



Design Review Committee Information and Submittal Requirements Checklist

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 Design Review Committee (DRC), 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 DRC, 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 DRC review:

1. Full Design Review 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 DRC in a public meeting at City Hall. Fees are broken down per the scope of project (see fee schedule for current fiscal year):
 - a. DRC Review – Single Family Home
 - b. DRC Review – Tract
 - c. DRC Review – Commercial

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 (see current fiscal year fee schedule for the filing fee for this Staff review).

The DRC meets on an as-needed basis to review applications for minor remodels or additions in accordance with subsection 21.06.020(b). DRC meetings are public meetings, and public notice is posted 72 hours before the meeting as required by law. Plans must be submitted, and the application package deemed complete at least 10 days prior to the meeting date.

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



ARCHITECTURE AND LANDSCAPE PLAN REVIEW REQUIREMENTS

I. INTRODUCTION:

All new development within the City shall be subject to review by the City's Design Review Committee (DRC) and/or Planning Department. If the application must be reviewed by the DRC, 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 DRC package.**

The DRC meets on an as-needed basis to review applications for minor remodels or additions in accordance with subsection 21.06.020(b). DRC meetings are public meetings, and public notice is posted 72 hours before the meeting as required by law. Plans must be submitted, and the application package deemed complete at least 10 days prior to the meeting date. **DO NOT PROCEED WITH WORKING DRAWINGS WITHOUT DRC 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 DRC, the City Planning Department Staff will briefly explain each application and the DRC will issue an approval a denial or a continuance for each case. If requested, the Planning Department shall issue written DRC 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 Design Review Committee (DRC) 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) Modifying landscaping that affects more than 250 square feet within all areas of the City except Homeowner Association (HOA) property not visible from public right-of-way;
- (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 DRC 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 DRC 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 DRC.) 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)
12. A "line of sight" section for all in-fill construction
13. Clear delineation of all proposed driveways subject to the criteria outlined under Section 21.20.080
14. For all large-scale development (10 acres or larger), the inclusion of natural open space areas to provide habitat for native wildlife

NOTE: All site plans must include sufficient information to demonstrate compliance with all applicable development standards in the Zoning Code.

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 DRC review

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

G. Irrigation Plans

1. Provide information pertaining to 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.
2. All landscaped areas within the City of Indian Wells shall be irrigated by an automatic irrigation system compliant with Chapter 21.70 Water Efficient Landscaping of the City Municipal Code.

H. Landscape Planting Plans:

1. Site plan with north arrow identifying the planting areas drawn to scale, along with the location and spacing of proposed plants, trees and any other vegetation. Plants having similar water use shall be grouped together in distinct hydrozones. Right-of-way lines shall be shown on the final landscape plan.
2. Landscape design plans for corner parcel development projects must ensure traffic safety sight areas are designed to uphold public safety, consistent with Section 21.50.040 Protection of intersection visibility regulations of city's Municipal Code.
3. Show the location and type of irrigation system to be utilized within the different hydrozones, as appropriate.
4. Show all existing or proposed features on the site plan, including pools, spas, fountains, decks (concrete or wooden), planters, walkways, gates, low walls, etc. Also indicate proposed finishes for all flat work.
5. Provide a complete plant palette legend identifying size and species, both common and Latin names, and water usage per the Water Use Classification of Landscape Species (WUCOLS). Drought tolerant species are encouraged.

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

I. Landscape Standards: All residential structures shall be landscaped to provide a mature appearance to blend with existing neighborhoods and enhance the overall appearance of the residential areas.

1. Residential Lots

- a. Plant density shall be three (3) plants per 100 square-feet of landscape area minimum.
- b. Live or artificial turf areas are permitted and discounted from overall landscape area.
- c. A variety of five (5) unique plant species shall be incorporated within the overall landscape area.
- d. 70% of plants shall be five (5) gallon; 30% of plants shall be fifteen (15) gallon. Only seasonal plantings (flowers) may be less than five (5) gallon, but shall not be counted toward plant density.
- e. A minimum of two (2) 24-inch box trees required in each front yard. Two (2) palm trees at least 8-feet in height may substitute for one (1) 24-inch box tree. Corner lots shall meet this minimum tree requirement for each of their frontages. Tree root control barriers shall be used on trees installed within 5-feet of any hardscape element or structure.

2. Common Areas.

- a. Plant density shall be three (3) plants per 100 square-feet of landscape area minimum.
- b. Artificial turf areas permitted. Non-functional turf permitted only if irrigated by non-potable water source. Non-functional turf and/or artificial turf shall be discounted from overall landscape area.
- c. A variety of four (4) unique plant species shall be incorporated within the overall landscape area.
- d. 70% of plants shall be five (5) gallon; 30% of plants shall be fifteen (15) gallon. Only seasonal plantings (flowers) may be less than five (5) gallon, but shall not be counted toward plant density.
- e. One (1) 36-inch box tree or two (2) palm trees at least 8-feet in height required per 1,000 sqft of landscape area.

3. Commercial Areas.

- a. Plant density shall be four (4) plants per 100 square-feet of landscape area minimum.
- b. Artificial turf areas permitted. Non-functional turf permitted only if irrigated by non-potable water source. Non-functional turf and/or artificial turf shall be discounted from overall landscape area.
- c. A variety of five (5) unique plant species shall be incorporated within the overall landscape area.
- d. 70% of plants shall be five (5) gallon; 30% of plants shall be fifteen (15) gallon. Only seasonal plantings (flowers) may be less than five (5) gallon, but shall not be counted toward plant density.

- e. Trees shall be incorporated into the design of all off street parking areas in compliance with Section 21.100.030 of the City's Municipal Code.
- f. Trees shall be planted along commercial street frontages at a rate of one (1) 36-inch box tree, or one (1) palm tree at least 10-feet in height, per 30-linear feet of street frontage or at the minimum distance between trees as recommended for the specific tree species.

4. Inorganic Ground Covers and Materials

- a. Open or voided areas within a defined landscape area shall be covered with inorganic ground covers, including but not limited to decomposed granite, crushed rock, cobbles, boulders, and mulch is acceptable. Bare earth shall not be permitted. A minimum of two (2) different textures of inorganic ground covers shall be required within defined landscape areas. Standards are as follows:
 - i. Crushed Rock: 0.5-inch to 1-inch in size, installed at 2-inch minimum depth.
 - ii. Decomposed Granite: 2-inch minimum depth. Not permitted on slopes greater than 3:1
 - iii. Cobble: 8" or less diameter set on grade with 1" partially buried so that cobble is not sitting on grade.
 - iv. Pebbles: 1-inch to 2-inch in size, installed at 3-inch minimum depth.
 - v. Mulch: 3-inch minimum depth.
 - vi. Boulders: Maximum 3-feet in height and must be buried 1/3 of height of boulder
 - vii. Artificial turf must be manufactured to meet the following quality standards:
 - 1. Must be permeable to allow water infiltration.
 - 2. Minimum face weight of 75oz per square yard.
 - 3. Minimum pile height of 1.75-inch.
 - 4. Blades shall be comprised of two (2) colors for a natural appearance.
 - 5. Made in the USA

J. Landscape Design Guidelines: Residents are encouraged to use the city's aesthetic design guidelines and ideas to make the overall landscape design align with the city's quality of life standards. If a landscape design doesn't meet the aesthetic criteria, the Community Development Director may forward it to the city's Design Review Committee (DRC). Design guidelines are as follows:

- 1. Use of Complimentary Colors: Colors that harmonize and enhance the overall landscape design and built environment are encouraged.
- 2. Berming: The aesthetic use of berms and undulating topography is strongly encouraged to add visual interest to the overall landscape design.
- 3. Proportion and Scale: The design should consider the size relationship between plants, hardscape, and architectural elements, including the application of principles such as the "golden ratio" for spatial arrangements.

4. Order and Balance: Symmetry is encouraged in formal or modern gardens, while asymmetrical planting designs are preferred for natural garden settings. The architecture and setting should inspire the landscape design. For natural settings, shrubs should be planted in non-uniform masses to present a natural landscape appearance.
5. Repetition and Unity: Repetition fosters order, but variety is essential to prevent monotony. This can be achieved through the effective use of color, texture, and form.
6. Focal Points: The overall landscape design should incorporate focal points, such as unique plants or features (e.g., boulders, water features, planters, hardscape designs) that contrast with their surroundings in terms of color, size, or texture.
7. Interconnection: Dry river features and pathways are encouraged to connect different landscape areas, promoting unity and flow.
8. Simplicity: The design should prioritize simplicity, focusing on primary and accent installations.
9. Plant Placement: A hierarchy of plant placement is encouraged, with low plants in the foreground and taller plants against structures to create depth. Consideration should be given to the mature size of plants to prevent overcrowding.
10. Seasonal Interest: A mix of perennial and seasonal plants is recommended to ensure year-round color and interest.
11. Texture and Form: A variety of textures and forms should be incorporated for added interest. The combination of fine and coarse-textured materials, such as boulders, crushed rocks, cobbles, and decomposed granite, in complementary colors is encouraged.
12. Landscape Lighting: Any outdoor lighting shall comply with Chapter 22.12 Lighting Standards of the City Municipal Code.
13. Landscape Water Features: Any water features included within the landscape area should complement the overall design, be proportionate in size, incorporate recirculating water system, and shall not exceed a maximum of 18-inches in depth measured from the highest possible water level as required by California Building Code Chapter 31 (Special construction), Section 3119.
14. Project applicants shall reference the Lush and Efficient Landscape Gardening Manual prepared by the Coachella Valley Water District prior to submittal of any landscaping plan for review and approval by the city: http://web.cvwd.org/conservation/lush_book/index.html. Applicants shall also consult the Invasive Plant Inventory prepared by the California Invasive Plant Council prior to selection of any plant species for landscaping: <https://www.cal-ipc.org/plants/>

K. Other Landscape Standards

1. Corner Lots: Ensure intersection visibility is maintained consistent with Section 21.50.040 of the Municipal Code
2. Trees and shrubs shall be planted so that at maturity they do not interfere with utility service lines, street lighting, street sweeping, traffic safety sight areas, on-site signs, and basic property rights of adjoining property owners.
3. Trees planted near public curbs, sidewalks, or utility vaults shall have a limited root structure and shall be installed to prevent physical damage to public improvements and shall comply with the following provisions:
 - a. Canopy trees shall be placed a minimum of ten feet from public street curb and a minimum of three feet from sidewalks.
 - b. Palm trees with a trunk height of ten feet or more shall be placed a minimum of three feet from public street curb and sidewalks.
 - c. A root barrier system shall be installed when trees are located near public curbs, sidewalks, or utility vaults.
 - d. Landscape and irrigation plans shall be required for all public street parkways and median islands and shall conform to city standards and be submitted for review and approval to the city engineer and planning division.

NOTE: Review of design packages containing landscape plans not prepared by a California licensed landscape architect will be subject to additional review fees incurred by the City for the review of such plans by professional design consultants.

- _____ 4. Conceptual Light Plan. Plan shall be submitted delineating size, location, light spread, illuminating capacity (candlepower, and hours of operation of proposed exterior lighting.
- _____ 5. 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).
- _____ 6. 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 DRC 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 DRC approval, the Community Development Director shall refer the matter back to the DRC.

The Planning Commission shall consider the matter and affirm, reverse, or modify the DRC 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 DRC 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 DRC 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.

DESIGN REVIEW COMMITTEE

SUBMITTAL REQUIREMENTS CHECKLIST

- Application with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Site Plans drawn to scale showing:
 - a. the location and size of the building(s), off-street parking facilities, adjacent streets, and major points of entry and exit for motor vehicles;
 - b. All property boundaries and distance to centerline of abutting street
 - c. All walls, sidewalks, driveways, gates, pools, hardscape and landscape areas
 - d. Site layout with dimensions, north arrow, scale and title page with index
- Building Floor Plans
- Building Elevations
- Building Roof Plans
- Exterior Lighting Plan
- Landscape Plans:
 - a. Irrigation and Landscape plan package
 - b. Legend shall include plant symbols, botanical name (genus, species, and variety), common name, size, and quantity. Include existing plantings.
 - c. For corner lots, show corner sight line distance on planting plan.
 - d. Callout inorganic ground covers, see standards provided above.
 - e. Follow landscape design guidelines.
- Color and Material Sample Board
- Perspective or 3-D images
- Photographs of the existing property conditions as applicable.
- Information as required for a public hearing contained in Section 21.06.100(a) of the Municipal Code as applicable.
- Other information as required per the request of the Community Development Director.