



TOWN OF MORAGA

PLANNING DEPARTMENT DESIGN REVIEW SUPPLEMENTAL APPLICATION

Design Review Guidelines

The Design Philosophy of the Town of Moraga General Plan calls for the Town to: maintain the Town's semi-rural character; protect ridgelines and hillside areas; complement existing landscaping; enhance the Town's scenic corridors; minimize the impacts of development; thoughtfully design single-family residential neighborhoods; thoughtfully design new multi-family residential developments; and promote commercial centers as community places.

The Design Review process allows the Town to review projects for conformance with the Town's Design Guidelines to ensure projects are consistent with the Town's Design Philosophy. Projects that closely follow the Town's Design Guidelines may be considered through the Town's Administrative Design Review process which enables the project to be considered at staff level (with neighborhood notice).

Projects subject to review by the Design Review Board include, for example, projects requesting an exception(s) to the Town's Design Guidelines, development within and visible from a Town designated Scenic Corridor, new residential construction, and commercial construction that adds additional floor area.

It is strongly recommended that you review the [Town's Design Guidelines](#) to determine whether the project requires design exceptions. Projects that conform to the Town's Design Guidelines typically will expedite the review process. If the proposed design requires an exception to the guidelines, then Design Review Board approval will be required with a written justification for approval of each requested exception. Projects that are located within the Moraga Center Specific Plan and Rheem Park Areas are reviewed for conformance with the Zoning Objective Design Standards found in Moraga Municipal Code [Chapter 8.200 \(Moraga Center Specific Plan Area Regulations\)](#) and [Chapter 8.210 \(Rheem Park Objective Design Standards\)](#).

Levels of Design Review - Application Fees/Deposits – Please Select One of the Following

- ☐ **Administrative Design Review (Exterior Modifications Only)**
Exterior alterations to existing buildings where no new floor area is created.
- ☐ **Administrative Design Review (Minor)**
Buildings or alterations of 250 sq.ft. or less and accessory structures 500 sq.ft.
- ☐ **Administrative Design Review (Major)**
Buildings or alterations of greater than 250 sq.ft. and accessory structures greater than 500 sq.ft.
- ☐ **Design Review Board (Minor)**
Smaller projects not qualifying for administrative design review, including but not limited to residential additions under 1,000 square feet, decks, accessory buildings and structures; minor commercial façade changes
- ☐ **Design Review Board (Major)**
Larger project not qualifying for administrative design review, including but not limited to new residential or non-residential building construction, residential additions over 1,000 square feet, major modifications to non-residential buildings and sites.

Please see the Town of Moraga [Master Fee Schedule](#) for appropriate fee/deposit and note the following:

- All credit card transactions will incur a 4% processing fee.
- No application will be deemed to be submitted, nor shall the application be reviewed or acted on by the Town, until such fee is received.
- Deposit based projects: The Advanced Planning Surcharge is collected from the deposit.
- Projects within the Moraga Center and Rheem Park Specific Plan Areas may be subject to review under the Objective Design Standards adopted for those areas, check with Planning staff to determine the appropriate review level.

COMPLETE THE STANDARD PLANNING APPLICATION, AND PROVIDE PROFESSIONAL CONTACT INFORMATION HERE

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

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

Submittal Requirements

A. General.

1. Completed Standard Planning Application.
2. Completed Indemnification/Reimbursement Agreement.
3. Completed Design Review Supplemental Application.
4. Appropriate fee or deposit (cash, check, credit card).
5. Minimum 11"x17" plans and an electronic copy in PDF format. Electronic plans can be submitted on a USB flash drive or by email or online file service hosting link to planning@moraga.ca.us. Larger projects that require a Public Hearing must also submit two full size (24"x36") sets and two half size (12"x18") sets. Additional plan sets will be required prior to the Public Hearing, which will be requested after the project has been deemed complete.
6. A preliminary title report may be required by the project planner. The report shall be no more than six months old, listing all recorded easements and restrictions and providing a legal description of the property.
7. Voluntary Architectural Plan Release Authorization (Recommended, but optional), and/or submit a "massing diagram" that displays the three-dimensional building form and describes the general profile, bulk setbacks, and size of the building, but is not required to contain specific architectural detail.

B. Site Plan.

1. North arrow.
2. Drawing scale.
3. Dimensioned property lines and all building setbacks.
4. Footprints of existing and proposed buildings, structures (new buildings, structures, additions should have cross-hatching/shading or other notation to differentiate them from existing buildings and structures).
5. Existing and proposed setbacks.
6. Building envelopes (Examples include Open Space properties and Planned Developments).
7. Demolition plan for portions of buildings or structures to be removed from the property.
8. Roof overhangs/eave lines.
9. Indicate the number of stories of existing buildings on adjacent lots.
10. Existing and proposed exterior lighting.
11. Location of existing and proposed improvements labeled accordingly (i.e. paved patios, swimming pools and accessory buildings).
12. Location of exterior air conditioning units or other mechanical equipment that generate noise.
13. Location of walks and access driveways for circulation of pedestrians and vehicles.
14. Adjacent streets and location of curb and sidewalk improvements.
15. Dimensions and number of existing and proposed off-street parking spaces.
16. A table containing the following information:
 - a. Total lot area of the project site, both net and gross. (in sq.ft.).

- b. Total existing Gross Floor Area of home, including all living areas, garages, carports and accessory buildings (Do not include covered porches, or accessory buildings less than 400 sq. ft.
 - c. Total Gross Floor Area of proposed additions to home, garage, carport or accessory buildings.
 - d. Total Gross Floor Area of home including the garage, carport, accessory buildings and the proposed addition(s).
 - e. Existing and proposed area and percentage of lot covered by buildings.
 - f. The existing and proposed area and percentage of the total lot coverage by impervious surfaces.
 - g. An itemized calculation of existing and proposed impervious surface area on the project site (including area of all roofs and paved surfaces).
 - h. Tabulation citing how the project meets all applicable objective standards, including minimum parking; minimum front, side and rear yard setbacks; maximum lot coverage; maximum number of stories; maximum building height; and maximum aggregate building height.
 - i. For properties with an average pre-development slope of 20% or greater, existing and proposed topographic contours (with minimum contour intervals of 2 feet), for land within 20 feet of any proposed site improvements or drainage facilities.
 - j. Indicate the zoning of the parcel and if applicable, the location of any Moraga Open Space Ordinance Ridgelines, Ridgeline Buffers, Scenic Corridors, and Scenic corridor Buffers.
 - k. Indicate whether the parcel is within a High or Very High Fire Severity Zone.
 - l. If one or more new residential units are proposed, the site plan shall label the type of unit.
17. Show the total existing and proposed impervious surface area on the project site, including the area of all roofs and hardscape surfaces. This information is required to determine compliance with the latest edition of the Contra Costa Clean Water Program's Stormwater C.3 Guidebook available at www.cccleanwater.org.
- a. If your project creates or replaces impervious surface area exceeding 10,000 sq. ft., or if your project involves auto service facilities, retail gasoline outlets (gas stations), restaurants, and uncovered parking lots, that create or replace impervious area exceeding 5,000 sq. ft., then you will be required to submit a Storm Water Control Plan in accordance with Chapter 2 of the C.3 Guidebook. The project engineer shall also show sufficient area of the site reserved to satisfy the treatment and/or detention requirements described in Chapter 3 of the C.3 Guidebook.
 - b. Smaller projects that create or replace a minimum of 2,500 sq. ft. will need to comply with the Best Management Practices (BMPs) required under the Town's NPEDS Permit. This includes but is not limited to disconnecting all roof drains and designing surface drains for new impervious surfaces to 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.
 - c. Smaller projects that create or replace 2,500 sq. ft. will need to comply with the Best Management Practices (BMPs) required under the Town's NPEDS Permit. This includes but is not limited to disconnecting all roof drains and designing surface drains for new impervious surfaces to 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.
18. Location and depth of subdrains (if any), particularly important for new swimming pools.
19. Existing and proposed public and private easements.
20. Location and width of creeks, water courses, drainage easements, and drainage facilities.
21. Location of natural features.
22. Existing and proposed landscaping (identify trees to be removed or relocated – full landscaping details may be on separate landscaping plan).

23. Location, type and height of existing and proposed retaining walls and fences. Show the location of all existing native trees and trees with a trunk diameter of 5" or more measured three feet above natural grade or, if having multiple trunks, a total perimeter of 40 inches or more measured three feet above natural grade. Also, label the species or common name of the tree and trunk diameter, and indicate the status (to be removed, relocated, or retained).
24. Location and dimension of trash/recycling/compost disposal area.
25. Existing and proposed recreational facilities.

C. Building Elevations.

1. Drawing scale minimum of one-eighth inch equals one foot.
2. Existing and Proposed Elevations for all sides affected by improvements.
3. All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, exterior lighting, and roofing materials.
4. Indicate a material schedule with colors and materials for all exterior walls, glass, trim, and roofing.
5. Indicate both existing and finished grade.
6. Provide color and materials palette if colors or materials are being changed from existing colors.
7. Dimensioned maximum height of building and aggregate building height.
8. 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.
9. 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.
10. Indicate maximum allowable building height as measured from existing grade.
11. All changes or additions to existing structures shall be clouded, hatched, or otherwise highlighted and noted on the drawing revision.
12. Show existing and proposed conditions with two separate elevation view drawings, done at the same scale, for each building elevation to be modified by the addition.
13. Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials, if retaining wall and fence are part of the project.
14. Photos of the existing site and structures.
15. Photo or Visual Analysis to include renderings of the project from public streets as well as other appropriate perspectives.
16. Materials and Colors Board: 8.5" x 11" board size and 3/4" maximum thickness, with a colored elevation of the proposal and referencing the color chips and manufacturers' specifications of the following:
 - a. Body/Siding
 - b. Trim
 - c. Windows
 - d. Roof
 - e. Exterior light fixtures
 - f. Fences
 - g. Walls and retaining walls
 - h. Hardscape

D. Floor Plans.

1. Drawing scale minimum of one-eighth inch equals one foot.
2. Show all existing and proposed rooms and label their use (including basements, attics, detached accessory structures, etc.), provide the dimensions of each room and indicate their size in sq.ft.
3. Show all doors, windows, bay windows, chimneys, stairways, etc.
4. Show all existing and proposed decks, balconies, porches, garages/carports, etc., and label their use.
5. Indicate all areas to be demolished with proposed walls and existing walls clearly indicated.
6. Indicate all exterior dimensions.
7. Indicate the limits of the floor above and the floor below on multi-level structures.
8. Show total living area of each residential 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.
9. The area of any accessory building that is greater than 400 sq.ft..

E. Roof Plan.

1. Drawn to the same scale, and superimposed over, the grading plan (or the site plan if a grading plan is not required).
2. Note elevation of each roof ridge above established data.
3. Note the pitch of the roof(s).
4. Indicate all changes or additions to existing structures with ballooning, hatching, or by otherwise highlighting.

F. Landscaping Plans. (If applicable)

1. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight.
2. Existing trees - show all trees with a trunk diameter of 5" or more measured three feet above natural grade or, if having multiple trunks, a total perimeter of forty (40) inches or more measured three feet above natural grade and label:
 - a. Tree species
 - b. Diameter of trunk
 - c. Elevation at trunk base
 - d. Field surveyed accurate driplines (generic symbols are not accepted)
 - e. Tree identification number, provided by the arborist.
 - f. Trees proposed to be removed with a prominent "X"
3. Plant list table – list proposed planting as follows: (See [Appendix B of the Town of Moraga Design Guidelines](#) for a list of Town recommended planting palettes)
 - a. Trees – schedule of species (common and botanical name), quantity, size to be planted, whether the species is native, invasive/noninvasive, drought tolerant, fire resistant and is it a plant material recommended in Appendix B of the Town's Design Guidelines.
 - b. Shrubs – schedule of species (common and botanical name), quantity, size to be planted, whether the species is native, invasive/noninvasive, drought tolerant, fire resistant and is it a plant material recommended in Appendix B of the Town's Design Guidelines.

- c. Groundcover – schedule of species (common and botanical name), quantity, size to be planted, whether the species is native, invasive/noninvasive, drought tolerant, fire resistant and is it a plant material recommended in Appendix B of the Town's Design Guidelines.
- 4. Irrigation - submit a preliminary plan showing:
 - a. Watering zones (drip/spray) with corresponding legend and table.
- 5. Landscape lighting:
 - a. List and label existing and proposed lighting.
 - b. Provide a legend and indicate quantity of each lighting type.
 - c. Lighting specifications for each proposed lighting type.
- 6. Total landscaped area (sq. ft) – all planting areas, turf, and water features

G. Model Water Efficient Landscape Ordinance (MWELO) *Pursuant to MMC§8.178.040:* “New Construction project with a landscape area greater than 500 sq.ft. or rehabilitating an existing landscape with a total landscape area greater than 2,500 sq.ft.” are subject to the requirements and standards of MWELO. Projects with only minor alterations to existing landscaping may include the landscape plan as part of the site plan. Projects with no new landscaping planned may include a “no new landscaping proposed” notation on the site plan.

- 1. Drawn at the same scale as the site plan.
- 2. Include a north arrow, legend, and scale.
- 3. Include vegetation key with the following information for both existing and proposed landscaping:
 - a. Species
 - b. Common Name
 - c. Number
 - d. Size
 - e. Method of Irrigation
- 4. Provide the total square footage of irrigated area.

H. Grading and drainage plans. (If applicable) – Projects that require a grading permit under Moraga Municipal Code §14.04.031 shall use the grading permit application submittal checklist.

- 1. Note on plans if there are no drainage improvements proposed.
- 2. All items listed under Site Plan.
- 3. Topographic contours of existing and proposed ground surface based on a topographic survey (survey preparation by a licensed surveyor may be required.)
- 4. Existing and proposed surface and subsurface drainage facilities and water courses including but not limited to creeks, swales, drainage ditches, discharge facilities, dissipaters, catch basins, and subsurface drainage pipes. Also indicate septic tanks, with, or as part of, or subsequent to the proposed work.
- 5. Areas subject to inundation or ponding. (Note if there are none.)
- 6. Detail methods proposed to intercept and carry off surface and subsurface water.
- 7. Include details of engineered treatment at discharge points and pipe specifications (size, material, etc.).
- 8. Drainage across interior lot lines creating cross-lot drainage is not permitted nor changes in the drainage pattern which alter or increase the quantity which discharges to adjoining properties.

9. Hydrologic calculations and plans stamped by a California licensed professional are required for new homes or additions of 1,500 sq.ft. or more.

10. Erosion control plan.

I. Geotechnical or soils report. Typically required for new residential projects, new commercial projects, subdivisions, Hillside Development Permits, Grading Permits or if deemed necessary by the Planning Department due to the specifics of the project. For Hillside Development and Grading Permits, see Geological and Soil Report requirements in those applications.

1. The report must be prepared and signed by an engineering geologist or soil engineer.
2. The required reports must be based on the latest grading plan for the subdivision and must reference the date of that grading plan.
3. The format for the required geotechnical reports should include the following information:
 - a. A detailed geologic map showing the location and extent of any geologic hazard or potentially hazardous soil condition warranting further evaluation within or immediately adjoining the subject property.
 - b. Recommendations outlining an exploration program to fully define and delineate any geologic hazard or potentially hazardous soil condition, and to accurately identify developable areas.
 - c. Conclusions regarding the effect of any geologic hazard or potentially hazardous soil condition within or immediately adjoining the project site.
 - d. Recommendations for construction procedures to mitigate potentially hazardous conditions, if warranted.

J. Additional Documents. (Applicable based on the specifics of the project)

1. A boundary survey (wet stamped and signed) may be required for projects that propose development near to property lines, setback lines, easements, or where the location of these are unknown or in dispute, or where accurate topographic information is required. The survey shall include the following.
 - a. All property lines.
 - b. Building footprint of all structures with dimensions to property line.
 - c. Easements, fully dimensioned, as reflected on a current title report including:
 - All public and private roads (labeled accordingly);
 - Rights-of-way; and
 - Easements, within and to the parcel.
 - d. Street improvements - (curb, gutter, sidewalk, edge of paving.)
 - e. Topography – (2' contour intervals in area to be developed.)
 - f. Drainage features including:
 - Swales;
 - Creeks (with required creek setbacks shown in both plan and sectional view);
 - Wetlands; and
 - Riparian habitat.
 - g. Trees - show all trees with a trunk diameter of 5" or more measured three feet above natural grade or, if having multiple trunks, a total perimeter of forty (40) inches or more measured three feet above natural grade within 100 feet of proposed development, with the following labeled:
 - Tree species;
 - Diameter of trunk;
 - Elevation at trunk base;
 - Field surveyed accurate driplines (generic symbols are not accepted);
 - Tree identification number, provided by the arborist; and
 - Trees proposed to be removed with a prominent "X."

2. An arborist report may be required when trees are proposed for removal or may be impacted by the project, such as work near or within driplines. The report should include;
 - a. Tree location(s), genus, species, diameter, dripline, and elevation at trunk base;
 - b. Health and condition of the tree(s), including existing hazards to the tree;
 - c. Potential impact of development on the tree(s) or existing tree(s) condition;
 - d. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development; Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival;
 - e. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed
 - f. Site plan showing: numbered trees, accurate driplines, and proposed location of tree protection fencing;
 - g. Photos as applicable; and
 - h. Post construction recommendations as applicable.
3. A biological survey when a project is proposed within a sensitive habitat area, such as a riparian environment, oak woodland, or within a substantially undisturbed natural area.
4. Additional studies may be required depending on specific project type and potential impacts of the project, such as, traffic, parking or noise studies, prior to consideration of the project at a public hearing.