



Town of Moraga
PLANNING DEPARTMENT

ADMINISTRATIVE DESIGN REVIEW APPLICATION
Minor Exterior Modifications

File Number: ADR-_____

Address: _____ APN: _____

Zoning District: _____ Year House Built: _____ Lot Size: _____

Project Description

Applicant Information

Owner Information

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

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: _____

Submittal Requirements

Please review and check each submittal requirement

- Completed Application.**
- Fee: \$500 Cash, Check, Credit Card** Please have check payable to the Town of Moraga.
- Plans (11"x17" Minimum size) folded to 8 1/2" x 11" and electronic copies (on flash drive or email)**

Applications will not be deemed complete without the following:

Site Plan.

- North arrow.
- Drawing scale.
- Dimensioned property lines and all building setbacks.
- 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
 - Total area and percentage of the total lot coverage by impervious surfaces on the lot
- Proposed changes with cross-hatching/shading or other notation to differentiate them from existing structure.
- Roof overhangs/eaves.
- Location of other improvements (i.e. paved patios, swimming pools and accessory buildings).
- Location of any new exterior lighting fixtures.

Building Elevations.

- Drawing scale should not be less than one-eighth inch equals one foot.
- Existing and proposed elevations of areas affected by improvements.
- Label materials and colors of exterior surfaces and features.

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

- Color photographs of the existing home and area of modification.
- Building Floor Plans.
- Other plans or documents as requested by Planning Department.

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 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.