



Administrative Landscape Review

City of Indian Wells
Community Development Department
44-950 Eldorado Drive
Indian Wells, CA 92210
760.776.0229 (V) 760.346.0407 (F)
www.CityofIndianWells.org

LANDSCAPE REVIEW PACKAGE

Landscape Review Package. The purpose of this package is to acquaint applicants with the landscape review process in the City of Indian Wells. Landscape projects within the City are subject to review by the City's Planning Department and applicable homeowners' associations. Preliminary plans shall be submitted to the Planning Department at which time a case number will be assigned. If the application must be reviewed by the City's Architectural Landscape Committee (ALC), the item will be scheduled for review within 30-days of a completed application. If Planning Department approval is only required, the item will be reviewed in a timely manner. Each design submittal case shall be reviewed individually. The attachment to this overview presents plan review requirements for landscape projects. There are two pathways for landscape review:

1. Staff Review. If a landscape project is determined to be consistent with the City's Zoning Code, Staff may approve the plans over the counter and the applicant may proceed with a permit to install the approved landscaping, as per plan. There is no filing fee for Staff Review during California's emergency drought status.
2. Full Architecture and Landscape Committee Review. If a landscape project is determined by the Planning Department to be inconsistent with the City's Zoning Code, the project will be reviewed by the City's ALC in a public meeting at City Hall. The ALC meets the 1st Tuesday of each month. A filing fee of \$428.00 is required and all documentation as outlined in the attached package must be complete prior to submission to the Planning Department.

The ALC meets on the 1st Tuesday of each month at 10:00 AM at City Hall. Plans must be submitted and the application package deemed complete at least 30 days prior to the meeting date.



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Date Received: _____

Case Number(s): _____

1. Property Location

Address of Subject Property: _____

Zone District: _____ Assessors Parcel Number: _____

2. Project Description

Project Description: _____

3. Applicant

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

4. Property Owner

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

I hereby certify that I am the owner of record of the property described in Box #1 above and that I approve of the requested action herein and that the foregoing statements and answers herein contained and the information herein submitted are in all respects true and correct to the best of my knowledge and belief.

Signature of Owner: _____ Date: _____

City Staff will complete all items below in boxes #5 and #6.

5. Application Type

- | | |
|--|---|
| <input type="checkbox"/> Staff ALC Review | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Full ALC Review | <input type="checkbox"/> Planned Sign Program/Sign Permit |
| <input type="checkbox"/> Administrative Relief | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Temporary Use Permit – No Public Hearing |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Temporary Use Permit – Public Hearing |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Use Determination |
| <input type="checkbox"/> Municipal/Zoning Amendment | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Administrative Landscape Approval | <input type="checkbox"/> Other _____ |

Application Fee

Fee(s): \$ _____

Receipt #: _____

6. Needed Action

	Date of Action	Action Taken
ALC		
Planning Commission		
City Council		
Comm. Development Director		
Other		

The project must comply with the requirements of ALL applicable City Codes and Ordinances.

Please contact Staff with any questions regarding your application.

Information and fees are subject to change.



ADMINISTRATIVE LANDSCAPE PLAN REVIEW REQUIREMENTS

I. INTRODUCTION:

Any new landscape or remodeled landscapes that constitutes a change to 50% or more of the front yard landscaped area shall be subject to administrative review from the City's Planning Department. It is understood that associated plans presented for review shall comply with the basic zoning and design parameters set forth in the Municipal Zoning Code and such design guidelines established by the City. If the plans are inconsistent with the City's Zoning Code it must be reviewed by the City's Architectural Landscape Committee (ALC) per §21.60.040. If Planning Department approval is required only, the item will be reviewed in a timely manner.

If the landscape plans are not prepared by a licensed/registered landscape architect, landscape designer or architect, the City reserves the right to have the plans reviewed by a licensed professional with the cost being borne by the applicant.

Each design submittal case (i.e., application for a landscape improvement project) shall be reviewed individually. If the item is reviewed by the ALC, the City Planning Department Staff will briefly explain each application and the ALC will issue an approval a denial or a continuance for each case. If requested, the Planning Department shall issue written ALC decisions for each application, indicating approval or rejection. Rejected applications will include reasons for rejection.

II. APPLICABILITY:

All persons shall be required to submit an application to the City Planning Department and/or Architecture and Landscape Committee (ALC) review and approval before commencing any of the following activities:

- (a) Installing new landscape adjacent to a roadway or open space, public or private;
- (d) Replacing or modifying existing landscaping in a yard which abuts a roadway or open space, public or private in excess of 50% of that yard area.

III. MINIMUM SUBMITTALS FOR PLANNING DEPARTMENT REVIEW:

Site Photographs:

1. Provide photographs of the existing site. The photographs should include all areas where property is going to be changed or modified as part of the landscape project.

Irrigation Plan

1. Provide information pertaining how and what type irrigation will be used to reduce water use. Drought tolerant or xeriscape type landscaping shall incorporate drip irrigation systems which meet Coachella Valley Water District (CVWD) requirements at a minimum, including a smart irrigation timer, micro-spray, micro-bubbler, surface tubing, and/or pressure compensating bubblers; adjustable flood bubblers are not allowed. If synthetic ground cover is installed, only permeable landscape weed block/cloth or similar covering is acceptable. Plastic sheeting is not allowed as a ground cover.

Landscape Plans:

1. Show size, location, spacing and species (common and Latin name) of proposed planting, including as complete plant palette.

NOTE: Individual HOAs may have restrictive landscaping requirements. Please contact your respective HOA with written approval prior to submitting plans.

2. Rock or Bare Earth. Use of rocks or bare earth in lieu of ground cover plantings may not exceed 20% of the total front yard landscaped area (50% of rear yard) excluding driveways, decks, pools, or walkways. When walkways, pools, or deck areas exceed sixty percent (60%) of the total rear yard area, the proceeding limitation shall not be in effect. (Certain gated communities may have more extensive regulations.)
3. Landscape Standards. All residential structures shall be landscaped to provide a mature appearance so as to blend with existing neighborhoods and enhance the overall appearance of the residential areas.
4. Mature Appearance. To assure a "mature" look within a reasonable amount of time, the following minimum plant sizes shall be used:

Trees in all areas:

- (1) Canopy trees (African Sumacs, Carobs, etc.) - 24" box.
- (2) Palm Trees (Mexican Fan Palm, Queen Palm, etc.) - 6' trunk height.

Shrubs in front and rear yard areas visible from a street or golf course (public or private):

- (1) Shrubs (i.e., Natal Plum, Hibiscus, etc.) and Vines (i.e., Carolina Jasmine, Bougainvillea, etc.);
 - 30% or more of plants selected should be 15 gallon plants;
 - 50% or more of plants selected should be 5 gallon plants; and
 - 20% or more of plants selected should be 1-gallon plants.
- (2) Groundcovers (i.e., Star Jasmine, Verbena, Lippa, Mock Strawberry, etc.);
 - 25% or more of plants selected should be 1 gallon plants @ 24" on center;
 - 50% or more of plants selected should be flats @ 12" on center; and
 - 25% or more of plants selected should be flats @ 6" on center.

5. Plant Selection: Plants should be selected appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the site.

Note: Plants having similar water use shall be grouped together in distinct hydrozones.

6. Required Trees: Front yard landscaping shall include a minimum of two (2) twenty-four inch (24") box trees or one (1) thirty-six inch (36") box tree. Corner lots shall have this minimum number and size of trees on each frontage. Existing on the site at the time of construction may or may not be counted toward the minimum tree installation. The ALC or respective HOA will make this determination. Palm trees shall be counted toward this minimum if six feet (6') or higher.

7. Other Landscape Plan Basic Guidelines (include):

- (a) Provide elevation(s) with all proposed landscaping delineated.
- (b) All landscape plans shall incorporate a reasonable percentage of native trees and shrubs, to provide habitat for wildlife and reduce irrigation requirements.
- (c) There are several common plant species, which are capable of harboring diseases or insects that threaten the Coachella Valley Citrus, date, grape,

vegetable or field crop industry. The applicant must contact the Riverside County Agricultural Commissioner's Office (760) 863-8291 for information regarding landscape material or quarantine laws.

- V. APPEAL PROCESS:** Any disapproval of plans by the ALC may be appealed by an application in writing to the Planning Commission within fifteen (15) days from the date of notification of disapproval. The Planning Commission shall consider the matter and affirm, reverse or modify the ALC decision. The decision of the Planning Commission may be appealed to the City Council, in accordance with the requirements of Section 2.12.040(k).
- VI. VIOLATION - ACTION:** In addition to any other remedies for violation of City ordinances in force, the City may bring and maintain any action permitted by law to restrain, correct, or abate any violation of this Chapter and in the event that legal action is brought by the City, reasonable attorney's fees and court costs shall be awarded to the City and shall constitute a debt owing by the violator to the City. The City may place a lien on the affected property in the event any debts so incurred are not timely paid.