

Submittal Requirements
Single Family Residential

- General Planning Application Form**
- Supplemental Questionnaires** addressing the required findings
- Narrative** describing the project
- 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. Sheets shall be in one PDF file and optimized for printing to 11 inch by 17-inch paper.

- Fees**

- 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)
- Existing, Allowable, and Proposed Adjusted Floor Area Ratio (FAR) (sq. ft. and %), detail floor area for each level and all areas excluded from floor area. "Floor area ratio (FAR)" means the ratio between the total floor area of a building or buildings located on a lot and the area of that lot in gross square feet. 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).
- Existing, Allowable and Proposed Lot Coverage (sq. ft. and %, limited to 35% of lot area). "Lot Coverage" means the land area covered by all buildings and improvements with a finished height above grade of 3 feet or more, including all projections with the exception of roof eaves which project less than 2 feet from the face of a building.
- 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 (attach any deed restrictions and easement documents)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

- 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.

Green Building Information

- Identify expected green building measures to be included in the project to achieve the compliance thresholds required under the Town Green Building Ordinance. Applicants should identify any anticipated difficulties in achieving compliance and any exemptions from the requirements of this chapter that may be requested.

Shadow Study

For all new main structures, additions exceeding 14 feet in height on sites adjacent to residential use, 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 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 homes, including stormwater measures

Landscape Plan

Required for new single-family homes and substantial remodels/demolitions. The plan must be designed in accordance with Marin Municipal Water District (MMWD) 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.

- 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.)
- 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 homes, 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.