K. Foundation recommendations should include required depth of piers and specifications for slabs on grade for expansive soils.

Other Documents that may be necessary for review of the application:

- A. Color photographs of the existing home.
- B. Landscape plans or tree planting plan to compensate for removal of trees or to mitigate the view of a structure from a neighbor or from a scenic corridor