



(Date stamp)

Town of Moraga

PLANNING DEPARTMENT

LAND USE APPLICATION

TOWN STAFF	File Number: _____	Project Name: _____
	Fee/Deposit: _____ Cash/Check/Credit	Deposit Account Number: _____

Project Information

Address: _____

Zone: _____ Year House Built: _____ APN: _____

Project Description

Applicant Information	Owner Information
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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.

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.

Sign: _____ Date: _____

OTHER CONTACT INFORMATION AND PROJECT CONSULTANTS:

PROJECT ARCHITECT OR DESIGNER	PROJECT CIVIL ENGINEER
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

PROJECT GEOTECHNICAL ENGINEER	LANDSCAPE ARCHITECT
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

GENERAL INFORMATION:

What are your intended hours of operation?

- (1) Regular business hours: _____
- (2) Hours open to the public: _____
- (3) Busiest days and times: _____
- (4) Least busy days and times: _____
- (5) Equipment operating 24 hours a day, or at night (describe): _____

What is the maximum number of customers/clients that you would expect to serve at any one time?

How often will you receive deliveries? When will the deliveries be made?

What are your plans for trash disposal and recycling for your business?

Off-street parking spaces shall be provided for each land use as outlined by MMC 8.76.090:

Please indicate the calculation used to determine the total number of required parking stalls:

How many parking stalls are required for your business (MMC Section 8.76.050)? _____

Will a parking modification be required for your business? (YES / NO) If yes, please describe the required modification and justification for the modification (Moraga Municipal Code Section 8.76.130)

**If your proposed business will share parking with other businesses in a shopping center, please provide a copy of the current parking allocation for the center.

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.

Submittal Requirements

- Completed Application ****An application without a project description will be deemed incomplete.****
- Fee (cash, check, credit card). Please have check payable to the Town of Moraga.
- 2 Plan Sets (minimum 11"x17"), folded to 8 ½" x 11" and electronic copies (on flash drive or email) Once the project is scheduled for a public meeting, additional copies of plans will be required.
- Color photographs

Applications will not be deemed complete without the following:

- Site Plan.**
 - North arrow.
 - Drawing scale.
 - Dimensioned property lines and all building setbacks.
 - Adjacent streets and location of curb and sidewalk improvements.
 - Proposed additions with cross-hatching/shading or other notation to differentiate them from existing structure.
 - Identify portions of buildings or structures to be removed from the property.
 - Roof overhangs/eaves.
 - Location of other improvements (i.e. paved patios, swimming pools and accessory buildings).
 - Location of exterior air conditioning units or other mechanical equipment that generate noise.
 - Location of walks and access driveways for circulation of pedestrians and vehicles.
 - Dimensions and number of existing and proposed off-street parking spaces.
 - 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
 - Indicate whether the existing homes on adjacent lots are one or two story.
 - Existing and proposed public and private easements.
 - Location of and identify the trees to be removed or relocated.
 - Location of fences and any new exterior lighting fixtures.
 - Location and heights of existing and proposed retaining walls.
 - Location and width of any creeks, water courses, drainage easements and facilities.
 - Location and depth of subdrains (if any), particularly important for new swimming pools.
 - Show the total existing and proposed impervious surface area on the project site, including the area of all roofs and paved surfaces.
- Building Elevations.**
 - Drawing scale should not be less than one-eighth inch equals one foot.
 - Existing and Proposed Elevations for all sides affected by improvements.
 - 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.
 - Label materials and colors of exterior surfaces and features.
 - Provide color and materials palette if colors are being changed from existing colors.

Floor Plans.

- Existing and Proposed Floor Plans may be shown on one sheet.
- Label use of rooms, including garage, and indicate size in square feet.
- Indicate stairways, doorways, windows, closets, patios, porches, decks, etc.
- Indicate solid portions of walls with shading.
- 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.

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)

- North arrow (with plan oriented so north points to top of sheet) and scale.
- Show existing topography and any significant vegetation (indicate size and type).
- Source of topographic information (subject to approval by the Town Engineer).
- Show proposed grading with heavy contour lines.
- Include the existing average slope on the property, to be calculated by the project engineer.
- 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)
- Show all proposed drainage and catch basins (include calculations for pipe sizes).
- Show outline of all existing and proposed structures, driveways, walkways, etc.
- 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.
- 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:

- If proposed improvements are within 5 feet of the building setbacks a survey will be required.
- 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.