



## CITY OF ORINDA

### ***WILDER - RESIDENTIAL DESIGN REVIEW APPLICATION***

#### **Planning**

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## **PROCESS FOR REVIEW OF PLANS FOR NEW HOMES:**

### ***Wilder Subdivision Only***

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1. Orinda Gateway, LLC (“OGLLC”) provides purchasers of homes in the Wilder subdivision (“homebuilders”) with a copy of the Wilder Design Review Handbook (“WDRH”) that includes:

#### **Section I: Residential Lot Design Standards**

- (a) Wilder Submittal Checklist;
- (b) Wilder Development Standards;
- (c) Applicable City Ordinances; and
- (d) Wilder Standard Conditions of Approval.

#### **Section II: Residential Design Standards**

2. Homebuilders submit the following plans (may be conceptual/hand drawn) to the City Planning Department for mandatory Conceptual Development Review (“CDR”):
  - (a) Site Plan
  - (b) Grading Plan
  - (c) Floor Plans
  - (d) Building Elevations
  - (e) Roof Plan

The CDR process is a means of obtaining Planning Department input in the early stages of project design, before a formal application is filed. City Planning staff will review the submittals, provide written comments on the major aspects of the design as they relate to the Residential Lot Design Standards set forth in Section I of the WDRH, and identify aspects of the conceptual design that may be inconsistent with the applicable standards. At the request of the homebuilder, Planning staff will meet with the homebuilder to provide feedback on the proposed design.

The City may either (i) recommend that the homebuilder revise the plans to comply with Section I of the WDRH prior to submitting an application to the Wilder Design Review Committee (“WDRC”), or (ii) recommend that the homebuilder prepare and submit an application to the WDRC for its review and approval. The City shall make its recommendation in writing within 21 calendar days from the time it receives the submittal and shall convey its recommendation to the homebuilder and to the WDRC. Homebuilders are strongly encouraged to address design issues identified during the CDR process. Homebuilders may submit revised plans for subsequent Planning staff review prior to submitting an application to the WDRC. The WDRC consists of a representative of OGLLC, a civil engineer, a landscape architect, and an architect.

3. Once Conceptual Development Review is complete, a homebuilder shall prepare and submit to the WDRC an application that contains all of the information listed on the Wilder Design Review Submittal Checklist (refer to Pages 12-13).

Note that once OGLLC no longer owns fee title to any residential lots in Wilder (“Turn Over Date”), the WDRC shall no longer review applications for Design Review Approval. After the Turn Over Date, a homebuilder shall prepare and submit to the Zoning Administrator (see § 7 below) (or to the Planning Department if the homebuilder is seeking a variance – see § 6) an application containing all of the information listed on the Wilder Design Review Submittal Checklist. The references to the WDRC in the following sections do not apply after the Turn Over Date.

4. WDRC reviews the application submittal to determine if it is complete as per the Wilder Design Review Submittal Checklist. If incomplete, the WDRC shall advise the homebuilder of the documents required for a complete application. After the WDRC finds that the application is complete, it shall review the application, applying the standards and criteria set forth in the WDRH (Sections I and II). WDRC shall not unreasonably withhold or delay its decision.

If the WDRC finds that the design as submitted satisfies the WDRH, it shall provide the homebuilder with a written WDRC Design Review Approval that includes a finding that the application is complete and a finding that the application is consistent with the Wilder Residential Lot Design Standards and the Architectural Guidelines. The WDRC shall send a copy of the WDRC Design Review Approval to the Zoning Administrator.

*If the application includes a request for a variance, elevated deck permit or other discretionary approval, the WDRC shall include a recommendation on the accompanying applications for consideration by the Planning Commission along with the basis of its recommendation, consistent with the applicable discretionary standards. Note that homebuilders requesting a deviation from the Handbook's standards and criteria must apply for a variance, not for an exception.*

5. If the WDRC finds that a homebuilder's plans do not conform to Section I and/or Section II of the WDRH, the WDRC shall not approve the design and shall specify in writing the changes that are required in order for the WDRC to issue a WDRC Design Review Approval and provide the decision to the homebuilder. The WDRC shall provide the Zoning Administrator with a copy of its decision.
6. Upon receipt of a WDRC Design Review Approval, a homebuilder who is requesting a variance shall submit its application (as approved by the WDRC), with a copy of the WDRC Design Review Approval, to the Planning Department. The Planning Department shall process the application, including reviewing the submission for completeness per the requirements of the Wilder Application Checklist, pursuant to the Permit Streamlining Act (Government Code section 65920 et seq.). The Planning Commission shall review and act on the application consistent with the standards set forth in Section I of the WDRH and the applicable standards for variances and any other accompanying discretionary application.

*The remaining sections do not apply to homebuilders seeking a variance.*

7. Upon receipt of a WDRC Design Review Approval, the homebuilder may then submit its application (as approved by the WDRC), with a copy of the WDRC Design Review Approval, to the Zoning Administrator. The Zoning Administrator shall review the submission for completeness per the requirements of the Wilder Design Review Submittal Checklist. The Zoning Administrator, within 10 business days, shall determine either that the application is complete or that it is incomplete or inaccurate. If incomplete, the Zoning Administrator shall notify the homebuilder in writing and specify the documents required under the Wilder Application Checklist to find the application complete. If the application is complete, the Zoning Administrator shall notify the homebuilder and accept it for filing. If three or more applications are submitted within a four day period, the Zoning Administrator shall have 15 business days from the date that the application is received to determine either that the application is complete or that it is incomplete or inaccurate.
8. Within three business days after the Zoning Administrator determines that the application is complete, the City shall mail/post a notice, consistent with Government Code Section 65091, to persons entitled to notice with the following information:
  - (a) the Zoning Administrator has received an application for a Wilder design permit and determined that the application is complete;
  - (b) any interested person has the right, consistent with OMC Section 17.42.1, to submit a written request for a public hearing before the Zoning Administrator; and
  - (c) if no written request for a hearing is made within 10 calendar days of the date of the notice, the Zoning Administrator shall make a decision on the application without a hearing.
9. The Zoning Administrator shall review the application to determine if it satisfies the standards set forth in Section I of the WDRH and the applicable standards of an accompanying discretionary application other than a variance (see Paragraph 6 above).
10. If the City does not receive a timely hearing request, the Zoning Administrator shall issue a written decision within 10 calendar days of the deadline for submitting a hearing request.
11. If the City receives a timely hearing request, the City shall, no less than 10 calendar days before the hearing, provide notice pursuant to Government Code Section 65091 of the date of the Zoning Administrator public hearing. The public hearing shall be held no later than 21 calendar days from the date the City receives the hearing request, unless the homebuilder consents to a later hearing date.
12. At the public hearing, the homebuilder will first present the proposed home design, followed by members of the public who wish to speak either in favor of or in opposition to the application. The homebuilder will be allowed to present a rebuttal if he/she reserved time at the outset of their presentation. The Zoning Administrator shall issue a written decision within 10 calendar days of the conclusion of the public hearing. The Zoning Administrator's decision is final on the date it is made.

13. Within three business days of the Zoning Administrator issuing a written decision, the City shall mail notice of the decision to: the homebuilder; the WDRC; any party who requested a hearing; and all individuals who either submitted comments or who spoke at the public hearing. The Zoning Administrator's decision is effective ten calendar days after the date of the written decision, unless appealed.
14. Any interested party may appeal the Zoning Administrator's decision to the City Council. Any appeal must be filed with the City Clerk on or before the tenth calendar day after the Zoning Administrator issues the written decision.
15. Notice of the hearing on the appeal shall be given consistent with Government Code section 65091. The City Council shall hold the hearing on the appeal as soon as it is reasonable and practicable.
16. In lieu of issuing a decision on the application, the Zoning Administrator may refer the application to the City Council for decision if the Zoning Administrator determines that doing so would expedite the process and serve the public interest and if the homebuilder either consents to or requests the referral.

# WILDER DESIGN REVIEW SUBMITTAL CHECKLIST

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## Step 1: Conceptual Development Review (First Submittal to City)

### *Review by City of Orinda Planning Department*

- Conceptual Site Plan (1" – 10'-0" minimum scale)
- Conceptual Grading Plan (1" – 10'-0" minimum scale)
- Conceptual Floor Plans (1/4" = 1'-0" scale)
- Conceptual Building Elevations (1/4" = 1'-0" scale)
- Conceptual Roof Plan (1/4" = 1'-0" scale)
- One (1) Full-size (24" x 36") and an electronic (.PDF) set of plans
- Conceptual Development Review Fee

## Step 2: Review by Wilder Design Review Committee (Also Required for Zoning Administrator Design Review)

- Plans and other documents identified below ("Wilder Design Review Application Packet").
- Applications, if any, for a Variance, Elevated Deck or other Discretionary Approval

### *General Submittal Requirements*

- One (1) full size plan shall be on sheets no larger than 24" x 36"
- One (1) 11" x 17" set of plans
- An electronic (.PDF) set of plans
- Include a north arrow on each sheet of plans, excluding elevations and building sections
- Indicate all property lines, rights of way and easements shown and dimensioned with metes and bounds
- All plans must be drawn neatly and to scale (with scale indicated)
- Plan sets must be arranged in the order indicated in this checklist
- Plan sets must be stapled or otherwise bound together along the left edge

### *Civil*

- Preliminary Grading and Drainage Plan (1" – 10'-0" minimum scale)

## ***Landscape***

- Landscape Plan (1" – 10'-0" minimum scale)
- Landscape Lighting Plan (1" – 10'-0" minimum scale)
- Landscape Planting Plan (1" – 10'-0" minimum scale)
- Landscape Plan - Illustrated (1" – 10'-0" minimum scale)
  - Landscape plans shall show all large shrubs and trees with mature heights of three feet or more used for screening, and areas of ground cover or lawn.
  - Include vegetation key with the information for both existing and proposed landscaping, including species, and specifying variety or cultivar, common name, and number/quantity.
- Fencing Plan (1" – 10'-0" minimum scale)

## ***Architecture***

- Site Plan (1' = 10'-0" minimum scale)**
  - Show all proposed site structures;
  - Show all public and private roads and edge of pavement;
  - Show footprints with dimensions to all property lines of all existing and proposed structures;
  - Show all existing and proposed impervious surfaces, with square footage noted, including but not limited to: sidewalks, roofs, patios, stairs, pool decks and driveways;
  - Show all existing and proposed covered/uncovered parking facilities and driveways; and
  - Show location and dimensions of existing and proposed retaining walls and fences, indicating top and bottom of wall heights at ends and in increments of no less than 10' along length of wall.
  - Projects proposing less than 50 cubic yards of cut or fill may indicate "minor grading" on the site plan. Grading will not be allowed between October 15 and April 15 of any year without approval of an erosion control plan.
  - Provide Project Data Table (see Page 14) on Site Plan.
  - Show and label existing and proposed contours with a maximum interval not to exceed two (2) feet.

## ***Roof Plan (1/4" – 1'-0" scale)***

- Drawn to the same scale, and superimposed over, the grading and drainage plan;
- Note elevation of each roof ridge above established data;
- Note the pitch of the roof(s).

### ***Floor Plans (1/4" = 1'-0" scale)***

- Show all proposed rooms and label their use.
- Show all proposed usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.) and label their use.
- Show all proposed decks, balconies, porches, garages/carports, etc., and label their use.
- Indicate all exterior dimensions.
- Indicate the limits of the floor above and the floor below on multi-level structures.

### **Elevations (1/4" = 1'-0" scale)**

- Include full exterior dimensions, including building heights per OMC Sections 17.4.19 and 17.4.20 (See Page 45 of this Handbook).
- Indicate both existing and finished grade.
- Show roof, doors, windows, trim and all other architectural features.
- Indicate both colors and materials for all exterior walls, trim and roofing.
- Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials.

### **Building Sections (1/4" = 1'-0" scale)**

- Cross sections shall be coincident with critical roof ridges;
- Locations where cross sections are taken shall be indicated on the site plan and/or floor plans;
- Indicate foundation, finished floor, existing grade, finish grade and roof ridge elevations;
- Cross sections, at the same scale as the site plan, must extend across the full extent of the property, including adjoining roads.

### **Architectural Details (1" = 1'-0" minimum scale)**

### **Color & Material Board (8.5" x 11")**

- Foam core, or like material, not to exceed 1/8" in thickness should be used for the materials board. Physical paint chips representing the colors of the proposed exterior materials must be provided. Paint colors generated by a printer are not acceptable, as the accuracy of color renderings vary greatly when produced by printers. However, please do not provide physical samples of the materials themselves (e.g. roof shingles, window casings, architectural elements, etc.). Color photographs of these materials should be submitted to accompany the paint chips provided.

### **Rear Building Encroachment Calculations– Downslope Lots Only (1"–10'-0" minimum scale)**

- Graphic of Building Plane Line for each level of the proposed residence (See Pages 54-57).

- Visual Aids (Optional at the Discretion of the Planning Department)**
  - Colored elevations that indicate shadow, relief, and proposed colors (1/8" = 1'-0" recommended scale);
  - Photomontage (a panoramic photo with the proposed project graphically set into the scene);
  - Scaled-architectural model;
  - Perspective elevation;
  - Three-dimensional animation video

### Step 3: Moraga Orinda Fire District (M.O.F.D.) Design Review

- Two (2) Copies – Wilder Design Review Application Packet
- M.O.F.D. Design Review Fee

### Step 4: Zoning Administrator Design Review

- Project site must be marked with an address identification sign. If the project site does not have an address, apply to the Moraga-Orinda Fire District for an address assignment.
- One (1) Copy – Stamped set of WDRC-Approved Wilder Design Review Application Packet
- Applications, if any, for a Variance, Elevated Deck or other Discretionary Approval\*
- WDRC Design Review Approval
- MOFD Design Review Approval
- All Applicable Fees

***\*\*\*Planning Department will process Design Review Applications that request a variance.\*\*\****

### Step 5: Building Permit Application

***Review By the following Agencies/Personnel:***

- City of Orinda Planning Department
- Contra Costa County Sanitation District (CCCSD)
- Moraga, Orinda Fire District (MOFD)
- Contra Costa County Building Department (CCCBD)
- City of Orinda Public Works Department
- Contra Costa County Grading Inspector



***Applications***

- City of Orinda Building Permit Application
- Contra Costa County Building Permit Application

***Construction Documents***

- See City of Orinda and Contra Costa County Building Permit Application checklists for submittal requirements.

**Signature Required - Conceptual Design Review & Zoning Administrator Design Review**

The above checklist outlines the minimum information and plans that must be submitted as part of your application. Please keep in mind that the project planner may require additional information or materials. The burden of proof rests on the applicant to prove the project meets the standards.

Lastly, City Staff and either the Zoning Administrator (or members of the Planning Commission if a variance is proposed) will inspect the property where your project is being proposed. This access to your property is a mandatory part of your application, but will be limited to the above mentioned planning agency personnel, as is regulated by the State’s Planning and Zoning Law. You are not required to provide access to your property to the general public. Please make any necessary arrangements with staff regarding their access to your property.

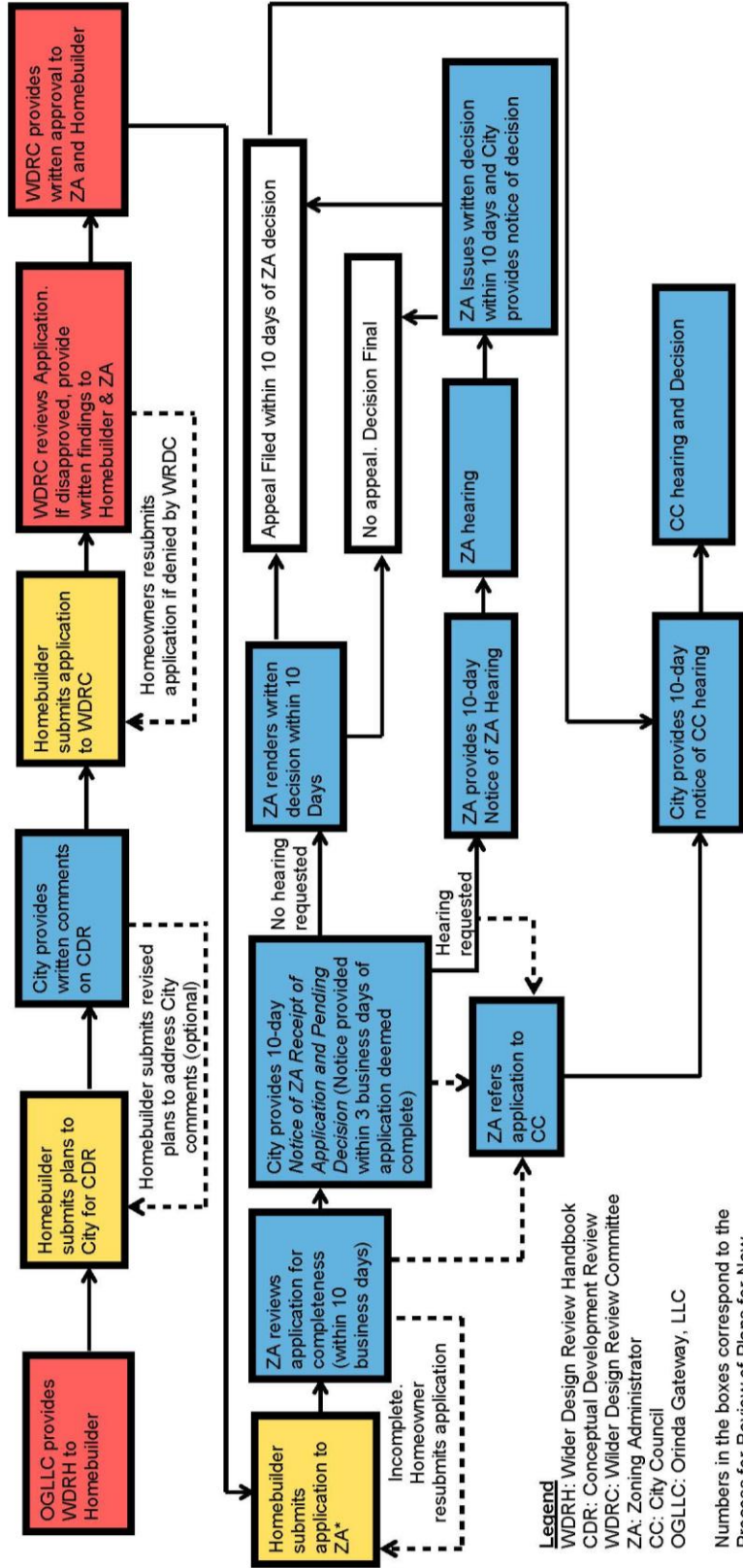
I have read and understand my obligations regarding the information necessary for a Design Review application to be deemed complete and that incomplete or inadequate submittals may delay my application:

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

**Design Review Process for New Homes at Wilder**



**Legend**  
 WDRH: Wilder Design Review Handbook  
 CDR: Conceptual Development Review  
 WRDC: Wilder Design Review Committee  
 ZA: Zoning Administrator  
 CC: City Council  
 OGLLC: Orinda Gateway, LLC

Numbers in the boxes correspond to the Process for Review of Plans for New Homes on Pages 10-11

OGLLC

Homebuilder

City of Orinda

\*Applications that request a variance shall be submitted to the Planning Department for review and action by the Planning Commission. See paragraph 6 of Process for Review of Plans for New Homes, Page 10.