



## Submittal Requirements

### Development Projects

The planning department will review the application against this checklist to determine if each of these items has been submitted. If an item is not submitted, please explain why it was not submitted. If any item is missing, the application can be considered incomplete and may be subject to an additional 30 day review period after revised application materials are submitted. So, please review this list carefully. Frequently missing items are existing and proposed elevations on the same sheet and required neighbor acknowledgements.

- Complete online application** (link available [here](#))

Applied in our system before: <https://sanan-trk.aspgov.com/eTRAKIT/login.aspx?It=either&rd=~ /ProjectApplication/step1.aspx>

New users “create new public user account”: <https://sanan-trk.aspgov.com/eTRAKIT/PublicUserAccount.aspx?action=npa&rd=~ /ProjectApplication/step1.aspx>

- Supplemental Questionnaires** with facts that address the required findings
- Narrative** describing the project (may be on project plans)
- [Neighbor Acknowledgement Forms](#) signed by all adjacent property owners and those across the street.** Alternatively, neighbors may sign a set of plans that are dated.

The Town seeks to maintain a sense of community, preserve neighbor relations, and avoid appeals of planning decisions. The Town has found that requiring early conversations between neighbors allows neighbors to work out issues prior to a public hearing and results in the fewest appeals. The Town requires all applicants to take reasonable steps to discuss the project with neighbors prior to submittal, so that you may address neighbor concerns prior to submittal. Staff may provide you with names and addresses for the property owners.

We recommend holding an event to inform neighbors of the project in person. Alternatively, applicants may have in-person contact with each property owner. Applicants must describe the proposed project and explain the project plans.

If you are unable to contact a neighbor, provide information on what attempts were made to contact the neighbor. Only as a last resort, proof of notification may consist of a notice and reduced copies of the depiction of the project (no smaller than 8-½” x 14”) sent by certified U.S. mail, return receipt requested. The applicant must submit the return receipts in lieu of the Neighbor Acknowledgment Form.

Contact staff if the neighbor refuses to acknowledge in writing that you have reviewed the plans with them.

- Portable Document Format (pdf) file** of all application materials, plans and exhibits via USB flash drive, email, file sharing link, or uploaded through Town website. Plans shall be PDF format for posting on the Town’s website during review and through appeal period.
- Fees** Staff will calculate fees after you apply on line and we review the plans. A project is not considered accepted and will not be circulated for review until fees are paid.
- Title Report and copies of any Covenants, Conditions, Restrictions and Easement Documents** Required for new homes and may be required for additions outside of the existing building envelope. Staff needs to ensure proposed work will not conflict with any easement or recorded building restriction on the site.
- Plans** Plans should be clear and legible. On each sheet:
  - North arrow
  - Project address and Assessor’s Parcel Number
  - Dates of preparation and revision
  - Scale, drawn to fill the page at 1/4 inch or 1/8 inch.
  - Name of the firm or individual who prepared the plan(s)
  - For applications to modify a prior approval, the plans must clearly show the approved and modified project with all changes clouded.

**PLAN REQUIREMENTS**

*These requirements may be modified by Town staff to omit items based on the scope of the project.*

**Project Data and Vicinity Map** – Data table and vicinity map shall be printed on the plan cover sheet.

- Project Address, Assessor’s Parcel Number (APN), Zoning District
- Lot Area (certified surveyor’s report may be required)
- Site Data Table in Town Format (see last pages – available in Word on town website). Please refer to code for what is included/excluded from Adjusted Floor Area for [flatland/below 150 Mean Sea Level](#) and [hillside lots/any portion above 150 Mean Sea Level](#) (notes to Table 4E).
- Note if project site in a Special Flood Hazard Area (SFHA). If project site in SFHA, project must be discussed with Public and Public Works Department prior to application submittal. An Elevation Certificate with the Base Flood Elevation (BFE) and elevation of the lowest floor of the proposed structure shall be provided.
- Small vicinity map showing the location of the project site within the Town (does not need to be drawn to scale)

## Existing/Proposed Site Plan

*Applicants should note that licensed architects are not authorized under State law to represent property lines or the relationship of a building to a property line without having the information prepared (signed and stamped) by a licensed land surveyor. For questions, contact the Board for Professional Engineers, Land Surveyors, and Geologists, 2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2926, <http://www.bpelsg.ca.gov/>.*

- Property boundaries with lot dimensions
- All easements (submit any deed restrictions and easement documents, as noted above)
- Topographic elevation of the first floor level and spot elevations of existing and finished grade around property and adjacent to building footprint for height measurement
- Required setbacks
- Dimension all proposed setbacks
- Foundation and rooflines of all existing and proposed structures (garages, sheds, etc.) located on the property
- Show all adjacent building footprints, patios, windows and trees located within 20 feet of any property line
- Dimensions from existing/proposed structures to nearby/adjacent buildings
- Dimensions between buildings on the same site and buildings to nearby trees
- Use shading, hatching or other method to indicate additions
- Driveways, parking (with dimensions), landscaped areas, patios, etc. (note paving materials and dimension driveway width). Minimum parking space dimensions are 9 feet in width by 19 feet in length, and 7 feet of vertical clearance.
- Street right-of-way line(s), curb line(s) or pavement edge(s), sidewalks, street trees and parkways (label distance between street curb and property line)
- Location, size, species and dripline/canopy of all trees 12 inches in diameter or greater (7 inches in diameter or greater for undeveloped lots), measured 4.5 feet above grade. Indicate trees that are proposed for removal. Consider tree removal required by Fire Code. See Ross Valley Fire Department Standard 220 <http://www.rossvalleyfire.org/documents/prevention/standards/220%20-%20Vegetation%20Fuels%20Management%20Plan.doc%20Final.pdf>. A tree permit application may be required from Public Works. Location of proposed replacement trees.
- 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)
- Outdoor mechanical equipment (pool equipment, air conditioners, etc.)
- Existing and proposed 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
- Delineate any Special Flood Hazard Area and determine the base flood elevation (if applicable).

#### **Floor Plans (Existing and Proposed)**

- Provide dimensioned floor plans for all floor levels including basements, lofts, mezzanines and attics. Adequate exterior dimensions are required in order to confirm Floor Area, which is measured to outside wall framing.
- Use of all rooms
- Window and door locations
- Ceiling heights
- Parking space dimensions
- Use dashed lines for demolished features and solid lines for new features
- Identify total floor area for each level and identify areas excluded from floor area

#### **Roof Plans (Existing and Proposed)**

- Roof plans must include pitch, overhangs and skylights.

#### **Building Elevations (Existing and Proposed)**

- Existing and proposed elevations for each side of all buildings to be changed or affected by new construction
- Plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation).
- Depict all exterior features and openings
- Note material and finish for roofing, siding, windows, entry and garage doors, trim, railing, eaves, etc.
- Existing and proposed grade, wall, floor, and ridge height, roof pitch
- Exterior light fixtures

- If the height of the building is changing, show the average slope at the building footprint and the height limit
- Where appropriate, show adjacent features such as fences, landscaping, and other buildings and property lines
- Dimension all second story windows from finished floor to bottom of window sill

**Building Sections** (two sections minimum)

Provide building sections showing roof pitch, floor to floor heights, topographic height of first floor, floor to grade heights, plate heights at upper levels, attic, basements, stairs, crawl space, natural grade, etc.

**Boundary/Topographic Survey**

Required for: 1.) any new main building; or 2.) other projects as determined necessary by the planner.

- Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, curb and sidewalk, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height will be measured.
- Wet-stamped and signed by a licensed California surveyor or appropriately licensed civil engineer
- Minimum scale 1/10" = 1'
- If located within a Special Flood Hazard Area, provide the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.
- If the project is located adjacent to a creek or waterway, show top of bank and any easement line.
- Site surveys that more than a year old need an updated survey certification.

**OTHER MATERIALS**

- Color rendering of proposed exterior
- Color board to include exterior finish/color, window trim, roof material, siding materials, etc. Photographs of the existing property and abutting neighbors.

**Story Poles**

Story poles are required for Planning Commission Applications, second story additions and other projects as determined necessary by the project planner. Story poles must be erected at least 10 days prior to public hearing in order to allow neighbors to provide input on impacts.

Poles must be removed after the 10-day appeal period, unless an appeal has been filed.

- Story pole plan depicting location and elevations of the story poles.
- Story Pole certification may be required.

### **Arborist Report**

- Required for projects involving any construction activity (including paving, storage of materials, and parking of vehicles) within the drip line of a tree 22 inches in diameter or greater, measured 4.5 feet above grade. Submit a certified arborist's report describing the tree(s) condition and structure, assessing the project's impacts on the tree(s), and recommending preservation measures both during and after construction, as applicable.

### **Existing/Proposed Shadow/Shade Study**

A shadow/shade study is required for all new structures and all additions that exceed 14 feet in height, or other projects as determined necessary by staff. Project planner may waive this requirement due to site circumstances (such as existing tree screening that will remain).

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

### **Grading Information**

- 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. If Planning Commission grading permit is required:

- Geotechnical analysis
- Grading plan
  - Prepared by a licensed surveyor, architect or engineer
  - Provide estimated quantities and locations of cut and fill
  - Show existing and final elevations

### **Preliminary Drainage and Grading Plan**

- Required for all new units, including stormwater measures

### **Landscape Plan**

Required for new single-family homes and substantial remodels/demolitions. The plan must be designed in accordance with Marin Water Water Efficient Landscape Code and the Ross Valley Fire Department (RVFD) Standard 220, if applicable.

Landscape plans should be prepared by a professional with expertise to prepare planting and irrigation plans that comply with Town guidelines as well as water efficient landscape and fire safety requirements. Refer to the California State Business and Professions Code Section 5640 for plan preparation licensing requirements.

***Special Note on Landscaping During Drought:***

Marin Water has special landscape rules and additional restrictions may be put into place. Marin Water prohibits using potable water for installation of any new landscaping until after the termination of the current drought. Applicants for new water service connections (new, additional, expanded or increased-in-size potable water service connections, meters, and service lines approved as of July 21, 2021) will only be approved if the proposed project does not include any new landscaping that will be irrigated using potable water, or no new landscaping that will be irrigated with potable water will be installed in connection with the proposed project until after the termination of the drought.

***For rehabilitated landscaping:***

Applicants must comply with limited irrigation watering days or defer installation until after the drought.

- During drought: Information on when proposed landscaping will be installed**
- Lot lines
- Location of all proposed major plants, trees, and landscape features
- Trees to be removed and trees to be retained (numbered consistent with any arborist report)
- Location of all structures and hardscape surfaces
- Landscape element details, location, type, and size (fences, trellises, trash enclosure, lighting, etc.). Multifamily projects shall identify adequate space for required containers for landfill, composting and recycling for each unit.
- Plant list including the type, size, spacing, and mature height of all proposed landscape and identify:
  - Low water use (W)
  - Native plant (N)
  - Fire resistant plant (F)
- Retaining walls, lighting, existing and proposed contours, if applicable.

**Neighborhood Context**

Required for all new units, may be required for second story additions (staff may waive if buildings are far apart)

- ❑ Streetscape Elevation (line drawing of the proposed project’s street-facing elevation(s) along with the street-facing elevation of one structure on each side of the proposed structure, drawn to scale). To the highest degree possible, the drawing should accurately show building heights and profiles with dimensions. Trees, if shown, should be in outline form so as not to obscure structures.

### **Historic Resource Evaluation**

An historic resource evaluation is required for demolition/exterior change to buildings that are 50 or more years of age (and some younger structures) to evaluate the eligibility of the property for listing in the state and national historic registers and to determine if there are facts to support a finding that the structure may be historic to San Anselmo. This evaluation is required in order to complete the California Environmental Quality Act (CEQA) review.

In some instances, Town staff may waive the requirement for the historic resource evaluation. For example, staff may waive the requirement if it is very obvious that substantial amounts of new materials have been incorporated into the building or it no longer retains basic design features that convey an historic appearance. Any staff decision to waive an historic resource evaluation may be reversed by the Planning Commission during review of an application.

In order for a property to be eligible for listing in the California Register, it must be found significant under one or more of the following criteria.

- *Criterion 1 (Events):* Resources that are associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.
- *Criterion 2 (Persons):* Resources that are associated with the lives of persons important to local, California, or national history.
- *Criterion 3 (Architecture):* Resources that embody the distinctive characteristics of a type, period, region, or method of construction, or represent the work of a master, or possess high artistic values.
- *Criterion 4 (Information Potential):* Resources or sites that have yielded or have the potential to yield information important to the prehistory or history of the local area, California, or the nation.

In order to qualify for listing in any local, state, or national historic register, a property or landscape must possess significance under at least one criterion above and retain “integrity.” Integrity is defined by the California Office of Historic Preservation as “the authenticity of an historical resource’s physical identity by the survival of certain characteristics that existing during the resource’s period of significance.”

The Town does not have a local register of historic resources. The evaluation must provide background information regarding the building’s history and construction, as well as address its historic significance and integrity. To complete the evaluation, the consultant must complete State of California Department of Parks and Recreation (DPR) 523A (Primary Record) and 523B (Building, Structure, and Object Record) forms for the property, or provide an equivalent



report.

Alternatively, applicants may submit a Secretary of Interior Standards Compliance Analysis that confirms the project complies with the Secretary of Interior Standards for the Treatment of Historic Property. The analysis must be prepared by someone that meets the minimum qualifications of a professional in the discipline of Historical Architecture, as defined in the Secretary of Interior's Standards.

### **Verify Demolition Threshold**

If more than 50% of the exterior walls are removed or demolished, a Demolition Permit and Design Review is required and the structure must be brought into compliance with current zoning regulations. Exterior wall elements include, but are not limited to, the subsurface or non-decorative cladding necessary for structural support, columns, studs, cripple walls, windows and doors. To be considered a retained exterior wall, the wall must retain studs or other structural elements.

- If 40% or more of the exterior walls will be demolished:
  - Provide a detailed calculation in square feet of existing wall areas and demolished wall areas.
  - Provide elevations that details all existing exterior areas to remain and to be demolished.
  - Verification from project structural engineer may be required.
- Prior to issuance of a building permit for a project where the work will result in the removal of over 40 percent of the exterior walls, the building permit applicant shall submit written verification from a registered structural engineer certifying that the exterior walls shown to remain are structurally sound and will not be required to be removed for the project. **If a project goes beyond the 50% threshold during demolition/construction, the project will be issued a stop work order** until the project receives Design Review and Demolition Permit approval and complies with all applicable planning standards (such as parking, floor area ratio, setbacks, and height limits). Prior to issuance of a building permit, the Planning Department may require the property owner and contractor to sign an affidavit to the Town that they are aware of the Town's definition of a demolition and the penalties associated with an unlawful demolition.

### **Additional Requirements for Multifamily and Non-Residential Projects**

- Statement indicating whether the proposed project site is on the lists of hazardous waste sites compiled pursuant to Government Code Section 65962.5 by the California Secretary for Environmental Protection. Data lists / maps are available at the following website (check multiple lists and categories):  
<http://www.calepa.ca.gov/SiteCleanup/CorteseList/>
- Photo simulations/photo montage. Submit photos of the site before and after project, from at least four angles that demonstrate maximum impact on views from surrounding properties.

- Report by a qualified professional that identifies if the site is habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).
  
- Creek information. Required for any project within 15 feet of the top of bank of a creek. Submit a topographical survey with two-foot contour intervals showing creek top of bank and existing and proposed development. Submit a report by a licensed engineer or geologist with expertise in hydrology or slope stability, which demonstrates that the project will not:
  1. Create, exacerbate, or prevent the abatement of erosion and bank destabilization problems;
  2. Increase stormwater runoff into the creek;
  3. Degrade water quality from construction activities (i.e., increased sedimentation and particulates from disturbed soils, pollution from motor oil, or other toxics and trash);
  4. Eliminate or degrade significant in-stream or riparian corridor habitat; or
  5. Prevent establishing stable banks and/or a headwall at a culvert intake or outflow, or otherwise impede or complicate access to a culvert for maintenance or repair.
  
- State General Construction Permit. Required for projects disturbing one acre or more of soil (or less than one acre if part of a larger development plan that disturbs one acre or more). Submit a copy of the Notice of Intent (NOI) submitted for the State General Construction Permit. A copy of the project's Storm Water Pollution Prevention Plan (SWPPP) must also be submitted prior to building permit issuance. Further information available at:  
[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml)
  
- Phase I or II Assessment. Required for projects involving excavation on sites with a history of soil and/or groundwater contamination (for example, site occupied at any time by an auto repair business, gas station or dry cleaner).

## Existing and Proposed Conditions

### Residential Lots Above 150 Mean Sea Level

The following table should be placed on the cover sheet of the plan set in this format.

If something is inapplicable to your project please indicate "Not Applicable" or "N/A" in the appropriate box, do not leave cells blank.

	Existing	Proposed	Code
<b>Zoning</b>			
<b>General Plan Designation</b>			
<b>Flood Zone</b>			
<b>Lot Area (Sq. Ft.)</b>			
<b>LOT COVERAGE</b>			
Lot coverage (sq. ft.) – footprint of all structures, porches, roof overhangs over 2 feet, and decks >18 inches above grade.			
Lot coverage %			35%
<b>FLOOR AREA</b>			
<b>Adjusted Floor Area (sq. ft.)</b>			
First Floor			
Second Floor			
Other Floors			
Garage area over 500 sq. ft.			
Potential living space with minimum dimensions of 8' x 10' and 7.5 feet of head room			
Accessory Dwelling Unit(s)			
Accessory Structures			
<b>Total (sq. ft.)</b>			
<b>Adjusted Floor Area Ratio %</b>			
Garage area			
<b>SETBACKS</b>			
Front			
Side			
Side			
Rear			
Street Side (if applicable)			
<b>HEIGHT / STORIES</b>			
Maximum height above average existing grade			
Stories			
<b>PARKING</b>			
Onsite parking			
<b>GRADING QUANTITIES</b>			
Cut			
Fill			
Total Combined			
Off-Haul			

## Existing and Proposed Conditions

### Residential Lots Below 150 Mean Sea Level

The following table should be placed on the cover sheet of the plan set in this format. If something is inapplicable to your project please indicate "Not Applicable" or "N/A" in the appropriate box, do not leave cells blank.

	Existing	Proposed	Code
<b>Zoning</b>			
<b>General Plan Designation</b>			
<b>Flood Zone</b>			
<b>Lot Area (Sq. Ft.)</b>			
<b>LOT COVERAGE</b>			
Lot coverage (sq. ft.) – footprint of all structures, porches, roof overhangs over 2 feet, and decks >18 inches above grade.			
Lot coverage %			35%
<b>FLOOR AREA</b>			
<b>Adjusted Floor Area (sq. ft.)</b>			
First Floor			
Second Floor			
Other Floors			
Garage area over 400 sq. ft.			
Basement			
Crawl Space with concrete floor			
Attic with floor			
Areas with ceiling > 15 feet in height			
Accessory Structures			
Accessory Dwelling Unit(s)			
<b>Total (sq. ft.)</b>			
<b>Adjusted Floor Area Ratio %</b>			
Garage area			
<b>SETBACKS</b>			
Front			
Side			
Side			
Rear			
Street Side (if applicable)			
<b>HEIGHT / STORIES</b>			
Maximum height above average existing grade			
Stories			
<b>PARKING</b>			
Onsite parking			
<b>GRADING QUANTITIES</b>			
Cut			
Fill			
Total Combined			
Off-Haul			

## Existing and Proposed Conditions

### Non Residential and Multifamily Districts

The following table should be placed on the cover sheet of the plan set in this format. If something is inapplicable to your project please indicate "Not Applicable" or "N/A" in the appropriate box, do not leave cells blank.

	Existing	Proposed	Code
<b>Zoning</b>			
<b>General Plan Designation</b>			
<b>Flood Zone</b>			
<b>Lot Area (Sq. Ft.)</b>			
<b>LOT COVERAGE</b>			
Lot coverage (sq. ft.) – footprint of all structures, porches, roof overhangs over 2 feet, and decks >18 inches above grade.			
Lot coverage %			
<b>FLOOR AREA</b>			
<b>Adjusted Floor Area (sq. ft.)</b>			
First Floor			
Second Floor			
Other Floors			
Accessory Structures			
Garage area			
<b>Total (sq. ft.)</b>			
<b>SETBACKS</b>			
Front			
Side			
Side			
Rear			
<b>HEIGHT / STORIES</b>			
Maximum height			
Stories			
<b>PARKING</b>			
Onsite parking			
<b>GRADING QUANTITIES</b>			
Cut			
Fill			
Total Combined			
Off-Haul			