



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 Planning Division Acknowledgement of Application Fees

DETAILED DESCRIPTION OF PROJECT: _____

GENERAL INFORMATION (REQUIRED):

	EXISTING	PROPOSED
Lot Size		
Original Construction Date		
Dwelling Size	Total: 1 st story: 2 nd story: Basement/other:	Total: 1 st story: 2 nd story: Basement/other:
Other Building Size	Total: 1 st story: 2 nd story: Basement/other:	Total: 1 st story: 2 nd story: Basement/other:
Parking ¹	Number of spaces & dimensions: Garage: Carport: Uncovered:	Number of spaces & dimensions: Garage: Carport: Uncovered:
Deck and Stairs	Deck: Stairs:	Deck: Stairs:
Porch		
Lot Coverage		
FAR ²		
Dwelling/Building Height Above Average Grade (roof peak) ³		
Number of Stories		
Zoning		
Flood Zone		

- 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

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 Division. 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

For Planning Commission Review

- Completed General Planning Application Form, Supplemental Questionnaires (if applicable)
- One PDF –Portable Document Format file of the all plans and exhibits.
- Fees
- Environmental Initial Study Questionnaire (if applicable)

For Administrative Review

- Completed General Planning Application Form, Supplemental Questionnaires (if applicable)
- One PDF –Portable Document Format file of the all plans and exhibits.
- Fees

General Requirements

- Plans should be clear and legible.
- Have a north arrow.
- Accurately scaled, graphic scale provided on each sheet. Scale minimum of 1" = 10' or 1/8" = 1' for site plans, and a minimum of 1/4" = 1' for floor plans and elevations.
- Be labeled with the project name and the name of the firm or individual who prepared the plan(s).
- Be folded to 9" x 14" maximum with the project title showing.

Site Plan

- Property boundaries and easements (attach any deed restrictions)
- Setbacks and building heights dimensioned (all structures located on the property).
- Foundation and rooflines of all existing and proposed structures located on the property.
- Foundation lines of all neighboring structures located within 20 feet of any property line.
- Driveways, parking, loading spaces, landscaped areas, patios, etc.
- Street right-of-way line(s), curb line(s) or pavement edge(s), sidewalks, and parkways.
- Location and type of all trees 22 inches in diameter or greater, measured 4.5 feet above grade. If you are removing or significantly pruning a tree(s) of this size or greater then a tree permit is required (see Dpt. of Public Works).
- 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).
- 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
- Flood Zone (if applicable)
- Other information to deem this application complete may be requested, including story poles. Story poles are required for Planning Commission Applications and most second story additions.

Floor Plans

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

Building Elevations

- Existing and proposed grade, wall, floor, and ridge height, roof pitch, as well as the appearance of the structure(s).
- 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.
 - Proposed and Existing Elevations on the same sheet
- Dimension all second story windows from finished floor to bottom of window sill.
- Provide a section through the proposed structure.
- Other information deemed necessary to evaluate this application.

Shade Study (if applicable)

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

Grading Permit (if applicable)

- 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.

Landscape Plans (if applicable):

- The type, size, and spacing of plants..
- Retaining walls, lighting, existing and proposed contours, if applicable.
- Other information deemed necessary to evaluate this application.

How long will it take?

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

Once the application is determined complete for processing, either a Planning Commission public hearing or 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.

Other Important Departments/Agencies:

<u>Ross Valley Fire Service:</u> Contact the Fire Inspector for their requirements (e.g., sprinklers, hydrants, turnouts, Urban Wildland Interface Code (WUI) regulations, etc.).	415/258-4688
<u>Building Division:</u> If you are increasing the occupancy (number of people) and/or altering the structural character of a building, you may trigger special requirements.	415/258-4616
<u>Public Works Department:</u> a) A permit from DPW shall be required to excavate, grade, or fill where twenty-five (25) or more cubic yards of earth or material are moved (and may require Planning Commission review; b) Permits to excavate, grade, or fill shall not be issued for an activity commencing in, or continue into, the rainy season (October 15th to April 15th) unless the Public Works Director determines that no imminent public or private safety concerns exist or that grounds for an exception apply. All required temporary and/or permanent erosion control measures shall be in place prior to October 15 th ; c) construction or repair of any pier, retaining wall, slope protection structure, dam, bulkhead, building, bridge or other structure in, over, or within fifteen (15') feet of the bank of any watercourse first requires a permit from the Public Works Director.	415/258/4616
<u>Marin Municipal Water District:</u> Your project may generate the need for additional water.	415/924-4600
<u>Ross Valley Sanitary District:</u> if you are adding on or building new, you may need to upgrade or install a lateral sewer line.	415/461-1122
<u>Ross Valley School District:</u> If adding on or building a house, school fees will likely be charged.	415/454-2162