



Your Guide to Understanding
the Site Plan & Architectural Review Process for
**ROOM ADDITIONS
& REMODELS**

The City of Walnut has a design review process for room additions and exterior remodels to existing residences. This guide will help highlight and summarize some of the key steps to the City's Site Plan and Architectural Review process related to these types of projects, and identify the application requirements.

The City's Site Plan and Architectural Review process assures that all development projects will result in an attractive, high quality, residential environment with a rural character. The residential districts within the City of Walnut are diverse, representing a wide range of architectural styles from post-war ranch-style to contemporary designs. Compatibility of room additions and remodels within our existing neighborhoods is important to help maintain a positive neighborhood image. This positive image contributes to increased property values and a sense of "community" and neighborhood pride among residents.

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Got Questions?

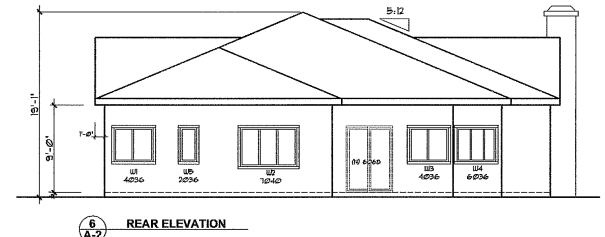
Please contact the Planning Division at (909) 595-7543
Monday –Thursday 7:00 am to 6:00 pm

On the Web: www.cityofwalnut.org

Other User Guides available for:
New Single-Family Detached Dwellings, Signs, Subdivisions

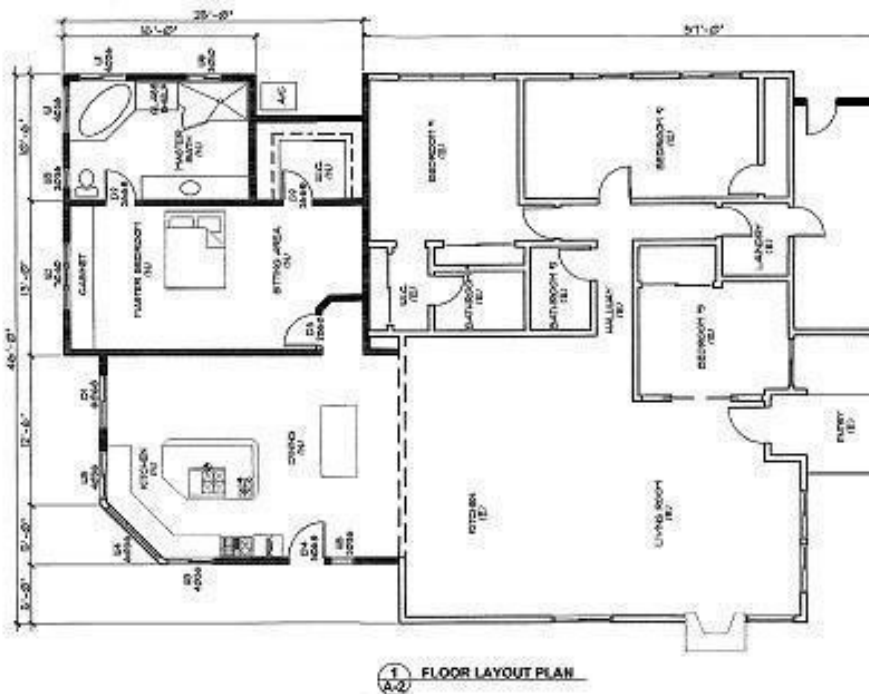
Guiding Principles

The design review process by its nature is subjective. Simply satisfying the minimum development standards such as building setbacks and heights, does not necessarily guarantee that your project will be approved. The decision-makers must make a number of positive findings to approve a project. These findings are contained in Section 6.84 of the Walnut Municipal Code and summarized on Page 7 of this Guide. When designing your project, keep these findings in mind, along with the following guiding principles.



- **Compatibility with existing residence** - The room addition or exterior remodel should be architecturally integrated into the existing residence in every aspect so that it appears as one structure when it is complete. This means matching the existing architectural style, details, roof treatments and eaves, building materials, textures and colors. New roof pitches should match existing roof pitches. New window treatments should match existing window treatments.

- **Compatibility with surrounding residences** - The room addition or exterior remodel should be compatible with surrounding structures within the neighborhood. This means preserving the scale, architectural forms, styles, and heights prevalent within the existing neighborhood, particularly on elevations facing streets and front entryways.



Application Submittal:

Upon submittal of your application, it will be assigned to a case planner who will help you through the process. Your application will be reviewed by various City Departments to see that it conforms with applicable development standards, requirements, and architectural design compatibility. Notification of your project will be sent to surrounding property owners. You will be provided with an opportunity to provide any missing information, or make revisions to the plans as may be necessary to resolve any identified concerns regarding your project. Our goal is to provide you with written correspondence indicating the status of your application within 7-14 calendar days of receipt of your application or resubmitted materials. Once all outstanding items are satisfactorily addressed, your project can be moved to the approval process.

Actions:

Whether action can be taken administratively by the Community Development Director, or by the Planning Commission depends primarily on the size of your project as identified below. Possible actions on your project include approval, approval with conditions/modifications, or denial. All actions will be provided in writing and are subject to a 15-day appeal period where you, or any other interested member of the public, can appeal a decision or a condition of approval. Decisions of the Director are appealable to the Planning Commission. Planning Commission decisions are appealable to the City Council. The City Council's decisions are final.

Size of Room Addition	Director of Community Development	Planning Commission
50% or less of existing living area, not to exceed 2,000 square feet, including garage area	X*	
More than 50% of existing living area, or greater than 2,000 square feet, including garage area		X
* Applications may be referred to the Planning Commission if determined by the Director, on a case-by-case basis, that the public interest would be best served by such referral.		

Pre-Application:

Every project is unique. You or your design team is encouraged to contact the Planning Division to discuss the particulars related to your specific project. Understanding the basic development standards and requirements for your specific property and neighborhood is extremely important and essential for a successful project. Effort made at this early stage of the design process will help the later stages of the process go smoother. Staff is available at the public counter, over the phone, or via email to answer your questions and clarify requirements.

MINIMUM SUBMITTAL REQUIREMENTS

The following identifies the minimum items, and the contents of those items, that must be submitted in order for your application to be considered complete. Additional materials may be requested based on the complexity and specifics of your project. All materials shall be drawn legibly and to scale. Due to the technical nature of your project, it is highly recommended that a licensed architect, engineer or other design professional prepare the plans. Planning Staff is available to answer questions about the process and provide additional information or clarification related to any of the submittal requirements.

At minimum, you will need:

- Completed Application Form
- Application Fees
- Site Plan
- Building Elevations
- Floor Plans
- Roof Plan
- Site & Building Photos

■ Development Application

All sections of the Development Application form provided by the Community Development Department must be completed, including a notarized signature of the property owner.

■ Cost Recovery Agreement

The Cost Recover Agreement form shall be completed and submitted by both the property owner and applicant (if applicable) with payment made to the City of Walnut. Refer to the Master Fee Schedule for required fees.

■ Development Plans

Four (4) sets of development plans that include at minimum:

- Site Plan
- Building elevations
- Floor plans
- Roof plan

Please refer to the Development Plans Content Sections on the following pages for information that must be included on each of these plans. Due to the technical nature of these plans and your project, it is highly recommended that a licensed architect, engineer or other design professional prepare the plans.

Development plans are to be collated, stapled and folded into sets no larger than 8½" x 14" and secured with a rubber band.

■ Photos

One (1) set of Site and Building Color Photos. Include color photos of the entire property to clearly illustrate the existing conditions on the entire property (front, sides and rear), and the area of the proposed improvements. Photos not smaller than 4" x 6" printed on 8½" x 11" pages is preferred.

NOTE: *To avoid unnecessary applicant expense and to conserve resources, only the minimum number of plans and exhibits are requested at this time. Additional copies, plans and presentation exhibits will be requested once all outstanding issues are resolved and the approval process is determined. These materials may include, but are not limited to:*

- Fifteen (15) sets of development plans stapled and folded to 8 ½" x 14".
- One (1) set of development plans reduced to 8 ½" x 11"
- One (1) set of colored development plans (rolled, not folded) for hearing presentation
- One (1) color/material sample board

DEVELOPMENT PLANS CONTENT

■ GENERAL

- All plan pages shall be of a uniform size no larger than 30" x 42".
- All plans shall be drawn legibly and to scale using a minimum:
 - 1/8" = 1' Architect Scale
 - 1" = 50' Engineering Scale
- All plans shall be collated, stapled and folded into sets no larger than 8½" x 14" and secured with a rubber band.

■ SITE PLAN

- Title block with:
 - Site Address, Assessors Parcel Number, and Legal Description (Lot # and Tract #)
 - Property owner name, address and phone number.
 - Company Name, contact name, address and phone number of person preparing the plans.
 - Scale and north arrow (north to be oriented up or to the right depending on property layout to fit sheet sizes).
- Vicinity map
- Complete property configuration with all property lines dimensioned
- Street right-of-way to the centerline of the street, including existing/proposed street improvements such as curb, gutter, sidewalks, equestrian/hiking trails
- All easements, including driveway/access easements, trail, utility, LOSMD, open space or any other easements on the property.
- Identification of top and toe of all slopes on the property that are steeper than 4:1 (4' horizontal to 1' vertical).
- Identify gas meter and electric meter locations. Indicate if electrical service is overhead or underground.

- Statistical information in substantially the following format:

General Plan Land Use Designation: _____

Zoning Designation: _____

- a. Total Lot Area = _____ Sq. ft.
- b. Slope Area* = _____ Sq. ft.
- c. Easement Area = _____ Sq. ft.
- d. Usable Area = [d = a -(b + c)] _____ Sq. ft.

- e. First Floor Area (existing) = _____ Sq. ft.
- f. Second Floor Area (existing) = _____ Sq. ft.
- g. First Floor Area (proposed) = _____ Sq. ft.
- h. Second Floor Area (proposed) = _____ Sq. ft.
- i. Garage Area = _____ Sq. ft.
- j. Balcony/Patio Area = _____ Sq. ft.
- k. Total Floor Area = _____ Sq. ft.

- l. Total Building Footprint = _____ Sq. ft.
- m. Lot Coverage = (l) divided by (d)= _____ %

* Slope areas to subtract include all areas with a grade that is greater than 4:1 (4 feet horizontal to 1 foot vertical).

- Indicate all existing and proposed improvements, footprint of all structures, driveways, patios, sidewalks, planters, patio covers, walls, fences, pool/spa and other site improvements.
- Provide complete dimensions to all improvements measured from the front, side and rear property lines to the closest exterior surface of the structure.
- Provide complete dimensions between structures (i.e.: between house and pool/spa or patio cover to pool/spa).

■ BUILDING ELEVATIONS

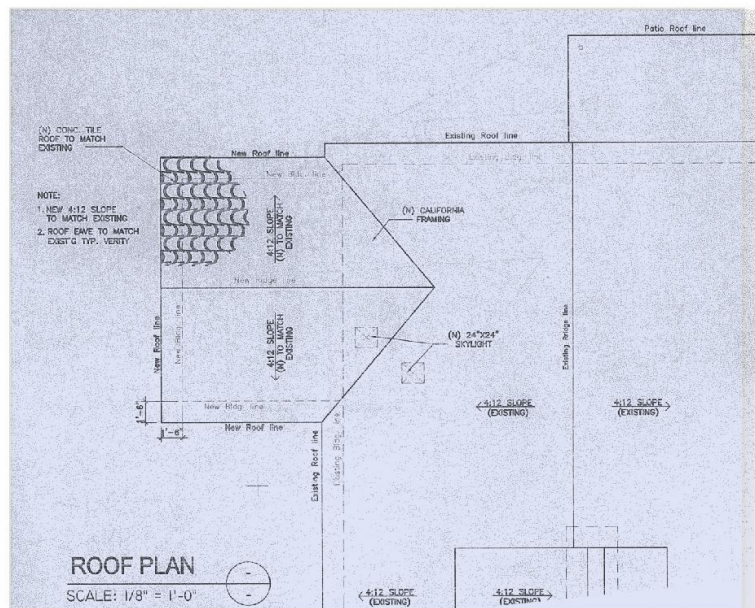
- Provide detailed building elevations of all sides of the existing and proposed improvements
- Identify elevation scale.
- Clearly identify existing and proposed improvements.
- Identify existing and proposed finish materials and colors for siding, roof material eaves, windows, window trim and other architectural design elements on the structure.
- Identify the existing and proposed building height from the adjacent finished grade to the highest part of the roof.

■ FLOOR PLAN

- Provide complete floor plans of existing and proposed improvements.
- Identify floor plan scale.
- Label the use of each room (ie: bedroom, bathroom, kitchen, etc.) and indicated if it is existing (E) or new (N), including garage.
- Identify all points of access, doors, windows and stairs.

■ ROOF PLAN

- Provide a complete roof plan for the entire structure.
- Identify roof plan scale.
- Indicate existing and proposed ridges, valleys, eaves, overhangs.
- Indicate direction of slope and pitch of slope (i.e.: 5:12) (5" vertical to 12" horizontal).



Required Findings

The decision makers must make a number of positive findings to approve a project. These findings are detailed in Walnut Municipal Code Section 6.84. The more relevant findings related to room additions and remodels are summarized below.

- (a) ...should implement the goals and objectives of the *General Plan* to provide an attractive, high quality, residential environment with a rural character.... To the extent possible, development should minimize alteration of the natural terrain.
- (b) ...should be reasonably compatible with surrounding buildings and uses in terms of use, function, size, shape, mass, scale, building materials, colors, facade articulation, and roof style and pitch.
- (c) Vertical and horizontal articulation of building facades should be used to avoid long, uninterrupted exterior walls on all structures. All structure walls should have relief (variance in vertical and horizontal planes) to create an interesting blend with landscaping, building and the casting of shadows. The integration of varied texture, relief, and soften accents on building walls should be used to soften undesirable planar effects, and enhance the architecture.
- (d) Roof lines should be reasonably compatible with the design and scale of surrounding structures. Vertical and horizontal roof articulation is encouraged to avoid monotonous, long, flat sections of roof.
- (f) Structural form, scale and mass should relate to the use of surrounding structures. The scale and mass should be within a human scale so as not to overwhelm or dominate the lot or buildable pad area on which the structure is placed, the natural topography, or surrounding uses or structures.
- (g) Colors should be reasonably compatible among various architectural design elements within the same structure and among adjacent structures. Color coordination is not required, but stark divergence of colors which is displeasing to the senses should be avoided.
- (h) High quality materials, textures and construction should be used. Materials should be consistently applied and should be chosen to work harmoniously with materials and textures on surrounding structures. Piecemeal embellishment and frequent changes in materials and textures should be avoided.
- (m) Landscaping should take into consideration local topographic and climate restrictions and proper irrigation, drainage and maintenance.
- (n) Landscaping should be reasonably compatible with the character of adjacent landscaping, provided that the existing adjacent landscaping meets the above standards.