



Town of Moraga
 PLANNING DEPARTMENT
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For Staff Use Only

Deposit Amount: \$ _____
 Deposit Number: _____
 File Number: _____

SINGLE - FAMILY RESIDENTIAL DESIGN REVIEW BOARD APPLICATION

PROPERTY ADDRESS: _____ ZONING: _____
 ASSESSORS PARCEL NUMBER(S): _____

APPLICANT INFORMATION	OWNER INFORMATION
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

An application for single-family residential design review requires a deposit of \$3,000.⁰⁰ plus an additional \$500.⁰⁰ for each special circumstance. Each request for an exception to the Design Guidelines and review of a Hillside Development Permit (HDP) or review of a project in a scenic corridor is considered a “special circumstance”. HDP applications also require an additional deposit to cover the cost of Geotechnical Peer Review. An applicant is responsible for all charges associated with processing the application. Appeals to decisions may require additional deposits to cover charges for public notices, meeting minutes and town consultants. Clear, complete and consistent applications require less staff time and thus are less expensive to process.

APPLICANT / OWNER AUTHORIZATION

CHOOSE ONE:

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.

By signing below the applicant acknowledges the Town of Moraga deposit account system and agrees to pay any additional charges that may be incurred beyond the initial deposit.

SIGNATURE AND DATE: _____

DESIGN REVIEW PROCESS:

1. After an application is submitted to the Town it will be reviewed for completeness. If the application is found to be incomplete, then a letter will be sent within 30 days to the applicant with a list of additional materials and information that is required.
2. Once the application is determined to be complete, the project application will be scheduled for the next available Design Review Board (DRB) meeting. Notices will be mailed to neighbors within 300 feet of the proposed project 10 days in advance of the DRB meeting.
3. A staff report will be prepared for the DRB members and is generally available for public review five days prior to the meeting. It is the responsibility of the applicant or property owner to pick up the report from the Planning Department for review. A copy of the report can be emailed to an applicant if you provide your email address.
4. Applicants are expected to attend the DRB meeting. The applicant is encouraged to prepare a brief presentation of the project to the board. The board may have questions, so the applicant needs to be in attendance to respond to the questions.
5. After hearing the applicant's presentation and public testimony, the applicant will be given time to present a rebuttal to any issues raised by interested parties in attendance at the DRB meeting.
6. Following all testimony, the public hearing will be closed and the board will discuss the project and render a decision. The DRB may make a decision to either approve or disapprove the application in accordance with the required findings from Resolution 16-2001.
7. If the DRB cannot make the required findings from Resolution 16-2001, the application will be denied and written findings for denial mailed to the applicant.
8. The DRB may approve a project with conditions. The action taken by the DRB will be mailed to the applicant.
9. The decision of the board can be appealed within 10 days of the action (with a fee).
10. Applications are processed on a staff-time basis. It is to the advantage of the applicant to submit a complete and accurate application. If approved, the project may require approvals from the Moraga-Orinda Fire District and Central Contra Costa Sanitary District. If a project will generate more than 10 peak hour trips, it must also be approved by the LPMC. The final step in the process will be an application for a building permit.

COMPLIANCE WITH MORAGA MUNICIPAL CODE:

Please circle either **YES** or **NO** in response to the following questions or **NA** for "Not Applicable".

1. What is the total height of the proposed building? _____ feet.
 - a. Will the building exceed 35-feet in height at any location or 45-feet from the highest roof ridge to the lowest point of the foundation? **(YES / NO)**. If "YES", an application for a variance with review by the Planning Commission will be required.
 - b. If the proposed structure is a one-story addition, is it over 19 feet in height? **(YES / NO)**.
 - c. If the proposed structure is to be a two-story addition, is it over 28 feet in height? **(YES / NO / NA)**.
2. Is this a third story addition? **(YES / NO)**.
3. Was your home built before the Town's incorporation on November 30, 1974? **(YES/NO)** If so, use the original county zoning for the front and side yard setbacks. Please fill out the table on the following page.

Building Setbacks	Required Setback	Proposed	Complies	Variance
Front Yard				
Minimum Side Yard				
Sum of Side Yards				
Exterior Side Yard				
Rear Yard				

Fences:

1. Does the proposed project include the construction of a fence? **(YES/ NO /NA)** If “yes”, please answer the questions below.
 - a. If the propose fence is in the front yard or exterior side yard, is it higher than 3 feet? **(YES / NO / NA)** If “YES” you will need approval of of the Zoning Administrator. If “NO”, skip to the next question.
 - b. If the proposed fence is within the interior side yard and rear yard setback areas, is it 7-ft., 6-in. or higher? **(YES / NO / NA)** If “YES”, this project will require a variance from the Planning Commission.
2. Is the proposed fence on top of a retaining wall? **(YES / NO / NA)** If “YES”, is the total height of the fence on top of the retaining wall more than 8-ft? **(YES / NO / NA)** If “YES” your project cannot be approved. If “NO” your project will still require variance approval from the Planning Commission

Parking Ordinance:

1. Does the proposed project include onsite-parking facilities? **(YES / NO)**. If not, please go on to the next section.
 - a. Will the residence have at least two (2) covered off-street parking spaces? **(YES / NO)**
 - b. Will the parking spaces have a minimum nine (9) foot width and nineteen (19) foot depth and are they located beyond the required front and side yard setbacks? **(YES / NO)**
 - c. If the lot has less than forty-five (45) feet of street frontage or the front setback is more than seventy-five (75) feet, are there at least two (2) guest parking spaces provided on site? **(YES / NO)**
 - d. If the answer to any of the above questions is “NO”, you will need to apply for approval of a parking “modification” to the Planning Commission after review by the design review board.
 - e. Will the project require a driveway wider than 20-feet? **(YES / NO)** If “YES”, special paving design and approval by the design review board is required.

Slope Density (Hillside Development) Ordinance:

1. Does the proposed project include plans for construction or grading on a slope greater than 20%? **(YES / NO)** If YES, you need to complete an application for a hillside development permit.

Scenic Corridor Ordinance:

1. Is the project site within 500-ft. of a Scenic Corridor (Moraga Road, Moraga Way, Rheem Boulevard, St. Mary's Road, Camino Pablo, Canyon Road, Bollinger Canyon Road or Donald Drive along the ridgeline of Mulholland Hill)? **(YES / NO)**
2. Can any part of the project be seen from the scenic corridor road? **(YES / NO)** If “YES”, you will need to complete the checklist for the scenic corridor guidelines.

Tree Ordinance:

1. Will the project require removing (1) indigenous trees to the Moraga Area, such as Oak, Bay, Redwood, Toyon and Knobcone Pine (2) trees that are 5" or more in diameter or that have multiple trunks with a total perimeter of 40" or more measured 3-ft. above grade? **(YES / NO)** If the answer to this question is "YES", then you need to file an application with the Planning Director for a tree removal permit and you will need to complete the following:

a. How many trees would be removed for the project?

b. List the species of the trees or common names? _____

(Exceptions can be made for any trees located closer than 5-ft. to an existing structure and trees located in a right-of-way and deemed to be hazardous by the Public Works Superintendent.)

COMPLIANCE WITH MORAGA DESIGN GUIDELINES:

The Town Council adopted new design guidelines on July 11, 2007 and approved revisions on January 9, 2008. The guidelines are available on the Town website, <http://moraga.ca.us/production/index.php> and copies of the guidelines are also available in the Planning Department at 329 Rheem Boulevard, Suite 2 during normal business hours. Please review the design guidelines and determine whether your project as submitted requires any exceptions to the guidelines. ***If you believe your proposal warrants an exception to the guidelines, you will need to submit a written statement with the justification of each requested exception and attach it to this application form.*** An exception to a design guideline is considered a "special circumstance". An additional \$500.00 fee is required for each special circumstance.

FLOOR AREA RATIO (FAR):

1. What is the total area of the property? _____sq. ft. If your property is larger than 20,000 square feet, then go on to Section I, below. If the lot area is 20,000 square feet or less you need to answer the following questions because the Floor Area Ratio (FAR) Guidelines apply to your property.

a. What is the total existing floor area on the property, including all living areas, garage area and accessory structures that are over 400 square feet? _____sq. ft.

b. What is the total area of the proposed addition(s)? _____sq. ft.

2. Will the total floor area, including the addition, exceed the Town's FAR guidelines? **(YES / NO)**

DESIGN PHILOSOPHY:

1. Are the site plan, grading, architectural form and landscaping of the proposed project compatible with the slope, topography, and vegetative characteristics of the site? **(YES / NO)**

2. Is the proposed project compatible in design with existing and approved development within reasonable proximity? **(YES / NO)**

3. Are the landscaped areas or maintained open space an integral part of the project's design, consistent with the project's use? **(YES / NO)**

4. Does the proposed project create exterior spaces and buildings that are pleasant in character, human in scale and facilitate easy circulation? **(YES / NO)**

SITE PLANNING, DRAINAGE, GRADING & EROSION CONTROL:

1. Does the level of lighting exceed the needs for security and safety or detract from the aesthetics of the development? **(YES / NO / NA)**

a. Is the outdoor lighting directed inwards toward the property? **(YES / NO / NA)** If not, does it utilize additional screening to avoid spillage on adjacent properties? **(YES / NO / NA)**

- b. Is the outdoor lighting related to the design of the structure? **(YES / NO / NA)**
- c. Are the outdoor light fixtures designed and mounted so that the source of light has minimal impact off site? **(YES/ NO /NA)**
- 2. Is the impact and presence of vehicles resulting from the development minimized through proper siting and screening in order to buffer parking areas from locations both interior and exterior to the site? **(YES / NO / NA)**
- 3. Are circulation systems designed to avoid conflict between vehicular, bicycle and pedestrian traffic? **(YES / NO / NA)**
- 4. Is emergency and service vehicle access accommodated within the circulation system? **(YES / NO / NA)**
- 5. Do accessory structures encroach upon front yard and exterior side yard setbacks? **(YES / NO / NA)**
- 6. Will your project result in grading that preserves the natural topography of the land, especially at the horizon, and not have "staircase" or "rice paddy" effects? **(YES / NO / NA)**
 - a. Will your project result in grading that preserves the natural topography of the land, especially at the horizon, and not have "staircase" or "rice paddy" effects? **(YES / NO / NA)**
 - b. Will your project result in grading that rounds off, in a manner natural to the surrounding terrain, sharp angles produced by earth moving, specifically at the top and toe of graded slopes? **(YES / NO / NA)**
 - c. Will all graded slopes be contour graded to achieve a natural appearance? **(YES / NO / NA)**
 - d. Will your project blend grading with the contours of contiguous properties and create a smooth transition? **(YES / NO / NA)**
 - e. Will your project minimize scars due to cuts, fills and drainage benches on natural slopes? **(YES / NO / NA)**
 - f. Will your project result in slopes steeper than 3:1 (horizontal to vertical), except where natural slopes are greater? **(YES/ NO / NA)**
 - g. If slopes steeper than 3:1 are unavoidable, have special mitigation measures been incorporated into the design? **(YES / NO / NA)**
 - h. Will your project result in grading that preserves natural site amenities? **(YES / NO / NA)**
- 7. Are any retaining walls proposed in your project? **(YES / NO)**
 If "YES", is the wall visible from off-site? **(YES / NO)**
 What is the proposed maximum height of the retaining wall?

If the retaining wall is greater than 5-ft. in height or if the wall is visible from off-site and is more than 3 feet in height, Design Review Board approval of the retaining wall is required.

- 8. Has development been planned in relation to natural features? **(YES / NO / NA)**
- 9. Do your plans protect natural features both during and after construction of the project? **(YES / NO / NA)**
- 10. Have you preserved trees and other native vegetation, consistent with the tree preservation ordinance, to maintain current stability of steep hillsides, retain moisture, prevent erosion and enhance the natural scenic beauty? **(YES / NO / NA)**
- 11. Have you treated significant natural features, such as creeks, rock out-croppings and prominent knolls, as assets? **(YES / NO / NA)**
- 12. Have you considered appropriate remedial measures to deal with geologic hazards and adverse soil conditions in site planning and design of structures? **(YES / NO / NA)**
- 13. Does your drainage plan follow natural flow patterns and, where appropriate, do the plans develop wide area flow patterns, rather than concentrating flow at one point? **(YES / NO / NA)**
- 14. Have downhill or uphill portions of your project been landscaped to address potential erosion, to be in harmony with adjacent developments, and to provide a complimenting view from distant horizons? **(YES / NO / NA)**

15. Are you proposing to place a building on the site so as to permit ample room for usable yard areas, adequate landscaping and drainage between and around buildings? **(YES / NO / NA)**
16. Does your drainage plan follow natural flow patterns and, where, appropriate, do the plans develop wide area flow patterns, rather than concentrating flow at one point? **(YES / NO / NA)**
17. Does your project propose a debris bench only where existing landslides cannot be completely stabilized? **(YES / NO / NA)**
18. Have downhill or uphill portions of your project been landscaped to address potential erosion, to be in harmony with adjacent developments, and to provide a complimenting view from distant horizons? **(YES / NO / NA)**

BUILDING DESIGN:

1. Is the side yard setback no less than the minimum permitted by the Zoning Ordinance? **(YES / NO / NA)**
2. If the proposed end wall height is greater than 20-feet is the side yard setback increased by one additional foot for each foot of end wall height¹ greater than 20-feet? **(YES / NO / NA)**
3. Does the proposed project maintain a harmonious relationship with the surrounding neighborhood through the use of compatible design schemes and scale? **(YES / NO / NA)**
4. Is the exterior building² design on all elevations coordinated with regard to color, texture, materials, finishes and architectural form and detailing to achieve design harmony and continuity? **(YES / NO / NA)**
5. Is the number of different materials on the exterior face of the building limited (generally, a variety of masonry materials should be avoided)? **(YES/ NO / NA)**
6. Are major contrasts with the appearance of neighboring buildings shall be avoided? **(YES/ NO /NA)**
7. Do the roof shape, color and texture harmonize with the color and architectural treatment of exterior walls? **(YES/ NO / NA)**
8. Have conscious efforts shall be made to recognize building security as a design element in new construction? **(YES / NO / NA)**
9. Is there any blank wall without windows and that is more than 15 feet long or 180 square feet in area that does not have special design treatment? **(YES / NO / NA)**
10. Does the design of the mailbox complement the style and materials of the principal building on the site? **(YES / NO / NA)**
11. Is a skirt height of more than 4-feet proposed? **(NO / YES / NA)** Skirt heights between 4 and 6-feet shall receive special treatment, such as water table trim, other patterns or different surface treatment that could include other building materials, all of which must be consistent with the overall architectural concept.
12. Will the visible portion of a concrete footing or grade beam exceed 12-inches above the lowest adjacent ground surface? **(YES / NO / NA)**
13. Will a skirt height that is greater than 6-feet be visible off-site? **(YES / NO / NA)**

BUILDING DESIGN - DECKS:

1. Does this project include any plans for a deck? **(YES/ NO / NA)** If not, please go on to the next section.

¹ End wall height is the maximum vertical height from finished grade to outer roof surface at the side yard. Chimneys, dormers and other architectural elements are excepted from this limitation. A skirt wall shall be counted as part of the height measurement

² Building is defined as an enclosed structure with a roof supported by columns or walls or both and intended for the shelter, housing or enclosure of persons, animals or property

2. Is the deck cantilevered from the second story? **(YES / NO / NA)**
3. Does the overall height of the deck skirt³ exceed six feet? **(YES / NO / NA)**
4. Are there exposed posts that are visible from off site supporting a ground level deck more than 4-ft. high? **(YES / NO / NA)**
5. Does your proposed deck extend from the first and second floor or your residence? **(YES/ NO / NA)** If so, please answer the questions below:
 - a. If the proposed deck is more than 6-ft. tall, does landscaping screen it from offsite observation? **(YES / NO / NA)**
 - b. Does the proposed landscaping mitigate the visual impact of a deck as viewed from adjacent neighbors? **(YES/ NO / NA)**
 - c. Are support posts setback from the face of the deck to minimize the height of posts and provide visual relief? **(YES / NO / NA)**
 - d. Does the proposed deck utilize diagonal or cross-braced support posts? **(YES / NO / NA)**
 - e. Is the proposed deck consistent with the scale and design of the home? **(YES / NO / NA)**

LANDSCAPING:

1. Are landscaped areas shall be planned as integral parts of the project and not simply as leftover green spaces to be planted on the site? **(YES / NO / NA)**
2. Are all areas that are not otherwise covered by buildings, structures, paved walks, alleys, or driveways completely landscaped and irrigated? **(YES / NO / NA)**
3. Are parking lots landscaped through the use of islands and medians that are designed to accommodate trees, shrubs, and ground cover? **(YES / NO / NA)**
4. Are fast growing deciduous or evergreen trees shall be planted at a ratio of one tree for every 4-6 spaces, to create maximum summer shade? **(YES / NO / NA)**
5. Does your proposed landscaping permit adequate sight distance for motorists and pedestrians entering and does it provide adequate site distance for motorists and pedestrians exiting? **(YES / NO / NA)**
6. Does your proposed landscaping plan avoid interfering with parking lot and circulation effectiveness? **(YES / NO / NA)**
7. Is your landscaping designed to relieve solid, unbroken elevations and soften continuous wall expanses? **(YES / NO / NA)**
8. Does your landscaping plan complement the building or building cluster that it is collocated with? **(YES / NO / NA)**
9. Is significant landscaping provided around the perimeter of the site? **(YES / NO / NA)**
10. Is dense landscaping incorporated into the project to screen unattractive views and features such as storage areas, trash enclosures, parking lots, public utilities? **(YES / NO / NA)**
11. Is tree and shrub planting grouped together to create stronger accent points or a sense of place? **(YES / NO / NA)**
12. Is the initial landscaping of a size and quality that a mature appearance will be attained within three years of planting? **(YES / NO / NA)**
13. Is at least 25% of the proposed trees (if applicable) on the site a minimum of 24" box size and the remaining trees a minimum of 15-gallon size? **(YES / NO / NA)**
14. Are lawn areas limited to 25% of the total landscaped areas? **(YES / NO / NA)**

³

"Skirt height" is defined as the distance between the finished floor and the ground.

15. Do lawn areas consist of a drought tolerant fescue variety? **(YES / NO / NA)**
16. Are significant trees existing on the property protected, retained, and integrated with the design where appropriate? **(YES / NO / NA)**

FIRE SAFE LANDSCAPING:

1. Is the project site adjacent to open space, heavily wooded or wild land areas? **(YES / NO / NA)** If "NO", go on to the next section; If "YES", please answer the questions below:
 - a. Are trees located no closer than 15 feet from the exterior wall of a residence? **(YES / NO / NA)**
 - b. Does your project avoid the use of heavily flammable trees and shrubs (e.g. certain pine, juniper and eucalyptus species)? **(YES / NO / NA)**
 - c. Is your proposed landscaping properly irrigated to assure that plants retain their fire retardant capability? **(YES / NO / NA)**
 - d. If your project is landscaped with vegetation, is there a "wet band" (spray irrigated landscape) maintained between the principal structure and open space areas or heavily wooded areas. Is the wet band a minimum of 30 feet in width? **(YES / NO / NA)**
 - e. Do you propose the use of medium-sized shrubs close to or beneath tree canopies? **(YES / NO / NA)** If so this could create a "fire ladder" that would allow flames to spread to structures and surrounding vegetation.
 - f. Do you propose using shredded bark? **(YES / NO / NA)**

ADDITIONAL GUIDELINES FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENT:

1. Will your project result in there being more than 2 two-story units placed side by side? **(YES / NO / NA)**
2. If so do topographic and/or architectural considerations justify this exception or is the two-story portion of the house not visible from off-site? **(YES / NO / NA)**
3. Will this project result in the same or similar elevations being placed within 300 feet of each other? **(YES / NO / NA)**
4. Is the color scheme of your project compatible with that of homes on adjacent lots without being duplicative? **(YES / NO / NA)**
5. Does your front setback vary by at least three feet from that of adjacent neighboring residences? **(YES / NO / NA)**
6. If you are proposing any accessory structures⁴ that can be seen from neighboring properties do they complement the main structure? **(YES / NO / NA)**
7. If you are constructing or modifying a 1-story residence will it exceed 19-feet in total building height? **(YES / NO / NA)**
8. If you are proposing a second-story addition or a new 2-story residence will it exceed 28-feet in total building height? **(YES / NO / NA)**
9. Does the architectural design motif continue on all sides visible from adjacent streets? **(YES / NO / NA)**
10. Is your architectural motif compatible with but distinct from adjacent homes? **(YES / NO / NA)**
11. If you are proposing a driveway with curb cuts wider than 20-feet does it have special design treatment? **(YES / NO)**
12. If you are proposing a new driveway, is it a minimum of 25' long from face of curb to garage or carport entrance, regardless of setback requirements? **(YES / NO / NA)**

⁴ **Structure** is anything constructed or erected and permanently attached to land, other than a building but does not include sidewalk, fence or wall (seven feet six inches or less in height), gateway, pipe, meter, meter box, manhole, mailbox, pole and wire, gas, light, heat or power, device for transmission of telephone and telegraphic messages, or device for the transportation of water

Accessory Structure is a subordinate structure the use of which is incidental to that of a main building on the same lot

1. Is the property in an Open Space Zoning District, Planned Unit Development or subject to Deed Restrictions or Covenants, Conditions and Restrictions (C.C.&R's)? (**YES / NO**) If the answer to this question is "NO", then you may skip to the next question; otherwise, you will need to make the following determinations:
 - a. Check the conditions of approval of the Use Permit, C.C.& R.'s or Deed Restrictions and obtain approval of your Homeowners Association, if applicable.
 - b. If an active Homeowners Association (HOA) has jurisdiction over the project site, then the applicant shall submit verification that the HOA has approved the plans. Active Homeowners Associations would include Condominium and Townhouse Associations and some single-family residential associations, such as Sanders Ranch and the Moraga Country Club.
 - c. If your project is not in compliance with the Use Permit, C.C.& R.'s or Deed Restrictions, the plans may be denied by the design review administrator. In the case of a Use Permit, you may file an application for the Planning Commission to consider a Use Permit amendment.
2. Will more than 500 cubic yards of soil be removed from the building site? (**YES / NO**) If "YES", you must file a **hauling permit** application for review by the Town Engineer and approval by the Town Council. Planning Staff will review the application and a permit will be prepared for issuance, subject ratification by the Town Council. The normal procedure will be to place permits that are ready for ratification on the Town Council's consent calendar. The Council may ratify staff action or remove the item to be discussed as a separate agenda item. If the hauling operation will occur over private streets, then letters authorizing the haul route that was approved by the owner/owners of the private drive must accompany the application.
3. Will more than 200 cubic yards of soil be graded as a result of this permit? (**YES / NO**) If "YES", you must also submit an application for a **grading permit** as well as design review and comply with the following design guidelines.
4. Does the project require grading or a modification of the drainage? (**YES / NO / NA**) If "NO", please skip to question 4. If "YES", please answer the questions below and fill out the checklist for grading, drainage and erosion control guidelines:
 - a. Does the project comply with all the design guidelines for grading, drainage and erosion control? (**YES / NO / NA**).
 - b. Will the project involve grading more than 200 cubic yards of soil, not including the excavation of a swimming pool where the soil is taken off the property? (**YES / NO / NA**) If "YES", you will also need a grading permit.
 - c. Will more than 500 cubic yards of soil be removed from the building site? (**YES / NO / NA**). If "YES", an application for a hauling permit will need to be filed for review by the Town Engineer and approval by the Town Council.
5. Will the project involve any alteration of a natural creek or encroachment into a drainage easement? (**YES / NO / NA**). If "YES", the California Department of Fish and Game will require review and the Town of Moraga will require a Drainage Easement Encroachment Permit.
6. Does the project include a second living unit or second kitchen in the home? (**YES / NO**) If "NO", please go to the next question. If "YES", you will need to fill out the checklist for second living units.

FINDINGS REQUIRED FOR DESIGN REVIEW APPROVAL:

Indicate how the project meets the findings as listed in Planning Commission Resolution 16-2001:

- 1a. The proposed improvements conform with good design as set forth in the Town of Moraga Design Guidelines as follows:

1b. The proposed improvements contribute 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 improvements will not have a substantial adverse affect on neighborhood properties or the community because:

3. The proposed improvement 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 improvement will not impair the public health, safety or welfare because:

If the proposed improvements do not comply with all of the findings above please explain below why you believe the DRB should consider an exception:

DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS:

Carefully review the plan submittal requirements and please be advised that an incomplete application will take longer and be more expensive to process.

A. COMPLETED APPLICATION FORM AND APPROPRIATE FEES AND OR DEPOSITS

B. For new projects on vacant lots, the applicant shall have their application reviewed by the agencies listed below to assure compliance with the requirements of those agencies prior to submittal to the Planning Department. An applicant shall also submit any comments from these agencies with regard to the application. If a new transformer will be required for the project, PG&E should be contacted early to assure that it will be installed within the building or underground, in accordance with the Planning Commission policy:

- Moraga-Orinda Fire District
- Pacific Gas & Electric
- Contra Costa County Central Sanitary District
- East Bay Municipal Utility District (landscaping and water service)

C. If the project involves any alteration of a natural creek or encroachment into a drainage easement, review will be required by the California Department of Fish and Game. If applicable, the applicant shall also submit any comments from California Department of Fish and Game with their application

D. SITE PLAN / TOPOGRAPHIC SURVEY (12 copies). Plan shall contain:

- (1) North arrow (with plan oriented so north points to top of sheet).
- (2) Scale of Drawing. Scale should be 1 inch equals 20 feet or larger for the site and not less than 1 inch equals 200 feet for a vicinity sketch or other means of adequately indicating the site location.
- (3) Dimensioned property lines shown in true location with respect to the plan's topographic information. The proposed development/disturbance area must be identified (outlined).
- (4) Show proposed additions with cross-hatching or shaded to differentiate them from existing improvements on the property. If the development is entirely new then cross-hatching is not necessary.
- (5) Identify portions of buildings or structures to be removed from the property.
- (6) Show roof overhangs.
- (7) Location of other improvements on the lot such as paved patios, swimming pools and accessory buildings.
- (8) Show location of walks and access driveways for circulation of pedestrians and vehicles.
- (9) Show location and heights of existing and proposed retaining walls
- (10) Location, dimensions and quantity of existing and proposed off-street parking, with a statement indicating whether it conforms to applicable regulations. Also show the proposed vehicular access between the site and Public Street.
- (11) Indicate all existing and proposed vehicular and pedestrian ways, and trails, with grades, widths and types of improvement. Include the location of all curb and sidewalk improvements.
- (12) Location of fences and exterior lighting.
- (13) Location and width of any drainage facilities, watercourses or creeks. Indicate existing and proposed storm drainage facilities, as well as the location and depth of subdrains (if any), particularly important for new swimming pools.
- (14) Show the total existing and proposed impervious surface area on the project site, including the area of all roofs and paved surfaces. This information is required to determine compliance with the Contra Costa Clean Water Program Stormwater C.3 Guidebook, as revised, effective February 15, 2005 and the Hydromodification Management Plan (HMP), effective October 16, 2006 approved by the Regional Water Quality Control Board for Contra Costa County.
 - If your impervious surface area exceeds 10,000 sq. ft., then you will be required to submit a **Storm Water Control Plan** and have a minimum area equal to 4% of the impervious surface area dedicated to infiltration. The project engineer should show a sufficient area of the site reserved to satisfy the infiltration requirements. Refer to the "C.3 Guidebook" for full Plan and report requirements.
 - If your total impervious surface area is less than 10,000 sq. ft. but your project will increase the existing impervious surface area, then your drainage plan will need to comply with the Best Management Practices (BMPs) required under the Town's NPEDS Permit. Typically, all roof drains and surface drains for new impervious surfaces must be routed through a biofilter, sand filter, or planted vegetated swale for ten or more feet prior to entering any storm drainage pipe or tight line drainage system.
 - For preliminary drainage planning, note that designing landscaped areas to drain away from paved areas prevents them from inclusion in the area that must have treated drainage water.
- (15) Show the approximate outline of the nearest wall of existing structures on adjacent lots and indicate whether they are one or two story. Indicate the distances between buildings and from building walls to property lines.
- (16) Existing and proposed recreational facilities.
- (17) Locations and dimensions of trash disposal areas.
- (18) All existing and proposed signs.

- (19) Location of existing trees on the site with circumference greater than ten (10) inches measured two feet above ground. Indicate all existing vegetation on slopes 20% or greater within the development area - all trees must be identified on the site plan but photographs may be submitted for other forms of vegetation. Show location of all existing native trees and trees with a trunk diameter of 5" or more. Also, label the species or common name of the tree and trunk diameter, and indicate the status (to be removed, relocated, or retained).
- (20) Existing topography and proposed grading (for property of less than ten (10) acres, a contour interval no greater than five feet and a horizontal map scale of one inch equals fifty (50) feet, or larger, shall be used; for property larger than ten (10) acres, a contour interval no greater than ten (10) and a horizontal map scale of one inch equals one hundred (100) feet, or larger, shall be used). If the proposed development area has a slope that is 20% or greater then site contours must be indicated on the site plan. While 2-foot contours are acceptable outside the development area, 1-foot contours are required within the area proposed for development/disturbance.
- (21) Location of any prominent natural features, such as rock outcroppings
- (22) Location, name and width (including offers of dedication) of adjacent streets, as well as proposed street names.
- (23) Location of all easements on the property. (Please also provide a copy of the title report that identifies the easements.)
- (24) Location of any temporary "pads" required to facilitate construction with drilling equipment, cement trucks, etc...
- (25) A table containing the following information:

<input type="checkbox"/> Total lot area (in square feet) of the project site
<input type="checkbox"/> Total existing habitable area of building, including all living areas, garage areas and accessory buildings – (Do not include covered porches or carports)
<input type="checkbox"/> Setback measurements from the farthest architectural projections
<input type="checkbox"/> Total area of proposed additions to building, garage or accessory buildings
<input type="checkbox"/> Total area of building, garage and accessory buildings with the proposed addition(s)
<input type="checkbox"/> The area and percentage of the lot covered by buildings and accessory structures
<input type="checkbox"/> The area and percentage of paving on the lot
<input type="checkbox"/> The area and percentage of the lot covered by structures
<input type="checkbox"/> The area and percentage of the lot used for landscaping

- (26) Stamp and signature of the appropriately licensed professional who prepared the plan.

E. FLOOR PLANS (12 copies). Plan shall contain:

- (1) Label use of rooms, including garage, and indicate size in square feet.
- (2) Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures.
- (3) Indicate solid portions of walls with shading.
- (4) 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 120 square feet.
- (5) Construction details are not necessary for the design review administrator's plan check, but they will be necessary for review by the building department.

F. BUILDING ELEVATIONS PLANS (12 copies). Plan shall contain:

- (1) Drawing scale should not be less than one-eighth inch equals one foot.
- (2) All sides of the home should be shown.
- (3) 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, approved subdivision 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.

- (4) Materials and colors of exterior surfaces and features.
- (5) Color and materials palette if colors are being changed from existing colors.
- (6) For unusual colors or complex color schemes with three or more colors a rendered colored elevation may be required.

G. ROOF PLAN: The roof plan shall be drawn at a scale of 1/8 inch = 1 foot, indicating ridges and valleys, roof pitch, chimney and sky light locations, and shall include a north arrow. (10 copies)

H. EROSION CONTROL PLAN (if applicable): (Note: Erosion Control Plan must be approved by the Town Engineer) (10 copies) Plans must include the following:

- (1) A topographic site plan showing the location of Best Management Practices (BMPs) utilized for erosion control. BMPs include silt barriers, such as silt fences, or a tight row of straw bales, which have been trenched into the hillside and staked.
- (2) Silt basins must be located so that the water leaving the site is not laden with sediment.
- (3) A plan for agronomic measures with interim landscaping or hydroseeding. The plan shall include: the seed mixture for hydroseeding, with annual grasses, wild flowers and clover, the time for seeding, mulching type and rate, seed bed preparation and fertilization. (NOTE: All interim landscaping or hydroseeding shall be maintained to insure adequate plant growth and rooting. If an area is disturbed after hydroseeding, then the area shall be revegetated).
- (4) The Erosion Control Plan should meet the standards and specifications as put forth in the "Erosion & Sediment Control Field Manual", July 1999, California Regional Water Quality Control Board-San Francisco Bay Region.
- (5) The Erosion Control Plan shall include telephone numbers for responsible individuals who may be contacted on a 24-hour basis by the Town in the event of an emergency situation.

NOTE: The Town may require modification of previously approved erosion control plans and methods to accommodate unanticipated conditions on the site. The Town shall notify permittee in writing of the requirements and specify a reasonable period of time within which permittee must comply. Permittee shall comply with such requests within the specified time.

I. GRADING PLANS (if applicable). (Note: Grading of 200 cubic yards or more will require review by the Design Review Board) (12 copies) Plans must include the following:

- (1) North arrow (with plan oriented so north points to top of sheet)
- (2) Scale of drawing at a scale not less than 1 inch equals 20 feet.
- (3) Dimensioned property lines shown in true location with respect to the plan's topographic information. If the site is in the MOSO zoning district, the cell boundaries must also be indicated. If the site is not in the MOSO zoning district the proposed development/disturbance area must be identified (outlined).
- (4) Existing and proposed topography and source of topographic information. (Source subject to approval by the Town Engineer.) Proposed grading lines should be shown with heavy contour lines. While 2-foot contours are acceptable outside the development area, 1-foot contours are required within the area proposed for development/disturbance. Ninety percent (90%) of the contours shall be plotted within one contour interval of the true location. Include a daylight line, showing the limits of grading work or disturbed soil. Tabulate total amounts of cut and fill (try to balance grading on site).
- (5) Existing and proposed hillside vegetation. (Indicate all existing and proposed vegetation on slopes 20% or greater within the development/disturbance area - all trees must be identified on the grading plan but photographs may be submitted for other forms of vegetation).
- (6) The *limit of grading line*, which will include the entire area of the site that will be disturbed, including the following areas:
 - All cut and fill areas
 - Areas to be used for stockpiling of soil
 - Areas needed for maneuvering grading equipment
 - Estimated limit of landslide remediation work
 - Graded debris benches or catchment areas recommended in the geotechnical reports
- (7) The project engineer must calculate the existing (predeveloped) average slope of the area within the limit of grading line on the property. **NOTE:** If the average slope is over 20% but less than 25%, then the Design review Board will be authorized to approve the grading. If the average slope is 25% or more, then approval by the Planning Commission and Town Council will be required.

- (8) Location of all existing and proposed improvements on the property including drainage facilities. Plans shall indicate horizontal and vertical location (plan and profile views) of all existing and proposed drainage facilities. Included details of inlets, ditches, swales, specifications and plans must be accompanied by a report which provides hydraulic/hydrology calculations that demonstrate the proposed system has adequate capacity for a minimum ten (10) year event and that the discharge does not exceed predevelopment volumes or rates. Velocity of discharge must be non-erosive. Drainage plans shall be superimposed on the grading plan unless otherwise impractical.
- (9) Location of all existing and proposed improvements on the property including drainage facilities.
- (10) Location, name and width (including offers of dedication) of adjacent streets.
- (12) Location of curb and sidewalk improvements.
- (13) Location of all easements on the property.
- (14) Location of all active or dormant landslides and other geological hazards on the property with indication of whether or not the conditions may extend onto adjacent properties.
- (15) Stamp and signature of the appropriately licensed professional who prepared the plan.

J. OTHER EXHIBITS NECESSARY TO REVIEW THE APPLICATION, INCLUDE THE FOLLOWING:

- (1) One or more color photographs of the existing home.
- (2) Landscaped 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.
- (3) Landscape plans, if required shall include a planting plan, irrigation system plan, plant size and specification list and details for staking trees and irrigation specifications.
- (4) Location of existing and proposed exterior mechanical equipment and proposals for screening, including transformers or meter boxes, etc.
- (6) Architectural drawings showing the location, size, color, shape and type of illumination of each proposed sign.
- (7) Story Poles.