



TOWN OF
SAN ANSELMO
EST. 1907

PROJECT PRE-APPLICATION MEETING PROCEDURES

Revised February 2021

THE PROJECT PRE-APPLICATION MEETING PROCESS

The Project Pre-Application Meeting provides members of the public the opportunity to discuss code requirements, planning processes and departmental policies related to a specific proposed project with the Planning, Building, Public Works, and Fire departments.

FEES¹ (\$409.00 for Residential properties, no charge for Commercial)

If a meeting is canceled, there is a Refund Processing Fee charge of \$200.00; any difference on payment made will be refunded. *Please make check payable to: Town of San Anselmo. We accept Visa and MasterCard (No American Express).*

APPLYING FOR A PRE-APPLICATION REVIEW MEETING

All applicants must complete and submit the attached application. This can be dropped off in person, mailed in, or emailed to permits@townofsananselmo.org. Application forms are available in our website at www.townofsananselmo.org.

With your application, be sure to include:

- 1. Assessor's Parcel Number(s) on all correspondence.*
- 2. Brief description of the proposed project.*
- 3. Recent photographs of the project site.*
- 4. The existing and proposed site plan, floor plans, sections, and elevations structures.*

PROJECT REVIEW MEETING SCHEDULING

Project Review Meetings are scheduled weekly on Thursday afternoons. Appointments vary depending on availability of slots, amount of applications received, and availability of the staff. Your appointment will usually be scheduled within one (1) to two (2) weeks and is on a first-come-first-serve basis. Appointment can be rescheduled if we are notified before 12:00 noon the day before your scheduled appointment. These may be scheduled virtually or in person.

1. Fees are based on an hourly rate for department staff time

PROJECT PRE-APPLICATION FORM

PROJECT ADDRESS: _____

Name _____ Phone: _____

Email: _____

Address _____

Owner _____

PROJECT INFORMATION:

Property Address _____

How many units does the subject property have? _____

Assessor's Parcel Number(s) _____ Zoning District _____

PROJECT DESCRIPTION / PURPOSE OF MEETING: (Use attachments if necessary)

Land Use Type	Existing	Proposed	Net Change
Number of Dwelling Units:			
Commercial Square Footage:			
Retail:			
Office:			
Number of Hotel Rooms:			
Industrial Square Footage:			
Other Uses: _____			
Number of Parking Spaces:			

OTHER ATTACHMENTS INCLUDED IN APPLICATION: