



## PROJECT REVIEW MEETING APPLICATION PROCEDURES

Effective January 16, 2014

### **THE PROJECT REVIEW PROCESS**

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

### **FEES<sup>1</sup> \$400.00 for Residential properties (no charge for Commercial)**

**If a meeting is cancelled, there is a Refund Processing Fee charge of \$200.00; any difference on payment made will be refunded.**

***Please make check payable to: The Town of San Anselmo.  
We accept Visa and Master Card (No American Express).***

### **APPLYING FOR A PROJECT REVIEW MEETING**

Applicants must submit a completed application form either by person, mail, or email. Application forms are available in our website at [www.townofsananselmo.org](http://www.townofsananselmo.org) and at Public Works, Planning and Building Information Counter at 525 San Anselmo Ave, San Anselmo, CA 94960.

Email: [permits@townofsananselmo.org](mailto:permits@townofsananselmo.org).

**Always include the Assessor's Parcel Number(s) on all correspondence, including a brief description of the proposed project. Please submit (if available) recent photographs of the project site, the proposed site plan, floor plans, and sections and elevations of existing and proposed structures. Please retain a copy of the application form for your records.**

### **PROJECT REVIEW MEETING SCHEDULING**

Project Review Meetings are scheduled weekly on Thursday afternoons. Appointment varies depending on availability of slots, amount of applications received, and availability of the staff. Scheduling of appointments is usually 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. Please arrive 15 minutes prior to your scheduled start time and check-in at the front counter for Public Works, Planning and Building Departments at 525 San Anselmo Ave.

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

**PROJECT REVIEW MEETING 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:			