



## CITY OF ORINDA

### ***Plan Set Checklist***

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ [orindaplanning@cityoforinda.org](mailto:orindaplanning@cityoforinda.org)

The plan set checklist outlines information that shall be submitted as part of your application. Depending on the application(s) being submitted, some of the listed details may not apply to your project. Please keep in mind that the project planner may require additional information or materials.

#### 1. Site Plan

- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Indicate all required setbacks.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.
- Show footprints of all existing and proposed structures with dimensions to all property lines. All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- Indicate the trunk location, dripline, and species type and size of all existing trees with a trunk diameter of six (6) inches or greater measured at 4½ feet above grade. Mark any trees proposed for removal with an “X”. If there are no trees on site, state on plans that “No trees are present on site.”
- Show any significant drainage features, including swales, creeks (with required creek setbacks shown in plan and section view), and riparian habitat. Note on plans if there are no existing and/or proposed drainage improvements.
- Show all existing and proposed impervious surfaces, including but not limited to sidewalks, roofs, patios, stairs, pool decks, and driveways, with square footage of all existing and new impervious surfaces noted.
- Indicate all existing and proposed covered/uncovered parking facilities and driveways.
- Indicate location and dimensions of existing and proposed retaining walls and fences.
- Indicate location of existing and proposed sanitary sewers.
- For properties with average slopes of greater than 20%, existing and proposed topographic contours (with minimum contour intervals of 10 feet), for land within 20 feet of any proposed site improvements or drainage facilities.

#### 2. Project Data Table (see [Floor Area Calculation Handout](#) for a detailed example)

- Gross Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) - total horizontal area in square feet of each floor within the *exterior* walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls. Gross floor area includes attached and detached primary accessory buildings, garages, carport roof coverage and space which is capable of being developed as habitable area (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc).
- Adjusted Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) – Gross floor area as measured above, subtracting 400 sq ft. of the garage/carport’s floor area if such is existing or proposed. Garage areas in excess of 400 sq. ft. shall be included as part of the adjusted floor area calculation.
- Net parcel area- total horizontal area included within the property lines of a parcel, excluding

the area within vehicular rights-of-way and vehicular easements serving 4 or more parcels.

- Floor area ratio (existing and proposed) - adjusted floor area divided by the net parcel area.
- The average slope of the development footprint of the project.
- An itemized calculation of existing and proposed impervious surface.

### 3. Floor Plans

- Show all existing and proposed rooms and label their use (including basements, attics, detached accessory structures, etc.).
- Show all doors, windows, bay windows, chimneys, stairways, etc.
- Show all existing and proposed decks, balconies, porches, garages/carports, etc., and label their use.
- Indicate all areas to be demolished with proposed walls and existing walls clearly indicated.
- Indicate all exterior dimensions.
- Indicate the limits of the floor above and the floor below on multi-level structures.
- Clearly indicate any existing walls that are to be removed.

### 4. Roof Plan

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

### 5. Elevations

- Include full exterior dimensions including building heights per [Section 17.4.19](#) and [Section 17.4.20](#).
- Indicate both existing and finished grade.
- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, and roofing materials.
- Indicate both colors and materials for all exterior walls, trim, and roofing.
- Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials, if retaining wall and fence are part of the project.
- All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- 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.

### 6. Cross Sections

- Drawn at the same scale as the elevations.
- Locations where cross sections are taken shall be indicated on the site plan and/or floor plans.
- Indicate foundation, finished floor, existing grade, finished grade and roof ridge elevations.
- For properties with average slopes of greater than 20%, cross sections must extend across the full extent of the property, including adjoining roads.

### 7. Grading Plan

*The following requirements apply to applications that involve grading more than a total of 50 cubic yards of cut or fill. Projects proposing less than 50 cubic yards of cut or fill may indicate "minor grading". If the project does not require grading, note "project does not involve grading" on plans.*

- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Existing and proposed contours shown and labeled. Contour lines shall have a maximum interval of two (2) feet.
- Note amount of cut, fill, import, or export.
- Show all existing and proposed drainage facilities, including but not limited to: swales, creeks, drainage ditches, discharge facilities, catch-basins, and subsurface drainage pipes (closed and open), within and adjacent to the site. Please provide the location of the creek setback and the creek setback calculations.
- Show the location or outline of any geologic or potentially hazardous soil condition, and areas subject to inundation or ponding.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.

## 8. Drainage Plans

*The following requirements apply to projects that require a drainage permit: (1) any work which increases the impervious surface on the property by 500 square feet or more; (2) any work in a watercourse; (3) installation, expansion, or alteration of a storm water drainage system; or (4) excavating or grading projects subject to a grading permit. Drainage plans may be combined with the grading plan, if required.*

- Note on plans if there are no drainage improvements proposed.
- All items listed under Site Plan.
- Topographic contours of existing and proposed ground surface based on a topographic survey (survey preparation by a licensed surveyor may be required).
- Existing and proposed surface and subsurface drainage facilities and watercourses 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.
- Areas subject to inundation or ponding. (Note if there are none)
- Detail methods proposed to intercept and carry off surface and subsurface water.
- Include details of engineered treatment at discharge points and pipe specifications (size, material, etc.).
- 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.
- Hydrologic calculations and plans stamped by a California licensed professional are required for new homes or additions of 1,500 square feet or more;
- Existing and proposed grading contours if grading is more than 50 cubic yards (note on plans if grading is less than 50 cubic yards).

## 9. Landscape Plans

*The following requirements apply to all applications except as follows: 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.*

- Drawn at the same scale as the site plan.
- Include a north arrow, legend, and scale.

- Include vegetation key with the following information for both existing and proposed landscaping:
  - Species
  - Common Name
  - Number
  - Size
  - Method of Irrigation
- Indicate the total square footage of irrigated area.

10. Visual Aids (Optional)

- Colored elevations that indicate shadow, relief, and proposed colors
- Photomontage (a panoramic photo with the proposed project graphically set into the scene)
- Scaled architectural model
- Perspective elevation