



PLANNING DEPARTMENT

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

GENERAL PLANNING APPLICATION FORM

Job Site Address: 921 Sir Francis Drake Blvd	Assessor Parcel No.: 006-073-09	Zone: R-3
Property Owner(s) Name: Red Hill Church	Phone Numbers: Home: michael Shearly Work:	Fax Number: n/a Cell Phone: 415-755-7224 E-Mail: pastor@redhillchurch.com
Mailing Address: 921 Sir Francis Drake Blvd	City: San Anselmo	State/Zip: CA, 94960
Applicant(s) Name (contact person): Amber SMITH	Phone Numbers: Home: Work:	Fax Number: n/a Cell Phone: 415-377-8541 E-Mail: amber@lpkids.com
Mailing Address: 821 San Anselmo Ave	City: San Anselmo	State/Zip: CA, 94960

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⁾	1200
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	800
General Plan Maintenance Fee	01.00.48012	10% of application fee	120
Planning Technology Fee	01.0048058	5% of application fee	60
Planning Training Fee	01.0048059	5% of application fee	60
Appeal (to Planning Commission or Town Council)	01.00.48066	\$ 504	
Additional Planning Deposit and Research Fee	01.00.20312	\$ 119/hour	
TOTAL APPLICATION FEE			\$ 1,440.00

Notes: See Planning Division Acknowledgement of Application Fees

\$ 1,440.00



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**USE PERMIT SUPPLEMENTAL QUESTIONNAIRE
(EXCERPT FOR GENERAL USE PERMITS ONLY)**

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.

Weekly – organized community events and sports (San Anselmo Rec.) Weekends – Sunday school, Church services and events.

PROPOSED USE:

A French-immersion preschool for children ages 2-5 years old

Number of employees associated with the use who would work on-site: <7

	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	no	n/a	n/a	**See addendum	n/a
Monday	yes	8am -5:30pm	7	40-60	20-30
Tuesday	yes	8am -5:30pm	7	40-60	20-30
Wednesday	yes	8am -5:30pm	7	40-60	20-30
Thursday	yes	8am -5:30pm	7	40-60	20-30
Friday	yes	8am -5:30pm	7	40-60	20-30
Saturday	no	n/a	n/a	n/a	n/a

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



Type of machines, equipment, materials used for business: School supplies and toys.

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

Basement: n/a 1st Floor: 2,856 Sq. Ft. 2nd Floor: n/a 3rd Floor: n/a

For Second Living Units in Single Family Residential Zoning Districts:

What was the date the unit was established? 1964

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:

There is no need for any structural changes to be made to the existing building to open as a preschool. This property is already appropriately zoned for educational purposes; we propose to merely fill one wing of the church building with a more regularly scheduled use.

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

S:\PLANNING\FORMS AND HANDOUTS\FORMS\Supplemental Questionnaires\Use Permit Supplemental Excerpt of Form for General UP Only.doc

**** ADDENDUM:**

- Up to 10 Children potentially dropped off between 8 am and 9 am (morning extended care hours). Will be advised NOT to make a right turn onto Sais Ave from SFD Blvd. as per the current posting (No right turn 7 am – 9am).
- Remainder of students to be dropped off between 9 am and 9:30 am, estimated 15 – 25 vehicles, parked for up to 15 minutes for preschool drop-off and sign-in procedures.
- Approx. up to 20 children picked up between 12:50 pm and 1:15 pm (end of regular morning program). Up to 20 vehicles parked for up to 15 minutes each for preschool pick-up and sign-out procedures.
- Approx. up to 20 children picked up between 3 pm and 3:30 pm (end of afternoon program – post naptime). Up to 20 vehicles parked for up to 15 minutes each for preschool pick-up and sign-out procedures.
- Approx. 8 – 15 remaining children to be picked up between 5 pm and 5:30 pm (end of full-day program- afternoon extended care hours) vehicles parked for up to 15 minutes each for preschool pick-up and sign-out procedures.

Maximum traffic based on capacity of 30 children =

- 60 client vehicle visits per day (more likely to be between 26-42 vehicle visits per day based on projected enrollment).
PLUS
- 7 LPJ teachers/employees (7 maximum – more likely to be 4-5 based on projected enrollment and hiring needs) arriving to and leaving parking lot between 8 am and 6 pm.

= 67 MAXIMUM TOTAL VISITS