

SOLID ROOF PATIO COVERS / DECKS / BALCONIES

Any type of accessory structure requires plans to be submitted and approved for permits through the Building and Safety Department. A **solid-roof patio cover, deck or balcony**, however, requires a **Site Plan/ Architectural Review**. A development application must be submitted for approval by the Planning Department **before** plans can be submitted to the Building and Safety Department for permits. This handout will outline the materials necessary to submit a **Site Plan/ Architectural Review** case for a **solid-roof patio cover, deck or balcony** to the City of Walnut Planning Department.



CITY OF
Walnut

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

SUBMITTAL REQUIREMENTS

1. A Development Application, signed by the property owner and notarized and a Cost Recovery Agreement form completed.
2. Four (4) sets of complete plans. Plans **MUST** contain the following:
 - I. **General**: All plan pages shall be of a uniform size no smaller than 8.5" x 14".
 - II. **Site Plan**: The site plan **must** include the following information:
 - A. Title block with:
 - Site address or assessor's parcel number (or both)
 - Property owner information
 - Company name and contact information
 - Scale and north arrow
 - B. Vicinity Map
 - C. Complete property configuration that **must** include:
 - All property lines dimensioned
 - All existing structures on site
 - Top and toe of all slopes on the property greater than a 4 to 1
 - Any existing easements
 - D. Statistical Information in the following format to determine the proposed lot coverage:
 - a) Total Lot Area =
 - b) Slope Area (greater than 4:1 grade) =
 - c) Easement Area =
 - d) Useable Area [a—(b+c)] =
 - e) First Floor Area =
 - f) Garage Area =
 - g) Existing Balcony/Patio Area =
 - h) Proposed Patio Area=
 - i) Total Floor Area =
 - j) Total Building Footprint =
 - k) Lot Coverage (j divided by d) =
- III. **Elevations**: If the project is an attached patio cover, balcony or deck, the elevations provided should illustrate the side of the home that will be altered by the proposed project. If the project is a detached patio cover or deck, the elevations provided should show all sides of the proposed structure. Elevations should identify the proposed finish materials and colors for the structure, the proposed height of the structure and indicate the direction and pitch of roof slopes and show proposed ridges, valleys, eaves or overhangs.