



Architecture and 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

ARCHITECTURE AND LANDSCAPE REVIEW PACKAGE

Architecture and Landscape Review Package. The purpose of this package is to acquaint applicants with the architecture and landscape review process in the City of Indian Wells. Development within the City is subject to review by the City's Architecture and Landscape Committee (ALC), 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 ALC, the item will be scheduled for review. 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 projects. There are two pathways for ALC review:

1. Full Architecture and Landscape Committee Review. If a project is outside of a Homeowners' Association or within an HOA but considered especially critical, 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.
2. Staff Review. If a project, most usually a single-family home or modification, has been approved by an HOA or if the project is of a very minor nature, e.g. re-roof, window change out, certain block wall construction, etc., Staff may approve the plans over the counter and the applicant may proceed to the Building Department to apply for a permit. The filing fee for this Staff review is \$268.

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 10 days prior to the meeting date.

The attached ALC plan review requirements provide a check list of required documentation for ALC review and other information applicable to submitting architecture and landscape plan to the City.



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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"/> 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.



ARCHITECTURE AND LANDSCAPE PLAN REVIEW REQUIREMENTS

I. INTRODUCTION:

All new development within the City shall be subject to review by the City's Architecture Landscape Committee (ALC) and/or Planning Department. If the application must be reviewed by the ALC, the item will be scheduled for review. If Planning Department approval is only required, the item will be reviewed in a timely manner.

It is understood that all applications 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.

The City is concerned over the height of new structures and advises all applicants to please consider adjacent structures. Minimum building standards are only a guide, *WE DO NOT ENCOURAGE* building to the maximum height or required setback. **Please consult with a City Planner regarding building envelope and height parameters and landscape requirements prior to submitting the ALC package.**

The ALC meets on the 1st Tuesday of each month, at 10:00 a.m. at City Hall. Plans must be submitted 25 days before the meeting date. **DO NOT PROCEED WITH WORKING DRAWINGS WITHOUT ALC APPROVAL.**

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 an 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 for Architecture and Landscape Committee (ALC) and/or Planning Department review and approval before commencing any of the following activities:

- (a) Obtaining a permit to construct a building or structure;
- (b) Undertaking any external modification to a structure visible to any roadway or open space, public or private;
- (c) 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;
- (e) Installing a new or modifying an existing antenna, outdoor lighting, landscape lighting, private tennis court, emergency generator, wall fence, or other such barrier.

III. MINIMUM SUBMITTALS FOR ALC REVIEW:

Homeowner's Association: A complete design package, having been reviewed and approved by an active Homeowner's Association shall be reviewed by the Planning Department for compliance with the basic zoning and design parameters specified in the Zoning Code and design guidelines established by the City. Upon the completion of this staff review, the applicant will be permitted to submit working drawings to the Building Department. However, if conditions warrant, the design package may be referred to the ALC for design approval at the direction of the Community Development Director, based upon the Zoning Code and Design Guidelines established by the City.

All items listed below must be on submitted plans. Any items left off may cause delays in your project.

- _____ 1. A completed "Application to Construct" form which can be obtained from the City.
- _____ 2. Written HOA approval as applicable of all plans.
- _____ 3. One (1) full size (normally 24" by 36") set of plans and one (1) 11" by 17" reduction and one digital version. (NOTE: The Building Department will require an additional two (2) full sets of plans for their review after approval by the ALC.) The plans must be drawn on substantial paper (blue printed or inked drawings) as the building is to be constructed. Defaced, incomplete, indefinite, or faded plans will not be accepted. A set of plans shall consist of:
 - A. General Information Block:
 - 1. Owner and designer's name.
 - 2. Address of owner.
 - 3. Telephone number of owner.
 - 4. Assessor parcel number and address of residence.
 - 5. North point, date of drawing and scale.
 - 6. Vicinity map showing location of project.
 - B. Site Plan:
 - 1. Legal description (lot and tract).
 - 2. Lot size (dimension along each property line).
 - 3. Zone classification and type of development on all adjacent property including across any street. Show distance of structure(s) on adjacent properties that are within 10 feet of project property line.

4. Setback of existing and proposed buildings in relation to property lines.
 5. Locations of swimming pools, spas, air conditioner compressors, pool and spa equipment (i.e. heater, pump), storage areas, utility installations, antenna, tennis courts, refuse storage areas and other auxiliary household equipment are governed by specific regulations in the Zoning Code. Please consult a member of Staff for specific guidelines.
 6. Compute all building coverage, impervious surface, landscaping or open space.
 7. Dimension of property lines or boundary lines of project.
 8. Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property, where none exist indicate by a note that no easements exists.
 9. Show the elevation of existing curb and gutter where available or edge of pavement where no curb exists.
 10. Delineate pad grade and finish floor elevations; provide information on adjacent parcels if available.
 11. Show heights of existing or proposed walls and fences, as measured from exterior side of wall (side facing street or adjacent property).
- C. Floor Plan: Indicate square footage of living space, room locations, size and use. Show all significant dimensions.
- D. Elevations:
1. Provide all elevations identified as front, rear, right, and left sides **WITH PROPERTY LINES INDICATED**.
 2. Show locations of doors, windows, chimneys, etc.
 3. Show exterior finishes, and roof covering.
 4. Dimension elevations from **PAD GRADE (NOT FINISHED FLOOR)**. Indicate all significant vertical dimensions.
 5. Show all proposed plant material (trees and shrubs) against elevations. Provide as separate set of elevations.
- E. Roof Plan: Only 30% of the total roof area shall exceed 15 feet in height to a maximum 18 feet: identify that portion of the total roof area which exceeds 15 feet in height. Show % calculation on plan. (NOTE: Certain areas of the City including Toscana Country Club, The Reserve, etc., allow for building height variations. See Planning Department for details.)

NOTE: Residential zoned properties within the City have side and rear yard building height restrictions. Compliance with these height limitations will need to be demonstrated on elevations and roof plans. Please check with the Planning Department prior to submitting residential plans for ALC review.

F. Mailbox Design: Provide a "to scale" mailbox design not to exceed 4 feet in height and 18 inches in width.

G. 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.

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

6. Water Allowance: For any design submitted for review and approval, calculate the Maximum Water Allowance (MWA) and the Estimated Water Use (EWU) recommended. The MWA and EWU can be calculated by using the following formulas:

MWA	=	(Eto) (0.8) (LA) (0.62) where:
MWA	=	Maximum Water Allowance (gallons per year)
Eto	=	Reference Evaporation (inches per year)
0.8	=	ET Adjustment Factor
LA	=	Landscaped Area (square feet)
0.62	=	Conversion Factor (to gallons per square foot)
EWU	=	$\frac{(Eto) (PF) (HA) (.62)}{(IE)}$
PF	=	Plant factor
HA	=	Hydrozone Area (square feet)
(.62)	=	Conversion Factor
IE	=	Irrigation Efficiency (assumed to be 0.625)

Plant Factor: The average plant factor of low water using plants ranging from 0 to 0.3, for average water using plants the range is 0.4 to 0.6 and for high water using plants the range is 0.7 to 1.0.

NOTE: Water Allowance calculations are not intended to dictate landscape design or plant material selection but are provided as a water consumer information provision, only.

7. 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.

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.

8. Conceptual Light Plan. Plan shall be submitted delineating size, location, light spread, illuminating capacity (candlepower, and hours of operation of proposed exterior lighting.

_____ 4. Materials Sample and Color Board (maximum size 8-1/2" x 11"): Sample of materials should be kept to a minimum size; include exterior finishes of residence including door and window trim colors, and garden walls, along with exterior colors. (Desert tone colors are preferred).

_____ 5. Fee. An application fee in an amount published by the Planning Department is required for review of design packages.

NOTE: A Certified Pad Grade is required prior to pour of the slab. It is strongly suggested that any proposed grading/drainage plans be submitted together with your ALC submittals. The grading and drainage plans are submitted to the Public Works Department.

IV. STANDARDS OF DESIGN:

A. Building Design/Specifications:

1. A minimum of 2,000 square feet of living space for single-family residences.
2. Garages shall be a minimum of 20' wide x 22' long (inside).
3. Golf cart storage shall be 7' wide x 10' long (inside).
4. Driveway width, where it intersects the street, shall not exceed 20% of the front dimension of the lot up to a maximum of 28 feet.
5. All single-family lots shall have a minimum of two (2) 24" box trees or one (1) 36" box tree located in the front yard area (corner lots shall have double treatment).

B. Revocation: If an approved application project violates any provisions of this division, or if there is a failure to comply with any conditions or requirements of ALC approval, the Community Development Director shall refer the matter back to the ALC.

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).

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.