

**PLANNING APPLICATION FORM
TOWN OF SAN ANSELMO PLANNING DEPT**

For PLANNING COMMISSION action: <input type="checkbox"/> Annexation <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Design Review (hillside, commercial, multi-family, 5'-8' residential setback additions to existing dwellings) <input type="checkbox"/> Precise Development Plan <input type="checkbox"/> Second Unit Use Permit <input type="checkbox"/> Sign Review <input type="checkbox"/> Parcel Map/Tentative Map/Vesting Tentative Map/ Lot Line Relocation <input type="checkbox"/> Use Permit* <input type="checkbox"/> Variance** <input type="checkbox"/> Zone Change from _____ to _____ <input type="checkbox"/> Other	For ADMINISTRATIVE action: <input type="checkbox"/> Adm. Design Review (commercial) <input type="checkbox"/> Admin. Design Review (hillsides) <input type="checkbox"/> Admin. Design Review (flatlands) <input type="checkbox"/> Admin. Design Review (5'-8') <input type="checkbox"/> Ministerial Design Review (2 nd Units) <input type="checkbox"/> Admin. Design Review (5'-8') <input type="checkbox"/> Administrative Variance <input type="checkbox"/> Minor Exception <input type="checkbox"/> Sign Review – Conforming <input type="checkbox"/> Other (LLR, Parcel Merger, etc)
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Job Site Address:	Assessor Parcel No.:	Zone:
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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	ACCT NO.	FEE
Annexation/Design Review-Residential/General Plan Amendment/Lot Line Adjustment/Tentative Map/Use Permit/Variance/Zoning Amendment	01.57.705	\$ 1,200 (1)(2)
Administrative Design Review	01.57.705	\$ 600
Administrative Variance	01.57.705	\$ 720
Minor Exception	01.57.705	\$ 238
Admin. Commercial Design Review	01.57.705	\$ 360
Ministerial Residential Second Unit	01.57.705	\$ 720 (1 st four hours)
Sign Review (conforming)	01.57.705	\$ 119
Temporary Outdoor Display	01.57.705	\$ 100
Certificate of Compliance	01.57.705	\$ 1,920
Plan Storage	01.24.02	\$ 2 per/pg
Environmental Review/Negative Declarations/ Environmental Impact Reports	01.57.705 01.24.20	\$ 1,600 (3) Consultant cost plus 20%
Peer Review	01.24.30	Consultant cost plus 20%
General Plan Maintenance Fee	01.57.710	10% of application fee
Planning Technology Fee	01.57.711	5% of application fee
Planning Training Fee	01.57.712	5% of application fee
Appeals	01.57.705	\$ 504
Additional Planning Deposit and Research Fee \$119/hr	01.24.20	
TOTAL APPLICATION FEE		\$

PROJECT DESCRIPTION: _____

GENERAL INFORMATION (IF APPLICABLE):

	Existing	Proposed
Lot Size		
Dwelling Size	1st story: 2nd story:	1st story: 2nd story:
Garage		
Deck(s)		
Porch		
Lot Coverage or FAR ¹		
Dwelling Height Above Grade (roof peak)		
No. of Stories		
On-Site Parking ² No. of spaces Size of spaces		
Zoning		
Flood Zone		

1. **Lot Coverage** applies to flatland residential in R-1, R-2, and R-3 zones and to Professional zones. It is defined as the land area covered by all buildings and improvements with a finished height above grade of 36" or more, including all projections except for eaves which project less than 2' from the face of a building.

Floor Area Ratio (FAR) applies to hillside residential in R-1, R-1-H and R-1-C zones, and to Commercial zones. It is defined as the ratio between the total floor area of a building(s) on a lot and the area of that lot in gross square feet.

2. Minimum parking dimensions are 9' wide by 19' long by 7' high.

Restrictions: Are there any deed restrictions, easements, etc. that affect the property, and, if so, what are they?

Signature of Property Owner

Signature of Applicant

Date

Date

Planning Department staff is available between 8:30 a.m. and 12:00 noon, Monday through Thursday at 525 San Anselmo Avenue, San Anselmo, CA (415) 258-4616.
 BPC:planappl 4/29/09

Planning Department Submittal Requirements

For Planning Commission

- ❑ Ten (10) sets of site plan and floor plans (elevation plans for new construction)
- ❑ Fifteen (15) sets for Parcel Maps and Tentative Maps
- ❑ Completed Application form(s)
- ❑ Fee (see “Acknowledgement of Permit Processing Costs) form)
- ❑ Environmental Initial Study Questionnaire (if applicable)

For Administrative actions

- ❑ Two (2) sets of site plan and floor plans (elevations plans for new construction)
- ❑ Completed Application form(s)
- ❑ Fee (see “Fee Schedule – Administrative projects/Appeals/Noticing”)

Site Plan must be fully dimensioned and drawn to scale

(Scale: 1/8” = 1’) or (1” = 10’)

1. Property boundaries and easements.
2. Foundation and rooflines of all existing and proposed structures located on the property; differentiate between proposed and existing structures.
3. Foundation lines of all neighboring structures located within 20 feet of any property line.
4. On-site driveways, parking, loading spaces, landscaped areas, patios, etc.
5. Street right-of-way lines, curb line or pavement edge, sidewalks, and parkways.
6. The trunk location, circumference measured 2’ above lowest existing ground level, dripline, and species of all trees that will be affected.
7. Fences and walls.
8. Yards and open space areas.
9. Storage areas and screening.
10. Topographic features: streams, drainage channels, ditches, rock outcroppings, etc.
11. Existing visible landmarks (utility poles, street lights, fire hydrants).
12. Accurate 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
13. Other information deemed necessary to evaluate this application.
14. Flood Zone (if applicable)

Floor Plans must include:

(Scale: ¼” = 1’)

1. Existing and proposed walls, stairs, windows, doors, etc.
2. Other information deemed necessary to evaluate this application.

Building Elevations must include:

(Scale: ¼” – 1’)

1. Existing and proposed ground line, wall height, floor height, and ridge height, roof pitch, as well as the appearance of the structure(s).
2. For Planning Commission Design Review:
 - Color rendering of proposed exterior addition (one copy).
 - Color board (8”x11”) to include exterior finish/color, window trim, roof material, siding materials, etc. (one copy)
 - Photographs of the existing property and abutting neighbors.
3. Dimension all (n) second story windows from finished floor to bottom of window sill.
4. Other information deemed necessary to evaluate this application.

Landscape Plans must include (applicable to Design Review, Preliminary, Specific and Precise Development Plans):

(Scale: 1” = 10’)

1. The type, size, and spacing of plants, and maintenance provisions.
2. Retaining walls, lighting, slopes, if applicable.
3. Other information deemed necessary to evaluate this application.

Within 30 days of submittal, Town staff will review this application for completeness of required information and/or fees, and a notice of completeness or non-completeness will be mailed to the applicant. Applications cannot be processed until accepted as complete. Further revisions of completed material may be necessary after the 30-day period.

All plans must be fully dimensioned and drawn to scale, collated, and folded.

OTHER IMPORTANT DEPARTMENTS/AGENCIES:

Ross Valley Fire Services: It is your responsibility to contact the Fire Marshall for Fire Department requirements (e.g., sprinklers, hydrants, turnouts).	Contact Fire Marshall @ 415/258-4688
Building Division: If you are increasing the occupancy (number of people) and/or altering the structural character of a building, you may trigger seismic, Fire and other Building requirements.	Contact Building @ 415/258-4616
Marin Municipal Water District: Your project may generate the need for additional water.	Contact MMWD @ 415/924-4600
Ross Valley Sanitary District: if you are adding on or building new, you may need to upgrade or install a lateral sewer line.	Contact RVSD @ 415/461-1122
Ross Valley School District: If adding on or building a house, school fees will likely be charged.	Contact School District @ 415/454-2162

Bpc:Planning Submittal Requirements (rev 4/29/09)

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TOWN OF SAN ANSELMO ACKNOWLEDGEMENT OF PLANNING PERMIT PROCESSING COSTS

This form advises you of the costs that are involved in processing discretionary permits 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, to be responsible for the payment of all costs, both direct and indirect, associated with the processing of the discretionary permit application referenced below. The following fees are required to initiate permit processing:

DESCRIPTION OF PROJECT	COST
Annexation, Design Review-Residential, General Plan Amendment, Lot Line Adjustment, Tentative Map, Use Permit, Variance, Zoning Amendments	1,200 ⁽¹⁾⁽²⁾
Administrative Variance	\$ 720
Administrative Design Review	\$ 600
Administrative Commercial Design Review	\$ 360
Ministerial Review of Second Unit	\$ 720 ⁽⁵⁾
Sign Review (conforming)	\$ 119
Temporary Outdoor Display	\$ 100
Certificates of Compliance	\$ 1,200
Environmental Review Initial Study and Negative Declaration Environmental Impact Report	⁽³⁾ \$ 1,920 ⁽⁴⁾ Consultant cost plus 20%
Peer Review	Consultant cost plus 20%
Appeals	\$ 504
Hourly Research Fee	\$ 1119/hr
Plan Storage	\$ 2 per/page
General Plan Maintenance Fee	10% of application fee
Planning Technology Fee	5% of application fee
Planning Training Fee	5% of application fee

(1) 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.

(2) 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.

(3) Fees charged by outside agencies for review and processing of environmental documents will be charged to the applicant in addition to the fees herein.

(4) 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.

(5) 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 permit application, including all court costs and attorney fees should enforcement action be necessary, for the following address and project:

Applicant's signature _____

Phone Number () _____ Date: _____

Project _____
Address: _____