



# TOWN OF MORAGA

## PLANNING DEPARTMENT STREAMLINED HOUSING DEVELOPMENT APPLICATIONS UNDER SENATE BILL 35

### What is Senate Bill 35:

Senate Bill 35 (SB 35) became effective on January 1, 2018. It enacted Government Code section 65913.4 to require cities and counties to use a streamlined ministerial review process for qualifying multifamily housing developments that comply with the jurisdiction's objective planning standards, provide specified levels of affordable housing, and meet other specific requirements.

### What is a streamlined review process:

Under SB 35, the Town is required to review qualifying projects using a ministerial review process, which means that no discretionary approvals can be required, and the Town is required to process applications within the timeframes specified in Government Code section 65913.4(c). The review process would also be streamlined because, as a ministerial project, the project would not be subject to environmental review under the California Environmental Quality Act (CEQA).

### Does my project qualify to apply for streamlining:

To be eligible for streamlined review process, an application must meet ALL of the following criteria per Governmental Code Section (65913.4):

- The project must propose at least two multifamily residential units.
- The project site must be on a legal parcel with 75 percent of its perimeter adjoining parcels that are developed with urban uses and be zoned for, or designated in the General Plan to allow, residential or mixed residential and commercial uses.
- At least 2/3 of the proposed development's square footage must be designated for residential use.
- The project must provide affordable housing as specified under Government Code section 65913.4(a)(4)(B), which specifies that:
  - Projects in Moraga that contain more than 10 units of housing must reserve at least 50% of their total units as affordable to households making below 80 percent of the area median income in Contra Costa County. (Please refer to GOV§65913.4 (a)(4)(B)(ii))
- The project applicant must certify that it will comply with the following wage requirements defined in Government Code section 65913.4(a)(8):
  - If the development is not in its entirety a public work (as defined in Labor Code section 1720 et seq.), all construction workers employed in the execution of the development must be paid at least prevailing wages, unless the project includes 10 or fewer units and does not require a subdivision.
  - For projects that require a subdivision or that propose 75 or more units that are not 100 percent subsidized affordable housing, prevailing wages must be paid and a skilled and trained workforce, as defined in Government Code section 65913.4 (a)(8) (B) (ii), must be used to complete the development.
- None of the exclusions specified in Government Code section 65913.4(a)(6), (7), or (9) apply. (Refer to Moraga's Streamlined Housing Development —Senate Bill 35 Eligibility Checklist)

### If it qualifies for SB 35, what planning standards are applicable to my project?

Qualifying projects must be consistent with all of the Town's objective zoning and design review standards, including the Town's General Plan, Moraga Municipal Code, Moraga Center Specific Plan and any other applicable master plans and specific plans. Modifications to otherwise-applicable standards under density bonus law do not affect a project's ability to qualify for SB 35.

**What are the parking requirements?**

If your project qualifies, no more than one parking space per residential unit is required. For projects that meet the requirements specified in Government Code section 65913.4(d)(1) no residential parking is required. Mixed use projects must provide parking for the commercial component of the development as required by Moraga Municipal Code.

**How do I apply for streamlined review?**

To apply for a project that qualifies under SB35 streamlining, please schedule a pre-application meeting with the Planning Division to review the application checklist and submittal requirements. Following the pre-application meeting, submit a completely filled out checklist and all required documentation to the Planning Division.

**What is the process for streamlined approval?**

The Planning Department will determine if the project is eligible for streamlined approval within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. If the project is deemed ineligible, the Planning Division will provide the applicant with a list of inconsistencies with objective planning standards and design review standards. The applicant may revise and re-submit an application, subject to the same timeline for review. Once the application is accepted for review under SB 35, the Planning Division will either approve or deny the project within 90 days after submittal for projects consisting of 150 or fewer units, or within 180 days for projects with more than 150 units. The review will be focused strictly on assessing compliance with SB 35 eligibility criteria and any reasonable objective design standards.

# STREAMLINED HOUSING DEVELOPMENT

## SB 35 ELIGIBILITY CHECKLIST

This checklist provides a complete list of eligibility requirements for streamlined review under SB 35. The project is eligible only if all of the responses to the statements below are “yes.” In order for the application to be accepted, the applicant must submit documentation as needed to demonstrate how the determination has been made.

Eligibility Requirement		Yes	No
Housing Type	The project is a multifamily housing development, including at least two units.		
Affordability	At least 50% of the base number of units (excluding density bonus units) built on-site are dedicated affordable to those earning no more than 80% AMI.		
Site Requirements	The site is legal parcel(s), located in either the Town of Moraga or an unincorporated area within the Town's Sphere of Influence.		
	At least 75% of the perimeter of the site adjoins parcels currently or formerly developed with “urban uses.”		
	The site is either zoned or is designated by the Town of Moraga General Plan land use map as allowing for residential use or residential mixed- use development by right or with a use permit.		
	The project either does not include a subdivision of land, or does include a subdivision of land and is: 1) receiving a low-income housing tax credit and subject to prevailing wage requirement, or 2) subject to the prevailing wage requirement, and a skilled and trained workforce is used.		
	The project meets all objective zoning and design review standards in effect at the time the application is submitted. • If the project is consistent with the minimum and maximum density range allowed within the General Plan land use designation, it is deemed consistent with housing density standards. • Any density bonus or concessions, incentives, or waivers of development standards or reduction of parking standards requested under the Density Bonus law (CA Government Code Section 65915) are deemed consistent with objective standards. • Objective standards are those that require no personal or subjective judgment and must be verifiable by reference to an external and uniform source available prior to submittal. Sources of objective standards include, without limitation: <input type="checkbox"/> General Plan <input type="checkbox"/> Moraga Municipal Code <input type="checkbox"/> Town's Design Guideline <input type="checkbox"/> Moraga Center Specific Plan		

Eligibility Requirement		Yes	No
	<p>•Parking. The project may provide up to one parking space per unit; however, no parking is required if the project meets any on the following criteria:</p> <p><input type="checkbox"/> The project is located within ½ mile of a transit stop</p> <p><input type="checkbox"/> The project is located within a designated historic district</p> <p><input type="checkbox"/> The project is located within one block of a car share</p> <p><input type="checkbox"/> On-street parking permits are required but not offered to project occupants</p>		
	<p>The project site is located entirely outside each of the following areas or designations:</p> <ul style="list-style-type: none"> <li>•Coastal zone</li> <li>•Prime farmland of farmland of Statewide importance</li> <li>•Wetlands, as designated by the U.S. Fish and Wildlife Service</li> <li>•Lands under a conservation easement</li> <li>•Conservation area as identified by an adopted habitat conservation plan</li> <li>•Protected animal or plant species habitat, as identified by the State or federal government</li> <li>•Governed by the Mobile home Residency Law, the Recreational Vehicle Park Occupancy Law, or the Special Occupancy Parks Act</li> <li>•Previously contained housing occupied by tenants within the past 10 years</li> </ul>		
Site Requirements	<p>The project would not require demolition of housing subject to any of the following restrictions:</p> <ul style="list-style-type: none"> <li>•Recorded rent restrictions</li> <li>•Rent control</li> <li>•Occupied by tenants within the past 10 years</li> <li>•A City, State or federally designated historic structure</li> </ul>		
	<p>The project is either located outside of an earthquake fault zone, or located in an earthquake fault zone and is compliant with the California Building Code Standards for seismic protection.</p>		
	<p>The project is either located outside of a high or very high fire hazard severity zone, or is located in a high or very high fire hazard severity zone, and is:</p> <p>1) Excluded from the hazard zone by the Town, or</p> <p>2) Subject to fire hazard mitigation measures pursuant to existing building standards or applicable State fire mitigation measures</p>		
	<p>The project is either not located on a hazardous waste site, or is located on a hazardous waste site and has been cleared for residential or residential</p>		

	mixed use by the Department of Toxic Substances Control.		
	<p>The project is either not located in a 100-year flood zone as designated by FEMA, or is within a 100-year flood zone and has met either of the following requirements:</p> <ul style="list-style-type: none"> <li>• The site has been subject to a Letter of Map Revision prepared by FEMA and issued to the Town.</li> <li>• The applicant can demonstrate compliance with the minimum flood plain management criteria of the National Flood Insurance Program</li> </ul>		
Labor Provisions	<p>The applicant has completely filled out the Certificate for Compliance with Eligibility Requirements, certifying that either:</p> <p>1) the entire development is a “public work” for purposes of prevailing wage law, or</p> <p>2) that the project includes 11 or more units and is a public work, thus construction workers will be paid at least the prevailing wage</p>		

## STREAMLINED HOUSING DEVELOPMENT SB 35 STANDARD APPLICATION

### Submittal Requirements

If the project qualifies under the SB 35 Eligibility Checklist, the following information and materials listed on the attached SB 35 Application Checklist are required for a complete application. Please review this checklist with Planning Division staff to confirm specific requirements and to determine if other applications are required.

SB 35 Standard Applications are reviewed to determine if the application qualifies as a Streamlined Housing Development within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. Applications that are not eligible for Streamlined Housing Development processing or that do not provide a complete application, including this Standard Application and listed items on the SB 35 Application Checklist, will be denied and must be re-submitted, subject to review within 60 days after re-submittal for projects of 150 or fewer units, or within 90 days for larger projects. Eligible Streamlined Housing Development applications are ministerially reviewed within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for projects of more than 150 units.

**Is the project seeking a density bonus or any concession, waiver, or reduction of parking standards under state Density Bonus Law?**

YES ☐ NO ☐

**Type of Multifamily Housing Development Proposed:**

- ☐ Multifamily rental; residential only with no proposed subdivision.
- ☐ Multifamily residential with proposed subdivision (must qualify for exception to subdivision exclusion)
- ☐ Mixed-use (at least 2/3 of square footage must be designated for residential. If a subdivision is included, must qualify for exception to subdivision exclusion.)

**Number of Parking Spaces Proposed:**

Is the site within one half mile of a transit stop?

YES ☐ NO ☐

Is the site within an architecturally and historically significant historic district?

YES ☐ NO ☐

Are on-street parking permits required but not offered to the occupants of the project?

YES ☐ NO ☐

Is the site within one block of a car share vehicle station?

YES ☐ NO ☐

**Does the project propose more than 10 units?**

YES ☐ NO ☐

Has the applicant certified compliance with affordability requirements?

YES ☐ NO ☐ N/A ☐

Has the applicant certified compliance with prevailing wage requirements?

YES ☐ NO ☐ N/A ☐

**Does the project propose 75 units or more?**YES ☐ NO ☐

Has the applicant certified compliance with skilled and trained workforce requirements?

YES ☐ NO ☐ N/A ☐

Does the project involve a subdivision of land?

YES ☐ NO ☐

Is the project financed with low-income housing tax credits?

YES ☐ NO ☐

Has the applicant certified compliance with prevailing wage requirements?

YES ☐ NO ☐ N/A ☐

Has the applicant certified compliance with skilled and trained workforce requirements?

YES ☐ NO ☐ N/A ☐**Has the applicant certified that the project site has not contained any housing occupied by tenants within the past 10 years?**YES ☐ NO ☐**Is the project site within a very high fire hazard severity zone?**YES ☐ NO ☐

Are there adopted fire hazard mitigation measures applicable to the development?

YES ☐ NO ☐ N/A ☐**Is the project site a hazardous waste site?**YES ☐ NO ☐

Has the applicant provided evidence that the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses?

YES ☐ NO ☐ N/A ☐**Is the project site within a delineated earthquake fault zone?**YES ☐ NO ☐

Does the development comply with applicable seismic protection building code standards?

YES ☐ NO ☐ N/A ☐**Is the project site habitat for protected species, identified in an adopted natural community conservation plan, or under a conservation easement?**YES ☐ NO ☐**Does the project funding source include public funds?**YES ☐ NO ☐**Project Description and Details**

Please attach a narrative project description that summarizes the proposed project and its purpose. Please include a discussion of the project site context, including what existing uses, if any, adjoin the project site and

whether the location is eligible for Streamlined Housing Development processing. You must also include a discussion of how the proposed project is consistent with all objective zoning and design review standards applicable to the project site.

**Property Owner Signature(s):**

**Date:**



# STREAMLINED HOUSING DEVELOPMENT

## CERTIFICATE FOR COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

I, \_\_\_\_\_, do hereby certify and declare as follows:

(a) The subject property is located at (address and assessor's parcel number):

\_\_\_\_\_  
Address

\_\_\_\_\_  
Assessor's Parcel Number

(b) I am a duly authorized officer or owner of the subject property.

(c) The property owner agrees to comply with the applicable affordable housing dedication requirements established under Government Code section 65913.4(a)(4).

(d) The property owner agrees to comply with the applicable prevailing wage requirements established under Government Code section 65913.4(a)(8)(A).

(e) The property owner agrees to comply with the applicable skilled and trained workforce requirements established under Government Code section 65913.4(a)(8)(B).

(f) The property owner certifies that the project site has not contained any housing occupied by tenants within 10 years prior to the date written above.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day in:

\_\_\_\_\_  
Location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print), Title

# STREAMLINED HOUSING DEVELOPMENT

## SB 35 APPLICATION CHECKLIST

### SUBMITTAL REQUIREMENTS

The following information is required for a complete application. Please review this checklist with Town of Moraga Planning Division and Engineering Department.

- ☐ **STANDARD APPLICATION AND SB 35 STANDARD APPLICATION FORMS** Include signature and contact information for the legal property owner, applicant or authorized agent and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application.
- ☐ **APPLICATION FEE.** Multifamily Site Development fee \$\_\_\_\_\_(refer to the Town's [Master Fee Schedule](#))
- ☐ **CERTIFICATE FOR COMPLIANCE WITH ELIGIBILITY REQUIREMENTS.** The property owner or the owner's authorized agent must certify under penalty of perjury that certain threshold eligibility criteria are satisfied.
- ☐ **TITLE REPORT.** Prepared within the past three months. (three copies)
- ☐ **STATEMENT OF DESIGN INTENT.** Describe the design program, the designer's approach, and how the architectural, landscape and other elements have been integrated in compliance with the Town's objective standards. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objectives, pedestrian circulation, outdoor-use areas, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences.
- ☐ **STATEMENT OF CONSISTENCY WITH OBJECTIVE STANDARDS.** Describe how the proposed project is consistent with all objective zoning and design review standards applicable to the project site, including those standards included in the General Plan, Moraga Municipal Code, Town's Design Guideline Moraga Center Specific Plan, and other applicable Town documents. At a minimum, define how the project complies with use requirements, floor area standards, density, setbacks, height standards, lot coverage ratios, landscaping standards, water efficient landscaping requirements, stormwater requirements, and common open space, private useable open space, and public open space requirements.
- ☐ **DEVELOPMENT PLAN SET:**
  - Y 3 full size sets, 24" x 36" or larger
  - Y One electronic submittal
  - Y NOTE: All drawings shall include date of plan preparation and subsequent revisions and north arrow. The submittal set for first round of review should be 30% technical drawing set level. It is typical to have multiple reviews for a project. As the project progresses for a public hearing (if applicable) and is revised, prior to the public hearing, the sets will develop further.
  - Y NOTE: All plans should be collated and folded into a size no larger than 9" x 13" or similar.

#### I. **A. TITLE REPORT**

- ☐ Current title report completed within the last 3 months

#### **B. MATERIAL AND COLOR SAMPLE BOARD**

- ☐ Actual materials and color sample chips of major exterior materials, on 8-1/2" x 11" board or larger with labels for the materials, and project name on board. Include masonry, exterior wall finish, metal, window samples, roof tile and grout.

**II. A. COVER SHEET**

- ☐ Street address and assessor's parcel number
- ☐ Name, address and phone number of property owner
- ☐ Name, address and phone number of contractor/builder, Engineering Team and Architect (designer)
- ☐ Vicinity map with north arrow, major cross streets and surrounding areas Project description
- ☐ Legend of symbols and abbreviations
- ☐ Table listing all plan sheets with sheet numbers and descriptions

**Table containing:**

- ☐ General Plan designation and Zoning district Size of property including gross and net lot area Adjacent land uses
- ☐ Development standards pursuant to Moraga Municipal Code. Square footage of all existing buildings
- ☐ Square footage of all proposed buildings
- ☐ Parking analysis for building use and zoning district with code requirements and proposed spaces
- ☐ Percent of lot area for landscaping, impervious surfaces, common open space, and private usable space
- ☐ Lot coverage calculations, percent of net lot area covered by buildings
- ☐ Flood Zone

**B. BOUNDARY SURVEY**

- ☐ Completed by a licensed California surveyor or Civil Engineer licensed to perform survey.
- ☐ Engineer's Scale
- ☐ Date of survey preparation and subsequent
- ☐ revisions Street address and assessor's
- ☐ parcel number Existing easements (if any)

**C. PROPOSED ARCHITECTURAL SITE PLAN**

- ☐ Scale of drawing (Engineer's Scale)
- ☐ Street address and assessor's parcel number.
- ☐ Property lines with typical dimensions, widths, radii, arc lengths.
- ☐ Lot size including gross and net area (square feet and acres) and lot numbers.
- ☐ Location of all existing buildings, proposed building(s), building additions, signs, open space, fences, walls, all at grade building features including decks and porches, accessory structures including sheds, Accessory Dwelling Units, trash enclosures and garages and other improvements as applicable. Label all structures and indicate if they are to remain or demolished.
- ☐ Location and nature of all easements, including but not limited to water, sewer, electric, telecommunications, access.
- ☐ Location of points of entry and exit for vehicles and internal circulation patterns. Location and

nature of existing and proposed utility lines and equipment.

- ☐ Location of exterior lighting standards and devices.
- ☐ Dimensions between all buildings and between all new buildings and property lines
- ☐ Dimensions and locations of all required setbacks from property lines Square footage of buildings
- ☐ Location of existing and proposed parking
- ☐ Location, dimension and nature of significant site features such as swales, water, hills etc.
- ☐ Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a public right-of-way, show the entire width of public right-of-way to the next to property line, including streets, sidewalks, driveways and alleys
- ☐ Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or required right of way dedication. Show line of sight for all intersections and driveways, and corner setback lines

#### **D. TOPOGRAPHIC SURVEY**

- ☐ Scale of drawing (Engineer's Scale)
- ☐ Existing topography and proposed grading extending 50 feet beyond the property. Indicate slopes up to 5% or under 5 feet at 2 foot contour intervals and indicate slopes over 5% or greater than 5 feet in height at 5 foot contour intervals. Include spot elevations, pad elevations, percent slope and show all retaining walls with Top of Wall/ Bottom of Wall elevations
- ☐ Any significant vegetation including trees, vegetation providing habitat for native animals, and/or cultural value (indicate size and type)

#### **E. FLOOR PLANS**

- ☐ Scale of drawing (Architect's Scale) 1/8" = 1' or larger Existing and proposed
- ☐ Square footage of existing and proposed

#### **F. ROOF PLANS**

- ☐ Scale of drawing Architect's Scale, 1/8" = 1' or larger Show existing and proposed
- ☐ Square footage of existing and proposed
- ☐ Plan shall be fully dimensioned. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and roof forms, location of downspouts
- ☐ Show direction of water flow
- ☐ Show location of rooftop equipment and distance from parapet
- ☐ Show proposed rooftop screening, elevations and details. Show location and height of rooftop mechanical equipment and proposed screening. Provide a section showing height of equipment in relation to the height of proposed screen. Provide a detail of the screen showing it is architecturally integrated with the principal building.

#### **G. BUILDING ELEVATIONS (all four sides)**

- ☐ Scale of drawing (Architect's Scale) 1/8" = 1' or larger
- ☐ Fully dimensioned elevations for buildings identifying materials, details and features. Typical floor-to-floor heights with dimensions

- ☐ Existing and proposed elevations of all four sides of the building(s)
- ☐ Typical building sections showing wall, eaves, and roof height and roof slope
- ☐ One set of building elevations colored to the proposed scheme for the project
- ☐ Location, dimension and style of doors, windows, chimneys, stairs, bays, and all major architectural features
- ☐ Vertical dimensions from all points above existing and finished graded on all elevations. Final grade level of ground adjacent to the building in relation to the floor level
- ☐ Overall structure height from the lowest point on the site covered by any portion of the building to the topmost point of its roof
- ☐ Section of roof-mounted equipment, roof top screening that is architecturally similar or integrated
- ☐ Topography with existing and proposed grades accurately represented to show building height to indicate relationship of building to the site and adjacent properties
- ☐ Location and type of building mounted exterior lighting
- ☐ Notations of exterior materials and finishes on elevations with notations of finishes and colors. Exterior material schedule with type, manufacturer, color, and finish
- ☐ Provide enlarged details (minimum of  $\frac{1}{4}$ "=1' scale) for focal points and feature areas, i.e. typical bay, entry feature, special architectural feature

#### **H. LANDSCAPE PLAN SUBMITTAL**

- ☐ Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)
- ☐ Proposed trees, shrubs, shrub groupings, lawn, groundcover areas, existing trees and plants materials to be saved, stormwater treatment areas, special paving, hardscape, and cut sheet and specifications of site furnishings
- ☐ Size, species, and spacing of street trees
- ☐ Landscape legend with a list of plant materials (in Latin and common name), plant sizes and spacing
- ☐ Size, species, trunk location, and canopy of all existing trees (6 inch diameter or larger) on site and adjacent properties that could be affected by the project.
- ☐ Identify trees to remain and removed. Any tree proposed as mitigation for removal of a tree shall be identified as a replacement tree
- ☐ Landscape Plan shall be coordinated and consistent with the Stormwater Plan Estimated representation of plant materials within three years
- ☐ Color representation of proposed landscaping
- ☐ Location and screening of all above-grade utilities and bio-swales or other stormwater treatment areas with 1:10 scale cross sections showing the planting within the bio-swales and screening of utilities
- ☐ Enlarged details (minimum of 1:10 scale) for focal points and accent areas, i.e. courtyards, entry features, landscape walls, or special areas
- ☐ Location and details, specifications and/or cut sheets of ground signs, walls, fences, paving decorative planters, trellises, arbors, and other landscape features
- ☐ Statement stating that Water Efficient Landscape Ordinance (WELO) standards will be

adhered to when applicable. WELO standards are set by the state.

- ☐ Point of connection to water supply under WELO standards
- ☐ Show line of sight triangle

#### **I. ADDITIONAL PLANS AND DOCUMENTS**

- ☐ Fence Plan, drawn at 1" = 20' scale showing the location, elevation, material notes, and height and type of fence or wall
- ☐ Trash Enclosure, drawn at 1" = 1/4' scale showing the location, plan, elevation, material notes, and height with typical dimensions
- ☐ Lighting Plan, showing location and type of exterior lighting both fixed to building and freestanding, and any lights for circulation, security, landscaping, building accent or other purpose. Lighting shall be dark sky compliant, with shields so that adjacent properties are not impacted
- ☐ Color perspective drawing. Contextual elevations.
- ☐ Circulation diagram including bike and pedestrian circulation.
- ☐ Refer to the Planning Division Document Library on our website for specific plans, handouts, feasibility studies, trails, and additional information: [www.moraga.ca.us](http://www.moraga.ca.us).

#### **III. A. PROPOSED CIVIL SITE PLAN**

- ☐ Scale of drawing (Engineer's Scale)
- ☐ Street address and assessor's parcel number
- ☐ Property lines with typical dimensions, widths, radii, arc lengths
- ☐ Lot size including gross and net area (square feet and acres) and lot numbers
- ☐ Location of all existing buildings, proposed building(s), building additions, signs, open space, fences, walls, all at grade building features including decks and porches, accessory structures including sheds, ADU's, trash enclosures and garages and other improvements as applicable. Label all structures and indicate if they are to remain or be demolished.
- ☐ Location and nature of all easements, including but not limited to water, sewer, electric, telecommunications, access
- ☐ Location and nature of existing and proposed utility lines and equipment
- ☐ Location of the nearest fire hydrant or water source for fire suppression
- ☐ Dimensions between all buildings and between all new buildings and property lines
- ☐ Dimensions and locations of all required setbacks from property lines Square footage of buildings
- ☐ Location of existing and proposed parking
- ☐ Location of existing and proposed water meter/service connections (water, sewer, electric, and telecommunications)
- ☐ Location, dimension and nature of significant site features such as swales, water, hills etc.
- ☐ Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a street, show the entire width of street to the next property line, including driveways.
- ☐ Location and dimensions for all adjacent streets (public and private) and proposed streets

showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or required right-of-way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways, and corner setback lines.

- ☐ Flood zone information.
- ☐ Locate any CalTrans right of way. The applicant should coordinate any approvals and reviews early on with CalTrans.
- ☐ Indicate the location of all existing and proposed fire hydrants. Provide current fire flow information.
- ☐ If any parcel is within a FEMA-defined 100 -year floodplain or floodway:
  - ☐ Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finished floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site-specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete.
  - ☐ Flood zone boundaries and flood water surface elevation. If the property proposed to be developed is within or adjacent to the 100- y e a r flood zone as shown on the National Flood Insurance Program Flood Insurance Rate Map, the extent of flood zone shall be clearly drawn on the tentative map and the 100-year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.

#### **B. PRELIMINARY DRAINAGE PLAN**

- ☐ Preliminary drainage information showing spot elevations, pad elevations, existing and proposed catch basins, valley gutters, bio-retention areas, swales, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.

#### **C. PRELIMINARY GRADING PLAN**

- ☐ Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale Preliminary grading information showing topography, spot elevations, pad
- ☐ elevations, including approximate street grade and existing and proposed storm drain locations
- ☐ Identify an erosion control plan and program
- ☐ Geotechnical or Soils Report prepared by a Geotechnical Engineer may be required
- ☐ Letter of permission from adjacent property owner for offsite grading

#### **D. PRELIMINARY UTILITY PLAN**

- ☐ Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale. Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities / storm drainage systems, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, lighting fixtures, street lights, wireless communication facilities, traffic signal poles, and signal cabinets.
- ☐ Table of existing and proposed fixtures

#### **E. PRELIMINARY PHOTOMETRIC PLAN**

- ☐ Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale) Plan shall be prepared by a lighting specialist.
- ☐ Show right of way, easements, face of curb, sidewalk, pedestrian ramps, lot lines, house footprints, driveways, lot numbers, street names, proposed trees, fire hydrants.
- ☐ Provide foot candle requirements per Town of Moraga standard

#### **F. STORMWATER CONTROL PLAN**

Check the table below to determine if the project triggers C.3 (stormwater treatment) requirements. If so, please refer to the C.3 Stormwater Compliance Information. Site Plan or Cover Page must include a table that verifies if C.3 requirements are applicable.

- ☐ A summary table which includes:
  - Y Site size in square feet.
  - Y Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in square feet.
  - Y Impervious surface area created, added or replaced in square feet.
  - Y Total impervious surface area in square feet (Existing impervious area to remain and proposed new impervious area)
  - Y Percent increase / replacement of impervious area surface area (new impervious surface area in square feet / existing impervious surface area in square feet multiplied by 100).
  - Y Estimated area in square feet of land disturbance during construction (including clearing, grading or excavating).
- ☐ Delineate and label the tributary areas and proposed BMPs.
- ☐ Provide a table listing the tributary areas and associated BMPs. (Ensure that all tributary areas drain to associated BMPs.)
- ☐ Ensure compliance with the proper sizing factors.

Calculate the total new and replaced impervious surfaces for the project and refer to the table to determine if project triggers C.3 stormwater treatment requirements.

	Impervious Area Threshold	Effective Date	Requirement
Non-Regulated Projects	All Projects Requiring Municipal approvals or permits (includes single-family residences)	5/1/2010	As encouraged or directed by local staff, preserve or restore open space, riparian areas, and wetlands as project amenities, minimize land disturbance and impervious surface (especially parking lots) cluster structures and pavements, include micro-detention in landscaped and other areas, and direct runoff to vegetated areas. Use Bay-friendly landscaping features and techniques. Include Source Controls Specified in Appendix D.
	Projects between 2,500 and 10,000 square feet requiring approvals or permits (Includes single-family residences)	12/1/2012	Using the template in Appendix C, prepare and submit a Stormwater Control Plan for a Small Land Development Project. Implement one of four options: (1) Disperse runoff from some amount of roof or paved area to a vegetated area; (2) incorporate some amount of permeable pavement into your project; (3) include a cistern or rain barrel if allowed by your municipality; or (4) incorporate a bioretention facility or planter box.



Regulated Projects	Auto service facilities, gas stations, restaurants, and uncovered parking lots over 5,000 square feet	12/1/2011	Prepare and submit a stormwater Control Plan as described in Chapter 2, including features and facilities to ensure runoff is treated before leaving the site. Use the LID Design Guide in Chapter 3, including sizing factors and criteria or "treatment Only."
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### C.3 Compliance Table (Must be shown on Site Plan or Cover Page)

<b>Total Project Site Area (square feet)</b>	
<b>Total New or Replaced Impervious Surface Area (square feet)</b> [Sum of currently pervious areas that will be covered with new impervious surfaces]	
<b>Total Replaced Impervious Surface Area</b> [Sum of currently impervious areas that will be covered with new or replaced impervious surfaces.]	
<b>Total Impervious Surface Area</b>	
<b>C.3 Compliance Required (Yes/No)</b>	