



PLANNING DEPARTMENT

525 San Anselmo Avenue, San Anselmo, California 94960
Tel. (415)-258-4616/FAX 454-4683

GENERAL PLANNING APPLICATION FORM

Job Site Address:	Assessor Parcel No.:	Zone:
Property Owner(s) Name:	Phone Numbers: Home: Work:	Fax Number: Cell Phone: E-Mail:
Mailing Address:	City:	State/Zip:
Applicant(s) Name (contact person):	Phone Numbers: Home: Work:	Fax Number: Cell Phone: E-Mail:
Mailing Address:	City:	State/Zip:

TYPE OF APPLICATION/FEE	ACCOUNT	FEE	COSTS
Planning Commission: Annexation, General Plan Amend, Rezoning, Design Review*, Use Permit, Variance*, Subdivision, Parcel Split, Lot Line Adjustment* Illuminated Sign Review, FAR Exception, Grading Permit	01.00.48057	\$ 1,200 ⁽¹⁾⁽²⁾	_____
Environmental Review/Negative Declarations/ Environmental Impact Reports	01.00.48057 01.00.20312	\$ 1,920 ⁽³⁾⁽⁴⁾ Consultant cost plus 20%	_____
Administrative Design Review (commercial)	01.00.48057	\$ 360	_____
Administrative Design Review (residential)	01.00.48057	\$ 600	_____
Ministerial Residential Second Unit	01.00.48057	\$ 720 ⁽⁵⁾	_____
Administrative Variance	01.00.48057	\$ 720	_____
Administrative Minor Exception	01.00.48057	\$ 238	_____
Administrative Sign Review (conforming)	01.00.48057	\$ 119	_____
Administrative Lot Line Adjustment	01.00.48057	\$ 1,200	_____
Administrative Lot Merger	01.00.48057	\$ 238	_____
Administrative Temporary Outdoor Display	01.00.48057	\$ 100	_____
Certificate of Compliance	01.00.48057	\$ 1,200	_____
Peer Review	01.00.20327	Consultant cost plus 20%	_____
Plan Storage	01.00.20313	\$ 2 per/sheet	_____
General Plan Maintenance Fee	01.00.48012	10% of application fee	_____
Planning Technology Fee	01.00.48058	5% of application fee	_____
Planning Training Fee	01.00.48059	5% of application fee	_____
Ross Valley Fire Department Plan Check Fee	01.00.20354	\$328	_____
Appeal (to Planning Commission or Town Council)	01.00.48057	\$ 504	_____
Additional Planning Deposit and Research Fee	01.00.20312	\$ 119/hour	_____
TOTAL APPLICATION FEE			\$ _____

Notes: See Attached Acknowledgement of Application Fees

How long will it take?

Within 30 days of application submittal, Planning Division staff will review this application for c
required information and/or fees, and if necessary a notice of incompleteness will
Applications cannot be processed until accepted as complete.

Once the application is determined complete for processing, either a Planning Commiss
administrative decision date will be scheduled. The Planning Department will provide a 10-day notice by mail to those
property owners within 300' of the subject property. The Planning Commission meets the first and third
Mondays of each month.

Owner/Applicant Acknowledgement

My signature below signifies that I:

- have read this application and certify that the information, drawings and specifications submitted herewith are true and correct to the best of my knowledge and belief.
- agree to provide Town staff and/or Planning Commissioners access to my property to view existing conditions and proposed construction. (Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.);
- understand that that I, as applicant and/or owner(s), shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding (“action”) against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with attorneys of the Town's choice, with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

Signature of Property Owner

Signature of Applicant

Date

Date



PLANNING DEPARTMENT

PLANNING DIVISION ACKNOWLEDGEMENT OF APPLICATION FEES

This form advises you of the costs that are involved in processing discretionary applications through the Planning Department. You are hereby requested to acknowledge this information and agree to be responsible for all expenses incurred in the processing of your application. X _____, applicant, shall be responsible for the payment of all costs, direct and indirect, associated with the processing of the discretionary permit application referenced below. The following fees are required to initiate permit processing:

TYPE OF APPLICATION/FEE	ACCOUNT	FEE
Planning Commission Action Applications: Annexation, General Plan Amendment, Rezoning, Design Review*, Use Permit, Variance*, Subdivision, Parcel Split, Lot Line Adjustment* Illuminated Sign Review, FAR Exception	01.00.48057	\$ 1,200 ⁽¹⁾⁽²⁾
Environmental Review/Negative Declarations/ Environmental Impact Reports	01.00.48057 01.00.20312	\$ 1,920 ⁽³⁾⁽⁴⁾ Consultant cost plus 20%
Administrative Design Review (commercial)	01.00.48057	\$ 360
Administrative Design Review (residential)	01.00.48057	\$ 600
Ministerial Residential Second Unit	01.00.48057	\$ 720 ⁽⁵⁾
Administrative Variance	01.00.48057	\$ 720
Administrative Minor Exception	01.00.48057	\$ 238
Administrative Sign Review (conforming)	01.00.48057	\$ 119
Administrative Lot Line Adjustment	01.00.48057	\$1,200
Administrative Lot Merger	01.00.48057	\$ 238
Administrative Certificate of Compliance	01.00.48057	\$1,200
Administrative Temporary Outdoor Display	01.00.48057	\$ 100
Peer Review	01.00.20327	Consultant cost plus 20%
Plan Storage	01.00.20313	\$ 2 per/sheet
General Plan Maintenance Fee	01.00.48012	10% of application fee
Planning Technology Fee	01.00.48058	5% of application fee
Planning Training Fee	01.00.48059	5% of application fee
Appeal (to Planning Commission or Town Council)	01.00.48057	\$ 504
Additional Planning Deposit and Research Fee	01.00.20312	\$ 119/hr

Notes:

- Includes the first 8 hours of direct planner time. Projects exceeding 8 hours planning time will be required to submit deposits in \$500 increments to cover additional planner time at the current hourly research rate.
- When multiple applications are submitted for the same project, e.g., use permit and variance, the application fee shall be the sum of the most costly fee plus 50% of each of the other application fees, e.g., \$1,000 for use permit and \$500 for variance = \$1,500 for 8 hours of time.
- Fees charged by outside agencies for review and processing of environmental documents will be charged to the applicant in addition to the fees herein.
- Includes the first 16 hours of planner time. Projects exceeding 10 hours planning time will be required to submit deposits in \$500 increments to cover additional planner time at the current hourly research fee rate.
- Includes the first 4 hours of planner time. Projects exceeding 4 hours will be required to submit deposits in \$500 increments to cover additional planner time at the current hourly research fee rate.

I have read the information provided above and agree to be responsible for all debts incurred in connection with the processing of my planning application, including all court costs and attorney fees should enforcement action be necessary, for the following address and project:

Applicant's signature _____ Date: _____

Project Address: _____

Submittal Requirements
Single Family Residential

- General Planning Application Form**
- Supplemental Questionnaires** addressing the required findings
- Narrative** describing the project
- Evidence of neighbor notification.** The Town encourages all applicants to discuss projects with neighbors prior to submittal. Provide a narrative indicating what steps have been taken to discuss the project with neighbors. We recommend that you contact all occupants and owners of adjacent sites and neighbors across the street to advise them of the project and submit signatures on a table on the first page of the plan set.
- Portable Document Format (pdf) file** of all application materials, plans and exhibits via USB flash drive, email, file sharing link, or uploaded through Town website. Plans shall be PDF format for posting on the Town’s website during review and through appeal period. Sheets shall be in one PDF file and optimized for printing to 11 inch by 17-inch paper.
- Fees**
- Plans** Plans should be clear and legible. On each sheet:
 - North arrow
 - Project address and Assessor’s Parcel Number
 - Dates of preparation and revision
 - Scale, drawn to fill the page at 1/4 inch or 1/8 inch.
 - Name of the firm or individual who prepared the plan(s)For applications to modify a prior approval, the plans must clearly show the approved and modified project with all changes clouded.

PLAN REQUIREMENTS

These requirements may be modified by Town staff to omit items based on the scope of the project.

Project Data and Vicinity Map – Data table and vicinity map shall be printed on the plan cover sheet.

- Project Address, Assessor’s Parcel Number (APN), Zoning District
- Lot Area (certified surveyor’s report may be required)
- Existing, Allowable, and Proposed Adjusted Floor Area Ratio (FAR) (sq. ft. and %), detail floor area for each level and all areas excluded from floor area. "Floor area ratio (FAR)" means the ratio between the total floor area of a building or buildings located on a lot and the area of that lot in gross square feet. Please refer to code for what is

included/excluded from Adjusted Floor Area for [flatland/below 150 Mean Sea Level](#) and [hillside lots/any portion above 150 Mean Sea Level](#) (notes to Table 4E).

- Existing, Allowable and Proposed Lot Coverage (sq. ft. and %, limited to 35% of lot area). “Lot Coverage” means the land area covered by all buildings and improvements with a finished height above grade of 3 feet or more, including all projections with the exception of roof eaves which project less than 2 feet from the face of a building.
- Note if project site in a Special Flood Hazard Area (SFHA). If project site in SFHA, project must be discussed with Public and Public Works Department prior to application submittal. An Elevation Certificate with the Base Flood Elevation (BFE) and elevation of the lowest floor of the proposed structure shall be provided.
- Small vicinity map showing the location of the project site within the Town (does not need to be drawn to scale)

Existing/Proposed Site Plan

Applicants should note that licensed architects are not authorized under State law to represent property lines or the relationship of a building to a property line without having the information prepared (signed and stamped) by a licensed land surveyor. For questions, contact the Board for Professional Engineers, Land Surveyors, and Geologists, 2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2926, <http://www.bpelsg.ca.gov/>.

- Property boundaries with lot dimensions All easements (attach any deed restrictions and easement documents)Topographic elevation of the first floor level and spot elevations of existing and finished grade around property and adjacent to building footprint for height measurement
- Required setbacks
- Dimension all proposed setbacks
- Foundation and rooflines of all existing and proposed structures (garages, sheds, etc.) located on the property
- Show all adjacent building footprints, patios, windows and trees located within 20 feet of any property line
- Dimensions from existing/proposed structures to nearby/adjacent buildings
- Dimensions between buildings on the same site and buildings to nearby trees
- Use shading, hatching or other method to indicate additions
- Driveways, parking (with dimensions), landscaped areas, patios, etc. (note paving materials and dimension driveway width). Minimum parking space dimensions are 9 feet in width by 19 feet in length, and 7 feet of vertical clearance.
- Street right-of-way line(s), curb line(s) or pavement edge(s), sidewalks, street trees and parkways (label distance between street curb and property line)
- Location, size, species and dripline/canopy of all trees 12 inches in diameter or greater

(7 inches in diameter or greater for undeveloped lots), measured 4.5 feet above grade. Indicate trees that are proposed for removal. Consider tree removal required by Fire Code. See Ross Valley Fire Department Standard 220 <http://www.rossvalleyfire.org/documents/prevention/standards/220%20-%20Vegetation%20Fuels%20Management%20Plan.doc%20Final.pdf>. A tree permit application may be required from Public Works. Location of proposed replacement trees.

- Fences and walls
- Yards and open space areas
- Storage areas and screening
- Topographic features: streams, drainage channels, ditches, rock outcroppings, etc.
- Existing visible landmarks (utility poles, street lights, fire hydrants)
- Outdoor mechanical equipment (pool equipment, air conditioners, etc.)
- Existing and proposed contour lines:
 - Slopes below 5% - contours not required
 - Slopes between 5% and 15% - contour interval must be two feet
 - Slopes exceeding 15% - contour interval must be five feet
- Delineate any Special Flood Hazard Area and determine the base flood elevation (if applicable).

Floor Plans (Existing and Proposed)

- Provide dimensioned floor plans for all floor levels including basements, lofts, mezzanines and attics
- Use of all rooms
- Window and door locations
- Ceiling heights
- Parking space dimensions
- Use dashed lines for demolished features and solid lines for new features
- Identify total floor area for each level and identify areas excluded from floor area

Roof Plans (Existing and Proposed)

- Roof plans must include pitch, overhangs and skylights.

Building Elevations (Existing and Proposed)

- Existing and proposed elevations for each side of all buildings to be changed or affected by new construction
- Plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation).
- Depict all exterior features and openings
- Note material and finish for roofing, siding, windows, entry and garage doors, trim, railing, eaves, etc.
- Existing and proposed grade, wall, floor, and ridge height, roof pitch
- Exterior light fixtures
- If the height of the building is changing, show the average slope at the building footprint and the height limit
- Where appropriate, show adjacent features such as fences, landscaping, and other buildings and property lines
- Dimension all second story windows from finished floor to bottom of window sill

Building Sections (two sections minimum)

Provide building sections showing roof pitch, floor to floor heights, topographic height of first floor, floor to grade heights, plate heights at upper levels, attic, basements, stairs, crawl space, natural grade, etc.

Boundary/Topographic Survey

Required for: 1.) any new main building; or 2.) other projects as determined necessary by the planner.

- Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, curb and sidewalk, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height will be measured.
- Wet-stamped and signed by a licensed California surveyor or appropriately licensed civil engineer
- Minimum scale 1/10" = 1'
- If located within a Special Flood Hazard Area, provide the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.
- If the project is located adjacent to a creek or waterway, show top of bank and any easement line.

- Site surveys that more than a year old need an updated survey certification.

OTHER MATERIALS

- Color rendering of proposed exterior
- Color board to include exterior finish/color, window trim, roof material, siding materials, etc. Photographs of the existing property and abutting neighbors.

Story Poles

Story poles are required for Planning Commission Applications, second story additions and other projects as determined necessary by the project planner. Story poles must be erected at least 10 days prior to public hearing in order to allow neighbors to provide input on impacts. Poles must be removed after the 10-day appeal period, unless an appeal has been filed.

- Story pole plan depicting location and elevations of the story poles.
- Story Pole certification may be required.

Arborist Report

- Required for projects involving any construction activity (including paving, storage of materials, and parking of vehicles) within the drip line of a tree 22 inches in diameter or greater, measured 4.5 feet above grade. Submit a certified arborist's report describing the tree(s) condition and structure, assessing the project's impacts on the tree(s), and recommending preservation measures both during and after construction, as applicable.

Green Building Information

- Identify expected green building measures to be included in the project to achieve the compliance thresholds required under the Town Green Building Ordinance. Applicants should identify any anticipated difficulties in achieving compliance and any exemptions from the requirements of this chapter that may be requested.

Shadow Study

For all new main structures, additions exceeding 14 feet in height on sites adjacent to residential use, or other projects as determined necessary by staff. Project planner may waive this requirement due to site circumstances (such as existing tree screening that will remain).

- Provide a study showing the shade created by the project during all four seasons at 9 a.m., noon, and 3 p.m. to assist in determining the impact to natural light to neighboring properties.

Grading Information

- Provide the amount of cut and fill required for the project.

If the total amount of cut and fill exceeds 100 cubic yards then a grading permit, including an application and fees, is required to be reviewed by the Planning Commission. If Planning Commission grading permit is required:

- Geotechnical analysis
- Grading plan
 - Prepared by a licensed surveyor, architect or engineer
 - Provide estimated quantities and locations of cut and fill
 - Show existing and final elevations

Preliminary Drainage and Grading Plan

- Required for all new homes, including stormwater measures

Landscape Plan

Required for new single-family homes and substantial remodels/demolitions. The plan must be designed in accordance with Marin Municipal Water District (MMWD) Water Efficient Landscape Code and the Ross Valley Fire Department (RVFD) Standard 220, if applicable.

Landscape plans should be prepared by a professional with expertise to prepare planting and irrigation plans that comply with Town guidelines as well as water efficient landscape and fire safety requirements. Refer to the California State Business and Professions Code Section 5640 for plan preparation licensing requirements.

- Lot lines
- Location of all proposed major plants, trees, and landscape features
- Trees to be removed and trees to be retained (numbered consistent with any arborist report)
- Location of all structures and hardscape surfaces
- Landscape element details, location, type, and size (fences, trellises, trash enclosure, lighting, etc.)
- Plant list including the type, size, spacing, and mature height of all proposed landscape and identify:
 - Low water use (W)
 - Native plant (N)
 - Fire resistant plant (F)
- Retaining walls, lighting, existing and proposed contours, if applicable.

Historic Resource Evaluation

Required for demolition/exterior change of buildings that are 50 or more years of age (and some younger structures) to determine eligibility for listing, in order to complete California Environmental Quality Act review.

Reports must be prepared for any properties listed in the California Historical Resources Information System (CHRIS) or listed with the California Office of Historic Preservation that have been deemed potentially eligible for listing locally, on the California Register of Historical Resources (CRHR), or on the National Register of Historic Places (NRHP) (staff can provide information).

Properties that are not listed are potentially eligible and may require research done to determine their historical resource status.

Alternatively, applicants may submit a Secretary of Interior Standards Compliance Analysis.

Neighborhood Context

Required for all new homes, may be required for second story additions (staff may waive if buildings are far apart)

- Streetscape Elevation (line drawing of the proposed project's street-facing elevation(s) along with the street-facing elevation of one structure on each side of the proposed structure, drawn to scale). To the highest degree possible, the drawing should accurately show building heights and profiles with dimensions. Trees, if shown, should be in outline form so as not to obscure structures.