



PLANNING DEPARTMENT

525 San Anselmo Avenue, San Anselmo, California 94960  
 Tel. (415)-258-4616/FAX 454-4683/email: [planning@townofsananselmo.net](mailto:planning@townofsananselmo.net)

**GENERAL PLANNING APPLICATION FORM**

Job Site Address: <b>790 SIR FRANCIS DRAKE BLVD</b>	Assessor Parcel No.: <b>006-091-68</b>	Zone: <b>C-L</b>
Property Owner(s) Name: <b>GERRY HYNES</b>	Phone Numbers: Home: Work: <b>415-302-9743</b>	Fax Number: <b>415-256-1665</b> Cell Phone: E-Mail:
Mailing Address: <b>1914 WRIGHT AVE</b>	City: <b>RICHMOND</b>	State/Zip: <b>CA 94804</b>
Applicant(s) Name (contact person): <b>PATRICK COSENS</b> <b>FREDRIC C. DIVINE ASSOC.</b>	Phone Numbers: Home: Work: <b>415-457-0220 X102</b>	Fax Number: <b>415-454-9581</b> Cell Phone: <b>415-272-1252</b> E-Mail: <b>pcosens@fdivine</b>
Mailing Address: <b>1924 FOURTH ST.</b>	City: <b>SAN RAFAEL</b>	State/Zip: <b>94901</b> <b>architects.com</b>

TYPE OF APPLICATION/FEE	ACCOUNT	FEE	COSTS
<b>Planning Commission:</b> 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 <sup>(1)(2)</sup>	<u>\$1200</u>
Environmental Review/Negative Declarations/ Environmental Impact Reports	01.00.48057 01.00.20312	\$ 1,920 <sup>(3)(4)</sup> 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 <sup>(5)</sup>	
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	<u>600</u>
General Plan Maintenance Fee	01.00.48012	10% of application fee	<u>120,00</u>
Planning Technology Fee	01.0048058	5% of application fee	<u>60,00</u>
Planning Training Fee	01.0048059	5% of application fee	<u>60,00</u>
Appeal (to Planning Commission or Town Council)	01.00.48066	\$ 504	
Additional Planning Deposit and Research Fee	01.00.20312	\$ 119/hour	
<b>TOTAL APPLICATION FEE</b>			<b>\$</b>  <u>\$1446.00</u>

Notes: See Planning Division Acknowledgement of Application Fees

**DETAILED DESCRIPTION OF PROJECT:** TENANT IMPROVEMENT, OFFICE USE, AS FIRST IMPROVEMENT IN 2ND FLOOR OFFICE SHELL SPACE. AREA: 3,887 SF THIS WILL BE THE ONLY TENANT ON THE 2ND FLR.

**GENERAL INFORMATION:**

	EXISTING	PROPOSED
Lot Size	12,794 SF	
Dwelling Size	Total: 1 <sup>st</sup> story: 2 <sup>nd</sup> story: NA Basement/other:	Total: 1 <sup>st</sup> story: 2 <sup>nd</sup> story: Basement/other:
Other Building Size	Total: 9,289 SF 1 <sup>st</sup> story: 4,458 SF 2 <sup>nd</sup> story: 4,781 SF Basement/other: ROOF: 50 SF	Total: 1 <sup>st</sup> story: 2 <sup>nd</sup> story: Basement/other:
Parking <sup>1</sup>	Number of spaces & dimensions: Garage: Carport: Uncovered: 22	Number of spaces & dimensions: Garage: Carport: Uncovered:
Deck and Stairs	Deck: Stairs: NA	Deck: Stairs:
Porch	NA	
Lot Coverage or FAR <sup>2</sup>	F.A.R. .726	
Dwelling/Building Height Above Average Grade (roof peak) <sup>3</sup>	AVERAGE GR.: 72.00' BUDG HEIGHT: 90'-4" HEIGHT ON SFD: 28'	
Number of Stories	3	
Zoning	C-L	
Flood Zone	NO	

Notes:

1. Minimum parking dimensions are 9' wide by 19' long by 7' high.
2. **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 Residential zones R-1-H, R-1-C and R-1 and to all 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.
3. Average Grade: The average slope of the land in the building footprint only.

\_\_\_\_\_  
Signature of Property Owner

  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7/31/14  
\_\_\_\_\_  
Date



PLANNING AND BUILDING DEPARTMENT

Planning Division, 525 San Anselmo Avenue, San Anselmo, California 94960  
Tel. (415)-258-4616/FAX 454-4683/email: [planning@ci.san-anselmo.ca.us](mailto:planning@ci.san-anselmo.ca.us)

**USE PROPOSAL FORM: COMMERCIAL AND HOME OCCUPATION**

Complete the information below:

Property Address: 790 SIR FRANCIS DRAKE BLVD.	Assessor Parcel No.: 006-091-68	Zone: C-L
Applicant(s) Name (contact person): PATRICK COUSEUS FREDRIC C. DIVINE ASSOC. ARCHITECTS	Phone Numbers: <del>457-0220</del> Home: Work: 415 457-0220 x102	Fax Number: 415-454-9581 Cell Phone: 415-272-1252 E-Mail: <a href="mailto:pcouseus@fdivinearchitects.com">pcouseus@fdivinearchitects.com</a>
Mailing Address: 1924 FOURTH ST.	City: SAN RAFAEL	State/Zip: 94 <del>7842</del> 901

**DETAILED DESCRIPTION OF PROPOSED USE:**

Total number of employees: 18 Maximum number of employees on site at any one time: 18

Days of operation: MONDAY - FRIDAY Hours of operation: 8:30 TO 5:30

Maximum number of customers/clients expected daily: 0

Maximum number of daily vehicular trips associated with the use (including UPS, clients, etc.): \_\_\_\_\_

Type of machines, equipment, materials to be in use: COMPUTERS, PRINTERS

Number of on-site parking spaces (do not include street parking) 22

Square footage of building (all floors): 9,289 SF

Square footage of building intended for proposed use: 3,887 SF

Current/previous use of building: NEW BUILDING - FIRST OFFICE USE TENANT

Applicant's signature: [Signature] Date of application: 7/31/14

For Town Use Only:

Approved/Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_



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**USE PERMIT SUPPLEMENTAL QUESTIONNAIRE**

**Administrative Review** (Planning and Building Director): 1) Accessory use that is very low in scale, will not cause a significant increase in intensity of use of the property, and will not alter the primary use of the facility; and 2) Outdoor storage and display of merchandise, plants, and street furniture based upon one of the following: a) within all the commercial (C) districts: outdoor display and sale of merchandise for a limited time period, not exceeding thirty (30) consecutive days and not exceeding more than thirty (30) days in any one calendar year; and b) within all zoning districts: outdoor placement of plants and street furniture on public or private property in limited quantity which, in the opinion of the Planning and Building Director will not hinder the free use of the public sidewalk. Such plants and street furniture shall not bear signs, price tags, or other indications that the plants or street furniture is for sale or rent.

**Planning Commission Review:** The following applications are acted upon by the Planning Commission: 1) Any of the above applications referred by the Planning and Building Director; 2) All other use permit applications not identified above; and 3) Should a property require more than one planning application, and should any of those applications require Planning Commission review, then all planning applications associated with the property shall require Planning Commission review.

Complete the information below:

What is the most recent use of the building/tenant space prior to your occupancy? If this is an expansion of your existing use, so indicate.

NEW BUILDING · FIRST TENANT BUILD OUT.

PROPOSED USE: \_\_\_\_\_

Number of employees associated with the use who would work on-site: 18

	Day of Operation? (Yes or No)	Hours of Operation	Maximum no. of employees on-site at any one time	No. of vehicular trips typically expected (include deliveries/pick ups)	Number of clients/customers typically expected
Sunday					
Monday	YES	8:30 - 5:30	18		0
Tuesday	YES	}	}		
Wednesday	YES				
Thursday	YES				
Friday	YES				
Saturday					

If this space in this table is inadequate for complete answers, attach this information.



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Type of machines, equipment, materials used for business: COMPUTERS, PRINTERS,

Floor Area (square footage) of portion of the building intended for subject use:

Basement: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: 3,887 3<sup>rd</sup> Floor: \_\_\_\_\_

**For Second Living Units in Single Family Residential Zoning Districts:**

What was the date the unit was established? \_\_\_\_\_

**For All Use Permit Applications:**

List why the establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town: ESTABLISHED MARIN RISK MGMT AND INSURANCE SERVICES OFFICE. CUSTOMERS ARE NOT SERVED AT THE OFFICE. DIRECTLY ADJACENT TO BUS STOP. FITS THE PROFILE OF INTENDED TYPE OF USE FOR THIS NEW BUILDING.

**For Gasoline Stations In All Commercial (C) Zoning Districts:**

1) For Full Serve and Self-Service Gasoline Stations: Will all operations including storage, excepting service with gasoline, oil, air, and water be conducted within a closed building, as required by Code? \_\_\_\_\_ (yes or no).

2) For Self-Service Gasoline Stations: List why the granting of the use permit will not adversely affect the public health, safety, or welfare by either diminishing the availability of minor emergency health and safety services, including rest rooms and minor automobile repair: \_\_\_\_\_

**For Uses in Limited Commercial (C-L) Zoning District:**

1) Will the use generate traffic at a rate greater than: fifty (50) vehicle trip ends for each 1,000 gross square feet of gross leasable building area? NO. MAX RATE IS 2.24 IN FOR AM AND O' OUT

-OR-

2) Will the use generate traffic at a rate greater than the existing number of trips during the a.m. and p.m. peak hours generated by the existing use as of July 22, 1997 (the determination for vacant buildings will be the most recent use between February 26, 1991 and July 22, 1997) on Sir Francis Drake Boulevard (those numbers of traffic trips typically generated for existing and proposed uses shall be obtained from the current edition of Trip Generation, Institute of Transportation Engineers)? \_\_\_\_\_

**For On-Sale and Off-Sale of Beer and Wine in Conjunction with the Sale of Motor Fuel:**

List the substantial evidence in view of the whole record to justify the granting of a use permit: \_\_\_\_\_

Note that in addition to the standards listed in the state Business and Professions Code Licensing Restrictions, the Town has the authority to further condition this type of use permit.



**Demolitions of Commercial, Professional, and/or Residential Dwelling Structures:**

The Town encourages the preservation, maintenance, restoration, rehabilitation, moving or continued use of all structures of historic, cultural, or aesthetic value.

1) List why the failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this use permit requirement (examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships): \_\_\_\_\_

2) List why it is necessary to reveal previous architectural features covered up, such features that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area: \_\_\_\_\_

**Conversion of a Residential Use to Another Use for Buildings Constructed on or before May 22, 1997:**

The Town encourages the preservation, maintenance, restoration, rehabilitation, moving or continued use of all structures of historic, cultural, or aesthetic value.

1) List why the failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this use permit requirement (examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships): \_\_\_\_\_

2) List why it is necessary to reveal previous architectural features covered up, such features that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area: \_\_\_\_\_

**Animal Boarding Use in Commercial (C) Zoning Districts:**

Are all exterior walls soundproofed to eliminate potential animal noise to the exterior of the building? \_\_\_\_\_

**Light Manufacturing Use in Commercial (C) Zoning Districts:**

1) List why the use will not cause odors, noise, and other factors which make the environment less desirable: \_\_\_\_\_

**Note: Approval of a use permit may include the imposition of conditions of use**