



CITY OF ORINDA
Elevated Deck Application
Planning

• 22 Orinda Way • Orinda, CA 94563 • (925) 253-4210 • FAX (925) 253-7719
• <http://www.cityoforinda.org> • orindaplanning@cityoforinda.org

Decks that are greater than six (6) feet above finished grade at any point and that are two hundred (200) square feet or more in surface area require a permit. Such elevated decks have the potential to impair the views and the privacy of surrounding properties. Project approval is determined either by the Zoning Administrator or by the Planning Commission if the deck is part of a larger project requiring design review.

About the Process

Complete this application and submit it along with a general application form. Take care to give responses to the findings that are requested in this application because they will be used by the decisionmaker to evaluate the compliance of the application with city code.

After you have submitted your application, it will be assigned to a project planner for processing. Your project planner, along with the Department of Public Works and the Moraga-Orinda Fire District, will then review your application for completeness. You will be notified within 30 days as to whether or not any additional information or plans will be required by staff to complete the processing of your application.

APPLICATION CHECKLIST

I. Informational Forms / Materials

- ___ a. Completed General Application Form and the attached specific application form.
- ___ b. Completed checklist signed and dated (this list).
- ___ c. Payment of the application fee in effect at the time of project submission.
Fees: \$774.80 (\$538 application fee + 10% General Plan Update surcharge fee + \$183 mailing fee)
- ___ d. Project site must be marked with an identification sign (address or lot number).
- ___ e. All trees with a trunk diameter of six (6) inches or greater measured at 4½ feet above grade which will be, or are at risk of being damaged or removed, must be flagged.

II. Plans

a. GENERAL REQUIREMENTS

- ___ 1. One (1) full-size, one (1) 11"x17", and an electronic (.PDF) set of plans must be submitted with your application.
- ___ 2. Full size plans shall be on sheets no larger than 24" x 36".
- ___ 3. Electronic (.PDF) plans must be provided on a flash/thumb drive at the time of application submittal.
- ___ 4. All plans must be drawn neatly and to scale (**with scale indicated**).
- ___ 5. Plan sets must be stapled or otherwise bound together along the left edge.
- ___ 6. Plan sets must be folded to a size not exceeding 9" x 12" with the title block visible.

b. SITE PLAN

- _____ 1. Drawn to the largest scale which can fill a 24" x 36" sheet, but not smaller than 1"=20'
- _____ 2. Include a north arrow.
- _____ 3. All property lines shown and dimensioned with metes and bounds.
- _____ 4. Indicate existing and proposed setbacks of home and elevated deck(s). In particular, show distances from street frontages, side property lines, and rear property lines to proposed elevated deck.
- _____ 5. 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.
- _____ 6. 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.
- _____ 7. 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, if a proposed site improvement will encroach upon the dripline. If there are no trees on site, state on plans that "No trees are present on site."
- _____ 8. Mark any trees listed under item #7 above, which are to be removed, with an "X".
- _____ 9. 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.
- _____ 10. 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.
- _____ 11. Indicate location and dimensions of existing and proposed retaining walls and fences.

c. 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 on the site plan. If the project does not require grading, note "project does not involve grading" on plans.

- _____ 1. Drawn to the largest scale which can fill a 24" x 36" sheet, but not smaller than 1"=20'
- _____ 2. Include a north arrow.
- _____ 3. All property lines shown and dimensioned with metes and bounds.
- _____ 4. Existing and proposed contours shown and labeled. Contour lines shall have a maximum interval of two (2) feet. Extend contours a minimum of fifty (50) feet beyond the property lines.
- _____ 5. Note amount of cut, fill, import, or export.
- _____ 6. 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.
- _____ 7. Show the location or outline of any geologic or potentially hazardous soil condition, and areas subject to inundation or ponding.
- _____ 8. 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.

d. 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.

- _____ 1. Drawn at the same scale as the site plan.
- _____ 2. Include a north arrow.
- _____ 3. Indicate general type of plant material with species name, size, and method of irrigation.
- _____ 4. Include vegetation key, box sizes, planting details, etc.

e. ELEVATIONS

- _____ 1. Drawn to the largest scale which can fill a 24" x 36" sheet, but not smaller than 1/4"=1'.
- _____ 2. Include full exterior dimensions.
- _____ 3. Indicate both existing and finished grade.
- _____ 4. Indicate both colors and materials for all decking and railing.
- _____ 5. Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials, if retaining wall and fence are part of the project.
- _____ 6. All changes or additions to existing decking shall be ballooned, hatched, or otherwise highlighted.
- _____ 7. Differentiate decking under 30 inches above grade, decking over 30 inches above grade, and the portion of the deck over six feet in height above finished grade. Indicate the height of piers from finished grade on each elevation.
- _____ 8. 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 of an elevated deck.

The above checklist outlines the minimum information and plans that must be submitted as part of your Elevated Deck Permit application. Please keep in mind that the project planner may require additional information or materials for certain large or complex projects.

City staff and either the Zoning Administrator or members of the Planning Commission will inspect the site of your proposed project. Access to your property is mandatory, 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 an Elevated Deck Permit application:

Signature of Owner or Authorized Agent

Date

STATEMENT FOR FINDINGS RELATING TO STANDARDS FOR ELEVATED DECK PERMIT:

Complete the following statements as they relate to your project. They will be used by the decisionmaker to evaluate your request. Attach additional sheets of paper as necessary. [Statutory Standards, section 17.35.3.B, Orinda Municipal Code]

1. The elevated deck does not substantially diminish the privacy of neighbors because...

2. The elevated deck does not substantially block desired views from neighboring residences because...

3. The elevated deck does not result in the removal of trees which screen undesirable views because...

4. Reasonable use of the deck will not cause a material increase in ambient noise for neighboring properties because...

CERTIFICATION

Each person signing this application declares that s/he has read the application and the guidelines preceding the form and that the contents of the application are true and accurate to the best of his or her knowledge and belief.

Date

Signature of applicant

Date

Signature of owner (if not the applicant)