

New Residential Construction Design and Development Standards Checklist

The following standards apply to all new residential construction projects, excluding single-family homes. Standards for the other reviewing departments have been added as a supplement to the packet. This checklist is a helpful tool to use during the design stage of the development to ensure your project qualifies to go straight to building permit submission, skipping the discretionary Planning permit process and saving both time and money. Applicants who choose not to adhere to the adopted Objective Standards may still proceed through the City's existing discretionary review process.



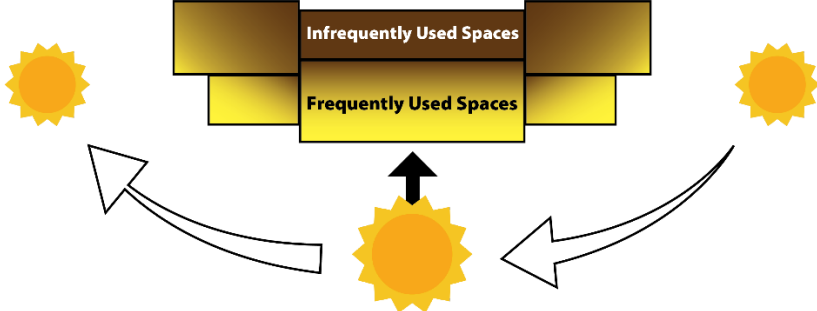
THE PROCESS:

1. Contact Community Development at the number above to schedule a Pre-Development Team Meeting. There is no cost to the developer for this service. The reviewing departments will provide location and project-specific feedback to assist in the development of a complete application.
2. After the Pre-Application Development Team Meeting, submit this completed checklist as part of your Building Permit plan check application.

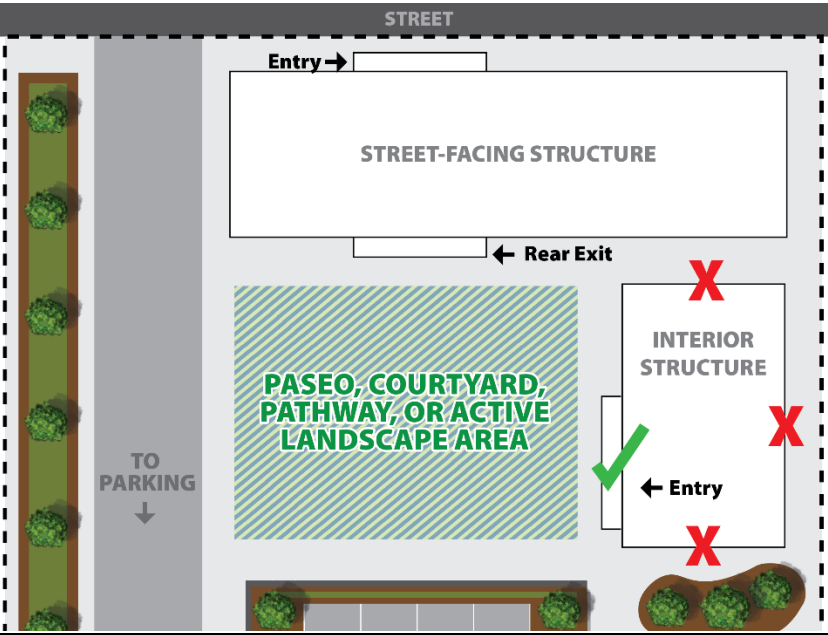


Development Standards

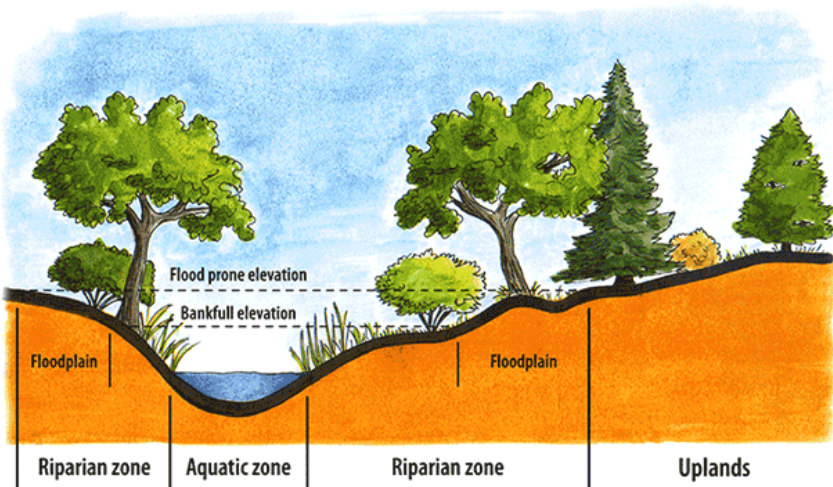
Use this checklist to ensure that your project design satisfies the criteria for ministerial review. Please include all information necessary to verify compliance on the plan set, indicating the sheet number where the information can be found.

Applicant Use:				Staff Use Only:	
Comply	N/A	Standard	Sheet #	Included	Missing
A. Setbacks					
		(1) Front: The front setback shall comply with the Project Site's zoning district front setback requirements.			
		(2) Setback Landscaping: Areas between the required setback and street improvements shall be landscaped per the landscaping requirements in subsection L of this section.			
		(3) Side (Interior):			
		a. Minimum Side Setbacks: There is no minimum interior side setback; provided, that structures comply with the building and fire code standards for structure separation.			
		b. Zero Setback: If zero setbacks are proposed, the side setback opposite the zero setback shall be a minimum of five feet (5').			
		(4) Rear: The rear setback shall comply with the base zone rear setback requirements.			
B. Property Access					
		Property Access. There shall be vehicular access from a dedicated and improved street, easement, or alley to off-street parking areas.			
C. Street Frontage					
		Street Frontage. Every primary residential structure shall have frontage on a public street or an accessway which has been approved for residential access by the City.			
D. Structure Orientation					
		Structure Orientation. Structures shall incorporate site design that reduces heating and cooling needs by orienting structures (both common facilities and dwelling units) on the parcel to reduce heat loss and gain, depending on the time of day and season of the year. Figure 1: Orientation to Reduce Heat Loss and Gain 			

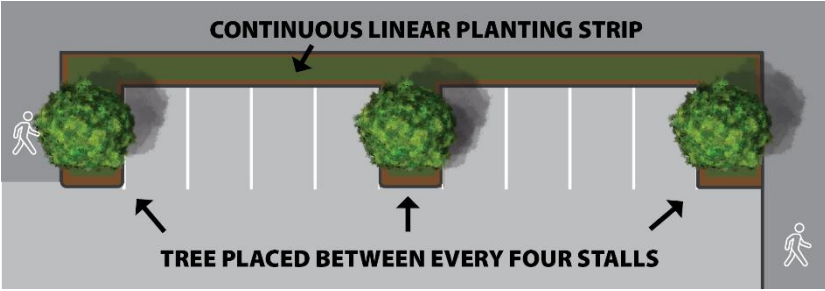
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E. Structure Height					
		Structure Height. Structure height shall comply with the base zone maximum allowable height.			
F. Alternative Energy Applications					
		Alternative Energy Applications. All structures shall be designed to allow for the installation of alternative energy technologies including but not limited to active solar, wind, or other emerging technologies, and shall comply with the following standards:			
		1. Installation of solar technology on structures such as rooftop photovoltaic cell arrays shall be installed in accordance with the State Fire Marshal safety regulations and guidelines.			
		2. Roof-mounted equipment shall be located in such a manner so as to not preclude the installation of solar panels. (see Ukiah City Code (UCC) §9055.1 DEVELOPMENT STANDARDS , Figure 1-1).			
G. Utility Lines					
		Utility Lines. All utility lines from the service drop to the structure shall be placed underground.			
H. HVAC Systems					
		HVAC Systems. All HVAC systems shall be located on the roof of the structure to minimize noise impacts to adjacent properties.			
I. Mail and Package Delivery Location					
		Mail and Package Delivery Location. For multifamily development projects greater than four (4) dwelling units, mailboxes and package delivery areas shall be in locations that are visible by residents at the interior of a structure entrance, elevator lobby, or stairwell.			
J. Primary Entrances					
		(1) Entry Lighting. All primary structure entrances shall include dusk to dawn lighting for safety and security per Section P in this checklist.			
		(2) Interior-Facing Structures.			
		a. The primary entrance of each interior-facing structure shall be oriented toward paseos, courtyards, pathways, and active landscape areas.			

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		Figure 2: Interior-facing Structures (Structures not facing a public street) 			
		b. For safety, units not facing the street shall be oriented to provide visual access to entryways, pedestrian pathways, recreation areas, and common facilities from dwelling units.			
K. Open Space					
		Open Space. The following development standards apply to multifamily developments greater than four (4) dwelling units:			
		1. Public Open Space:			
		a. Public Open Space: Not less than ten percent (10%) of the gross acreage of the total project shall be set aside as public open space to allow for active and passive recreation opportunities and that includes shading elements to benefit all residents of the project (see (UCC) §9055.1 DEVELOPMENT STANDARDS, Figure 1-2). Open space ownership and maintenance shall be the responsibility of the property owner(s).			
		b. Connections: Public open space areas shall be directly connected to all interior space areas (i.e., community room, recreation room, exercise center), trash and recycling enclosures, laundry facilities (if applicable), structure entrances, parking areas, and mail delivery areas by pedestrian-oriented pathways.			
		c. Landscaping: A minimum of fifteen percent (15%) of the required public open space shall be landscaped with materials and plantings consistent with the standards in subsection L of this section (Landscaping) and the subject parcel's underlying base zone landscaping requirements.			

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		d. Lighting: In addition to the exterior lighting standards in subsection P of this section, public open space areas shall incorporate accent lighting. Accent lighting may include string lighting in trees or crisscrossed over pedestrian areas, courtyards, or plazas; lighting in fountains; or lighting of significant structures or architectural design features.			
		e. Public Gathering Space: Public open space areas shall include a minimum of two (2) of the following public gathering spaces:			
		(1) Patio seating area for a minimum of eight (8) people. Patio seating can be fixed chairs and tables, table/bench combination, or landscape materials (i.e., slabs of stone or rock);			
		(2) Garden space;			
		(3) Water feature in the form of a fountain, bubblers, or water play pad;			
		(4) BBQ area no smaller than two hundred (200) square feet with a minimum of three (3) BBQs and tables; or			
		(5) Pedestrian plaza no smaller than two hundred (200) square feet with a minimum of four (4) benches.			
		f. Recreation Facilities: A maximum of twenty-five percent (25%) of the required public open space area may be paved for recreation facilities including but not limited to basketball courts, tennis courts, common playground, or swimming pools.			
		(2) Private Open Space:			
		a. Ground Floor Units: Each ground floor dwelling unit shall include a minimum of forty (40) square feet of private open space in the form of a covered or uncovered patio to allow for light, air, and privacy.			
		b. Above-Ground-Floor Units: Each above-ground-floor dwelling unit shall include a minimum of forty (40) square feet of private open space in the form of a terrace, balcony, or rooftop patio to allow for light, air, and privacy.			
L. Landscaping					
		(1) Landscaping Plans. Existing features, such as trees, creeks, and riparian habitats shall be incorporated into landscaping plans. The riparian area is the interface between land and a river or stream.			

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		Figure 4: Riparian Corridor  Source: slco.org			
		(2) Site Landscaping.			
		a. All street trees shall be planted consistent with the standard planting detail on file with the City Engineer. The Ukiah Required Street Tree List is available under “Tree Lists” at www.cityofukiah.com/documents-and-maps/.			
		b. Vegetation (i.e., bushes, shrubs, flowers) shall be maintained at a height of no more than three feet (3') when located adjacent to pedestrian pathways and building facades and placed in such a manner that does not obstruct lighting.			
		(3) Irrigation. Site landscaping shall include an automated irrigation system with a minimum of seventy-five percent (75%) of system being drip irrigation to reduce water consumption.			
		(4) Maintenance. All trees and on-site landscaping shall be maintained by the property owner.			
		(5) Landscaping Plant Selection.			
		a. Landscape planting shall consist of at least seventy-five percent (75%) native, drought-tolerant plants and/or flowering plants.			
		b. All tree plantings shall be equivalent to a fifteen (15) gallon container or larger.			
		c. Street trees shall be selected from the approved species on the Ukiah Master Tree List - Required Street Tree List. This list is available under “Tree Lists” at www.cityofukiah.com/documents-and-maps/.			

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M. Personal Outdoor Storage Spaces					
		Personal Outdoor Storage Spaces. A minimum of ten (10) square feet (eighty (80) cubic feet) of personal outdoor storage space shall be provided for each dwelling unit. Personal outdoor storage areas shall be covered and able to be locked.			
N. Bicycle Parking					
		(1) Class I Bicycle Parking. One Class I bicycle parking space (i.e., bicycle locker) is required for every fifteen (15) dwelling units. The Class I bicycle space shall be located within or directly adjacent to the required public open space area.			
		(2) Class II Bicycle Parking. For multifamily development projects greater than four (4) dwelling units, one Class II bicycle parking space (i.e., inverted U-rack, ribbon rack, wave rack) is required for every three (3) dwelling units. The Class II bicycle space shall be located within or directly adjacent to the required public open space area. Figure 5: Class II Bicycle Parking Examples 			
O. Parking and Circulation					
		(1) Parking Areas.			
		a. Parking Lot Design and Location			
		(1) Parking is prohibited within required sight distance areas. Sight distance area is the area visible to the driver of a vehicle. The site distance area is reviewed and approved by the Public Works Department.			
		(2) Multifamily development projects greater than fifteen (15) dwelling units shall not site more than fifty percent (50%) of the total parking stalls in a single parking area.			
		(3) Multifamily development projects greater than four (4) dwelling units shall not provide parking areas between the building(s) and the primary street frontage.			
		(4) Parking areas within a site shall be internally connected and use shared driveways.			
		b. Parking Lot Landscaping: The following development standards apply to multifamily development projects greater than four (4) dwelling units. The Ukiah Required Parking Lot Tree List is available online under “Tree Lists” at www.cityofukiah.com/documents-and-maps .			

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		(1) Parking areas with twelve (12) or more parking stalls shall have a tree placed between every four (4) parking stalls with a continuous linear planting strip, rather than individual planting wells, unless infeasible. Figure 6: Parking Lot Tree Requirement  CONTINUOUS LINEAR PLANTING STRIP TREE PLACED BETWEEN EVERY FOUR STALLS			
		(2) Parking areas shall provide shade trees in landscaped areas and along pedestrian pathways. Parking areas shall be designed to provide a tree canopy coverage of fifty percent (50%) over all paved areas within ten (10) years of planting.			
		(3) Parking areas shall provide a minimum ten-foot (10') buffer between the parking and structures. This buffer can include walkways and/or landscaping.			
		(4) Parking areas shall use concrete curbing or raised planting areas to protect landscaped areas from encroaching vehicles.			
		(5) At least seventy-five percent (75%) of parking lot trees shall be deciduous species.			
		c. Parking Lot Lighting: The following development standards apply to multifamily development projects greater than four (4) dwelling units.			
		(1) Parking lots shall include pole-mounted lighting that shall be no more than sixteen feet (16') in height.			
		(2) Parking lot lighting shall be directed downward to minimize glare.			
		d. Carports: Carports shall be reserved for vehicles and shall not be used as storage space.			
		e. Individual Garage Parking: For multifamily development projects greater than four (4) dwelling units, indoor vehicle parking in the form of garages is encouraged, but not required.			
		(2) Required Parking:			
		a. Guest Parking: A minimum of three (3) guest parking spaces shall be provided for every six (6) dwelling units.			
		b. Parking Standards: Multifamily dwelling parking standards shall be consistent with the parking regulations in Chapter 2, Article 17 OFF-STREET PARKING AND LOADING, with the exception of a minimum of one parking space per dwelling unit.			

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P. Exterior Lighting					
		(1) Pedestrian-oriented lighting shall be provided in active pedestrian areas (i.e., paseos, interior sidewalks, pathways, etc.) for safety and security.			
		(2) Pedestrian pathway (excluding street-fronting sidewalks) lighting features shall not exceed ten feet (10') in height.			
		(3) Active pedestrian areas shall incorporate free-standing lighting separate from structures.			
		(4) Pedestrian pathways, elevator lobbies, parking areas, stairwells, and other common areas shall have minimum illumination levels of one-half (0.5) foot-candle at the pathway surface to clearly show walking conditions.			
		(5) Overhead sports court lighting shall illuminate only the intended area. Light trespass onto neighboring parcels is prohibited.			
		(6) Outdoor lighting shall use energy efficient lighting technology and shall be shielded downward to reduce glare and light pollution.			
Q. Privacy					
		(1) Privacy. Any balcony, window, or door shall use at least one of the following development approaches to lessen the privacy impacts onto adjacent properties. These techniques include: use of obscured glazing, landscaped/privacy buffer in the required setback with a minimum of five feet (5'), window placement above eye level, or locating balconies, windows, and doors facing toward the street and backyard. Trees and landscaping used as a landscaped/privacy buffer shall be planted and maintained by the property owner to preserve the privacy of adjacent property owners.			
R. Trash and Recycling Enclosures					
		Trash and Recycling Enclosures. The following trash and recycling enclosure development standards apply to multifamily development projects greater than four (4) dwelling units:			
		(1) Walls either made of masonry, metal, or wood with finished metal doors.			
		(2) Vehicle and pedestrian access gates.			
		(3) Downward lighting for safety and security.			
S. Structure Identification					
		Structure Identification. Structure identification numbers shall be placed along pedestrian pathways and roads and shall be readable from a distance of at least sixty feet (60').			

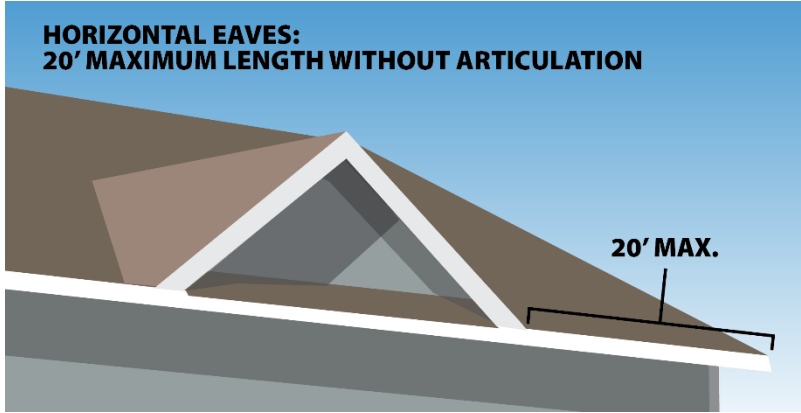
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T. Signage and Information			
		Signage and Information. Developments shall comply with the sign standards in Division 3, Chapter 7 of the Ukiah Municipal Code (Signs). In addition, all directional signage and informational kiosks (i.e., development maps) shall be located at the entrances of individual buildings and at convergences of main pedestrian pathways.	

Staff Use Only:	
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Design Standards

These [Objective Design Standards](#) may be applied to duplexes, triplexes, four-plexes, and projects greater than four (4) dwelling units.

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Comply	N/A	Standard	Sheet #	Included	Missing
A. Carports					
		(1) For multifamily development projects greater than four (4) dwelling units, carports shall not be visible from the street.			
		(2) Carports shall include the approved color palette, materials, and design elements of the structure.			
B. Color Palettes					
		(1) All structures shall include at least one primary color and a maximum of two (2) accent colors, in addition to the color of the roofing material.			
		(2) Each structure elevation shall include two (2) colors in the selected color palette.			
		(3) Projects that include more than ten (10) dwelling units shall include at least two (2) color palettes, where no single-color palette shall be used on more than fifty percent (50%) of the dwelling units.			
C. Fences and Walls					
		Fences and Walls. The following materials are prohibited for all fences and walls: 1. Electrified; 2. Barbed wire/razor wire; 3. Sharp objects such as spires and glass; 4. Cyclone or chain link; and 5. Vinyl.			
D. Glazing					
		Glazing. Structures shall incorporate the use of energy efficient glazing to reduce heat loss and gain.			
E. Common Mailboxes					
		Common Mailboxes. Common mailboxes shall be painted using the approved color palette for the overall development.			
F. Trash and Recycling Enclosures					
		Trash and Recycling Enclosures. Trash and recycling enclosure walls and metal doors shall be painted in accordance with the approved color palette for the overall project.			

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G. Roof Design and Materials					
		(1) Horizontal eaves longer than twenty feet (20') shall be broken up by gables, building projections, or other forms of articulation. Articulation, in this instance, means the breaking up of large, otherwise featureless spaces or masses. Figure 7: Roofline Articulation  HORIZONTAL EAVES: 20' MAXIMUM LENGTH WITHOUT ARTICULATION 20' MAX.			
		(2) Roof overhangs shall be a minimum of twelve inches (12").			
		(3) The following are allowable roofing materials:			
		a. Nonreflective standing seam metal roofs in shades of tan, brown, black, light blue, red, and green;			
		b. Cool foam roofs (white);			
		c. Clay tile; and			
		d. Architectural composition shingles.			
H. Screening					
		Screening. All screening of ground-mounted, wall-mounted, and roof-mounted equipment shall be painted in accordance with the approved color palette for the project. Visual screening shall be installed if ground-mounted or wall-mounted equipment faces the street.			
I. Stairways/Stairwells					
		Stairways/Stairwells. Exterior stairways/stairwells that are not enclosed shall not be visible from the public right-of-way.			

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J. Structure Massing					
		Structure Massing. Structures that have a length longer than thirty feet (30') shall include facades with varying modulation with a minimum depth of two feet (2') at intervals of no more than ten feet (10') (see UCC §9055.2 DESIGN STANDARDS, Figure 1-8). Figure 8: Varying façade modulation 			
K. Structure Materials and Elements					
		(1) Drainpipes, parapets, and ledges shall not be located near windows, corridors, and balconies. If such placement is not feasible, they shall face parking lots, public spaces, and roads.			
		(2) All structures shall include a minimum of two (2) primary materials (i.e., stone, wood, masonry, or metal) on each structure elevation. Each material shall comprise at least twenty percent (20%) of the elevations excluding windows and railings.			
		(3) All structures that use exterior veneers shall ensure the edge of the veneer is not obvious by prohibiting the use of vertical joints at exterior corners.			
		(4) The following primary structure materials are prohibited:			
		a. Heavy timber, exposed logs in their natural state;			
		b. Stucco textured foam, synthetic stucco, vinyl or vinyl clad materials; and			
		c. Unfinished galvanized metals.			



Housing Development Packet Supplemental Information from Reviewing Departments

The City of Ukiah supports an increase in housing opportunities for households with incomes at all levels, and continually seeks ways to streamline the housing development process. This Supplement includes project criteria required by the departments reviewing the building permit application, and is to be used to assist prospective developers prior to submitting an application.

The following standards apply to all new residential construction projects except single-family dwellings.

Community Development Department – Building Division (707) 463-6268; BuildingDivision@CityofUkiah.com

- The design and construction of all site alterations shall comply with the current versions (at the date of submission of the building permit application) of the following: California Building Code, Plumbing Code, Electrical Code, California Mechanical Code, California Fire Code, California Energy Code, Title 24 California Energy Efficiency Standards, California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
- Backflow devices are required on domestic water lines on buildings that are two-stories and higher.

The Building Permit Application form and Checklist for Accepting Residential Permit Applications, as well as other helpful handouts can be found on the Building Division webpage, www.cityofukiah.com/building-services/.

Ukiah Valley Fire Authority (707) 462-2938

- The design and construction of all site alterations shall comply with the current versions of the California Fire Code, Title 19, and all other pertinent codes and standards.

Electric Utility Department (707) 467-5711 (Program Coordinator)

- All utility lines from the structure to the first point of interconnection at the utility are to be placed underground.
- Building permit submittal shall include load calculations. During building permit application review, the specific service requirements, voltage, developer costs, utility easements, and additional requirements will be determined.

Public Works Department (707) 463-6282 (Permits, Easements)

- All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction costs. Any disturbed areas in the public right-of-way will be subject to applicable trench cut fees.

- Any existing curb and gutter in disrepair that is adjacent to the subject property shall be repaired. All work shall be done in conformance with the City of Ukiah Standard Drawings 101 and 102 or as directed by the City Engineer.
- Provide itemized Engineer's Estimates of cost for site improvements (excluding joint trench utilities) and separately, for the public improvements within the street right-of-way.
- Applicant shall upgrade existing sidewalk along subject property frontage to meet ADA requirements, including at the existing driveway approach and/or curb ramp. Public sidewalk improvements outside of the street right-of-way will require a sidewalk easement dedicated to the City.

STREET TREE INFO WITH FRONTAGE INFO

- If the building permit value is equal to or greater than one-third of the value of the existing structure, curb, gutter, sidewalk and street trees shall be provided along the subject property street frontage pursuant to Section 9181 of the Ukiah City Code. This shall include the repair or upgrade of existing curb, gutter, sidewalk, driveway approaches and/or curb ramps to meet current ADA standards, and the planting of street trees as required.
- Standard street tree requirements include street trees spaced approximately every 30 feet along the public street, within tree wells where feasible, otherwise within 5 feet of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer.

WATER METER

- Capital Improvement fees for water service are based on the water meter size. A fee schedule for water meter sizes is available upon request. Additionally, there is a cost for the City to construct the water main taps for the proposed water services to serve the project.

BACKFLOW DEVICES

- All irrigation and fire services shall have approved backflow devices.

SEWER

- Existing sewer laterals planned to be utilized as part of this project shall be cleaned and tested and replaced if required. If an existing lateral is to be abandoned, it shall be abandoned at the main to the satisfaction of the Public Works Department.
- The proposed structure shall be separately connected to the sewer main, unless this requirement is waived by the City Engineer. Existing sewer laterals shall be cleaned and tested in accordance with City of Ukiah Ordinance No. 1105 and replaced if required.

EROSION CONTROL - DRAINAGE- STORM WATER

- If the project area disturbs greater than one acre, the applicant must obtain a Storm Water Permit from the Regional Water Quality Control Board prior to construction. The Storm Water Pollution Prevention Plan (SWPPP) shall be prepared by a Qualified SWPPP Developer, and implemented by a Qualified SWPPP Practitioner. Also, an Air Quality Permit from the Mendocino County Air Quality Control Board will be required.
- A detailed sediment and erosion control plan shall be included with the project plans, prepared by a Civil Engineer or other licensed erosion control specialist.
- Construction operations shall incorporate best management practices as necessary to prevent sediment from entering the streets and storm drains. Disturbed areas and stockpiles within the property shall be protected and monitored, and silt fence or other measures installed if needed to contain sediment. Streets and sidewalks shall be kept clean and clear of dust and debris at all times.

- Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. A final drainage report shall be provided to support the design of the proposed drainage system.
- Grading operations shall incorporate best management practices as necessary to minimize erosion and prevent sediment from entering the creek. Disturbed areas within the property shall be protected as soon as possible and monitored during the rainy season, and silt fence or other measures installed if needed to contain sediment until permanent soil stabilization is established.
- Roof drains shall be designed to maximize infiltration into landscaped areas, and not discharge directly into storm drains or into the street.
- The project engineer shall provide direct oversight and inspection during project construction, with special attention to implementation of best management practices for sediment and erosion control, and the proper grading, installation, and landscaping of the bioretention areas. Upon completion of the work, a report shall be submitted by the project engineer to the Department of Public Works stating that the improvements have been completed in accordance with the approved plans and conditions of approval, shall function as intended, and all areas have been permanently stabilized to prevent sediment and erosion

FLOOD PLAIN

- If the property is located within the floodplain and is subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements. Based on the estimated value of work being more than 50 percent of the assessed valuation of the structure, the proposed work is considered a “substantial improvement,” for purposes of flood plain management. Therefore, verification will be required that the entire existing structure, including any additions, is constructed at or above the base flood elevation. (Note that the “substantial improvement” determination may be re-evaluated by the City based upon a certified appraisal of the market value of the structure furnished by the applicant.) The following shall be required:
 - o A pre-construction elevation certificate, based on the plans, will be required prior to the issuance of a building permit.
 - o A post construction elevation certificate based on construction will be required prior to final inspection.

PAVING

- All areas of circulation should be paved with a minimum of 2” of AC on 6” of Base or other suitable surface approved by the City Engineer. This includes the proposed driveways and parking areas. If heavy truck traffic is anticipated from the solid waste company, delivery trucks, or other heavy vehicles, the pavement section should be calculated appropriately to ensure that it can withstand the loading.

STORM DRAIN

- Storm drain inlet filters shall be installed and maintained in all on-site storm drain inlets within paved areas.
- The development application should include a conceptual grading and drainage plan, prepared by a Civil Engineer, showing existing and proposed storm drain facilities, existing and proposed grades, and drainage patterns of adjoining areas. Any downstream drainage impacts should be identified and addressed. We recommend the addition of post-construction BMP’s (best management practices) in the design of the development where feasible. Such measures may include vegetated swales and/or pervious pavement to infiltrate and treat roof and pavement run-off.
- Maintenance and inspection of all post-construction best management practices (BMPs) are the responsibility of the property owner. In accordance with the LID Manual, a legally binding, signed maintenance agreement approved by the City of Ukiah is required for the proposed storm water

treatment planters and all post-construction BMPs, and shall be recorded prior to final approval of the building permit.

- Should improvements exceed 10,000 square feet of new or replaced impervious surface, post-construction storm water mitigation measures may be required.