



APPLICATION FORM FOR HOUSING DEVELOPMENT PROJECTS

This application form is to be used only for "Housing Development Projects" as defined in §65589.5 of the California Government Code, subject to the provisions of the Housing Accountability Act (HAA), Senate Bill 35 (SB 35), Senate Bill 6 (SB 6) and Assembly Bill 2011 (AB 2011).

PROPERTY

Address(es):

Assessor's Parcel Number(s):

APPLICANT	PROPERTY OWNER(S)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

PROJECT DESCRIPTION

PROJECT DATA	Existing	Proposed
Zoning		
General Plan Designation		
Flood Zone		
Lot Area (sq. ft.)		
Lot coverage (sq. ft.) – footprint of all structures, porches, roof overhangs over 2 feet, and decks >18 inches above grade.		
Lot coverage %		
Floor Area (sq. ft.)		
First Floor		
Second Floor		
Other Floors		
Accessory Structures		
Garage area		
Total Floor Area (sq. ft.)		
Residential Floor Area		
Non-Residential Floor Area		
Building Setbacks (in feet measured to development site lines)		
Front		
Side		
Side		
Rear		
Maximum building height		
Building height from grade to highest eave		
Building height from grade to highest parapet		
Number of stories		
Number of on-site motor vehicle parking spaces		
Number of bicycle parking spaces		
Number of carshare parking spaces		
Number of carpool parking spaces		
Grading Quantities (cu. yds.)		
Cut		

Fill		
Total Combined		
Off-Haul		

PROJECT UNIT MIX

Proposed number and size (number of bedrooms) of market rate units:

Proposed number, size, and level of affordability of inclusionary units (required pursuant to Title 10 Chapter 21 of the Municipal Code):

IF THE PROJECT WILL UTILIZE THE STATE DENSITY BONUS LAW, INDICATE THE FOLLOWING:

Proposed number of base units:

Proposed number, size, and level of affordability of affordable units (including required inclusionary units):

Proposed number and size of bonus units:

Percent density bonus proposed pursuant to Government Code §65915:

Proposed incentives, concessions, and waivers as authorized under Government Code §65915(d) and (e) [itemize below]:

EXISTING USES

Existing uses on the site:

If residential uses were on site within the last 10 years:

Indicate whether units have been owner or renter occupied:

Provide income of existing tenant or last tenant in occupancy, if known:

Number of residential units of the site(s) to be demolished:

Number of occupied residential units on the site(s) to be demolished:

- No net loss of residential units will occur through this project, pursuant to Senate Bill 330.

IF THE PROJECT WILL UTILIZE STATE STREAMLINING LAWS, INDICATE INTENT TO UTILIZE THE FOLLOWING:

- Senate Bill 35
- Senate Bill 6
- Assembly Bill 2011
- Other:

REQUIRED APPLICATION MATERIALS

(Note: For definitions of technical terms see Section 10-3.1702 of the San Anselmo Municipal Code.)
 For all application materials, please provide a scale, name of the organization or individual who prepared the plan(s), north arrow, and dates of plan preparation and revision. For applications to modify a prior approval, the plans must clearly show the approved and modified project with all changes clouded.

Development Site Plan showing the entirety of all parcels subject to the application, as bounded by property lines, even if located outside of a development site(s), including the following:

- Property lines, property line dimensions, and distance from center-line of adjacent street(s) to property line(s);
- Development site boundaries, including dimensions, and measurements from the development site lines to property lines (if applicable); and where a project has more than one development site, each development site shall be clearly delineated;
- If the property is split zoned, the zoning boundary must be indicated;
- Required and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, concrete bus pads, etc.) dimensioned from street center-line, as directed by the Public Works Department; and if additional right-of-way is required, also depict the required area of land dedication;
- Proposed and existing (to be retained) primary buildings (separately depicting the “main body” and “wings”), accessory structures, trellises, covered walkways, and all other structures, showing the dimensions of each building/structure;
- Setback lines and dimensions from all development site lines (not property lines) to each building façade(s), private frontage element(s), massing feature(s) and parking facilities;

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- Distance dimensions from building walls between each building/structure;
 - Depiction of the required “façade zone” (the area between the minimum and maximum setback lines), and the portion of the building(s) within the “façade zone” (in square feet and a percentage);
 - Linear extent (in feet) of ground floor non-residential façade along the public street frontage (if applicable);
 - Distance dimensions depicting the encroachment of frontages and architectural features into the minimum setbacks;
 - Recorded, prescriptive, and proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated;
 - Driveways, private roadways, alleys, passageways, emergency vehicle turn-arounds, walkways, and other hard surfaces, including all surfacing materials (asphalt, concrete, gravel, pavers, etc.);
 - Accessible (“ADA”) path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;
 - Vehicle parking stalls (with stall and building separation dimensions labeled) including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, “clean-air” vehicle parking stalls, motorcycle stalls; dimensioned driving aisles, wheel stops and vehicle overhangs, bicycle racks, and secure bicycle parking facilities. (Minimum single-occupancy vehicle parking space dimensions are 9 feet in width by 19 feet in length, and 7 feet of vertical clearance);
 - Proposed trash (refuse and recycling) enclosure(s);
 - Location of any proposed swimming pool equipment, air conditioners, generators, condensers, or other noise generators. Specifications including the size, height, and anticipated noise levels at the property lines must be submitted;
 - Location, size, and capacity of all public and private utility connections (existing and proposed) and methods of extension (overhead or underground);
 - Location, height, materials, and finishes/colors of all walls and fences, including retaining walls and landscape screens;
 - Location and dimensions of landscaped areas, including tree wells, islands, and planters;
 - Natural features, including existing trees, water features, top of creek banks, topography/contour lines, slopes (in percents), ditches, faults, and rock outcrops;
 - General location of stormwater management facilities, with a reference to the Preliminary Post-Construction Stormwater Management Plan for further details.
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Existing Site Plan showing the entirety of all parcels subject to the application, as bounded by property lines, even if located outside of a development site(s), including the following:

- Existing lot lines;
 - Existing recorded and prescriptive easements and rights of way. If the property is split zoned, the zoning boundary must be indicated;
 - The footprints of all existing structures and buildings (i.e., garages, sheds, etc.) on the subject property, including any structures proposed to be removed, drawn to scale. Their use, location, dimensions, floor area, lot coverage, and setbacks to all property lines must be indicated. Use hatching or shading to indicate demolition;
 - Existing street right-of-way line(s), curb line(s) or pavement edge(s), sidewalks, driveways, parking (with dimensions), street trees, and parkways. Label the distance between the street curb and the property line;
 - Location, size, and capacity of all existing public and private utility connections (overhead or underground);
 - Natural features, including existing trees, water features, top of creek banks, topography/contour lines, slopes (in percents), ditches, faults, and rock outcrops;
 - Existing landscaped areas and patios, fences and walls (labeling height), yards and open spaces, walkways, storage areas and screening, identification signs, propane tanks, trash enclosures, bike stands, and existing visible landmarks (i.e., utility poles, street lights, fire hydrants, mailboxes).
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Open Space Plan depicting the dimensions and quantity of required private open space or common open space as specified by the applicable building type or zone.

Floor Plans including the following:

- Depiction and dimensions of all floors of all buildings, inclusive of all rooms, doors, windows, hallways, passageways, corridors, and parking spaces;
 - For existing buildings to be retained, include depiction of any walls to be removed and/or modified. Use dashed lines for demolished features and solid lines for new features. Quantify (in square feet and percentages) the area of walls retained, removed, and modified;
 - Labeled use of each room (bedroom, kitchen, bathroom, office, etc.);
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- Exterior dimensions of each building, including specifically the width, depth, and length of the main body and wings of each building;
 - Angles of windows facing the interior development site lines, measured along the exterior wall plane;
 - All mechanical components of each building, including water heaters, air conditioners, electric vehicle chargers, generators, kitchen appliances and fixtures (sinks, bathtubs, showers, toilets, etc.).
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Building Cross Sections taken from at least two opposing sides indicating:

- Height values including a) existing grade height, b) finished grade height, c) finished floor height of each floor, d) floor-to-floor height for each floor, e) eave/parapet height for each floor, f) overall building wall height for each building, g) ridgeline height, and h) foundation line, all expressed in both relative values (feet and inches) and elevation benchmark (above mean sea level or AMSL) consistent with the grading and drainage plan;
 - Mechanical and elevator shafts and structural beams transversely and longitudinally across the building(s);
 - Roof pitch, attic, basements, stairs, and crawl spaces.
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Building Frontage Profile Section providing a side section view of the front of each building indicating the minimum setback line, adjacent development site line or property line, distance from the minimum setback line to the development site line or property line, depth of the frontage feature, extent of the frontage feature's encroachment into the setback, finished floor height of the frontage feature (measured from finished grade) and the finished floor height(s) of the adjacent building frontage feature(s).

Exterior Elevations including the following:

- Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures, specifically illustrating all exterior features including modules, massing elements, balconies, bays, and covered open space areas, as well as architectural features including railings, cornices, moldings, banding, brackets, etc.;
 - All exterior lighting for structures and landscaping, including the location and type and angle of lights, must be shown. A specification sheet for the proposed exterior lighting is required;
 - Delineation between existing and proposed construction (for additions and alterations) through use of lines, hatching, shading, and/or notes;
 - Roof pitch;
 - Labeled exterior building materials and finish, including but not limited to siding, roofing, trim, railing, eaves, glazing, and entry/garage door materials;
 - Where appropriate, adjacent features such as fences, landscaping, and other buildings and property lines;
 - Horizontal dimension values indicating the width, length, and depth for the a) building (main body and wings), b) modules, c) bays, and d) ground-floor tenant spaces;
 - Height values including a) existing grade height, b) finished grade height, c) finished floor height of each floor, d) floor-to-floor height for each floor, e) finished floor-to-ceiling height for each floor, f) eave/parapet height for each floor, g) ridgeline height, h) overall building wall height for each building, and i) second-story windows from finished floor to bottom of windowsill, all expressed in both relative values (feet and inches) and elevation benchmark (AMSL) consistent with the grading and drainage plan.
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Color Elevations illustrating the elevations in color (only if the exterior elevations are provided in grayscale). Include walls, fences, and gates, if applicable.

Architectural Detail Sheets, providing detail drawings of windows, openings, arch construction, timber joints, parapets, as necessary to demonstrate compliance with SAMC §10-20.08 (Specific to Architectural Design).

Window/Door Schedule providing tag or reference number(s), location, type, material, size and dimensions, glazing type (for windows), manufacturer/model, quantity, and finishes, specific for both windows and doors.

Roof Plan showing roof pitch(es)/slope(s) and direction, skylights, eave widths, dormers, false roofs, and secondary roof forms, vents, ducts, chimneys, and anticipated location and size of rooftop mechanical equipment and photovoltaic panels.

Sightline Drawing demonstrating that the building parapet or other architectural element(s) is as tall or taller than the highest point on any new mechanical equipment to be located on the roof of the building, so as to screen the equipment from public view.

Color/Material Sheet providing illustrations of exterior finish materials and paint colors for siding, eaves, window and door trim, roof, and other exterior materials, specifically indicating manufacturer, product name/number, and color that corresponds to the notes on the elevation sheet(s).

Streetscape Drawing illustrating in color and to scale, the proposed buildings and adjacent buildings on properties on either side as viewed from a public street. The drawing must accurately show building heights and profiles with dimensions. Trees, if shown, should be in outline form as not to obscure structures.

Context Photographs of the existing property and abutting neighbors.

Tree Survey and Removal Plan depicting:

- All existing trees (irrespective of size or species), including the center of the trunk and extent of the dripline/tree canopy, overlaid on a site plan showing proposed buildings, utilities, and drive aisles;
 - All trees proposed to be removed; and
 - An itemized table identifying each tree by number, species (common and scientific names) and size (in diameter breast height [DBH] measured 52 inches above grade).
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Tree Protection Plan, prepared by a certified arborist, identifying all protected and heritage trees to remain on the project site. The plan must document the condition of each protected and heritage tree, evaluate the impacts of construction on each tree, and list preservation measures both during and after construction. The project applicant shall certify compliance with the measures.

Landscape and Irrigation Plans prepared in compliance with the SAMC Title 9, Chapter 22 (Water Efficient Landscaping) and Ross Valley Fire Department Standard 220 (Vegetation Management Plan) and including the following:

- Location, size, and name (both scientific and common) of all existing and proposed plantings, including trees, shrubs, groundcover, etc. Specifically label replacement trees, if applicable. Also include street trees and dimension the distance between each one and indicate the planting container (i.e., tree well or planter) and size. Plans must make existing versus proposed vegetation graphically distinguishable by connecting proposed plants and trees, on center, with a solid line leading to the label;
 - Indicate the existing size or container size at the time of planting and the height at maturity;
 - Indicate whether each proposed plant is native and drought tolerant and in compliance with the Municipal Code and Ros Valley Fire Department Standard 220;
 - Location of above grade utility cabinets and similar equipment to be screened by landscape plantings;
 - Location, size (in DBH), and dripline/canopy of existing trees to remain or be removed;
 - If applicable, an itemized table identifying each replacement tree by number, species (common and scientific names), and size (in DBH);
 - All impervious surfaces, including driveways, walkways, patios, etc.;
 - Irrigation detailed, including lines, meters, backflow devices, etc.;
 - Size of all proposed planting areas. This metric must be provided in square feet, as a percentage of the development site area, and as a percentage of the façade zone.
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Vegetation Management Plan, prepared in compliance with the Ross Valley Fire Department Standard 220 (Vegetation Management Plan), including the following:

- Location of the Defensible Space area;
 - Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area;
 - Location, dripline/canopy, size, and tree species for all trees with a six inch DBH or greater within the Defensible Space area;
 - Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.
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Grading and Drainage Plans, including the following:

- Existing and proposed contours across the building site and the limits of grading. Actual (not assumed) topographic elevations (AMSL benchmarks) of building pad, existing grade, and finished grade. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines;
 - Surveyed property line dimensions and lot size;
 - Direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. In addition, include all necessary trenching for utilities and any overland release paths;
 - Location of proposed deposition and borrow sites for each major element of the project;
 - Size (in square feet) of all new impervious/pervious areas;
 - Stated maximum depth and volumes of cut and fill;
 - Cross-section at property lines;
 - Retaining walls showing height and materials.
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Preliminary Post-Construction Stormwater Management Plan prepared in compliance with SAMC Title 5 Chapter 8 (Urban Runoff Pollution Prevention) and including the following:

- Location and size of new and replaced impervious surfaces;
 - Directional surface flow of stormwater runoff;
 - Location of proposed on-site storm drain lines;
 - Type and location of proposed site design measures, source control measures, and stormwater treatment measures;
 - Type and location of proposed hydromodification management measures (if applicable);
 - Calculations supporting the sizing of the stormwater treatment facilities (in order to determine whether there would be any additional surface run-off resulting from the development).
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Site Boundary Survey required for construction of any new main building, which includes the following:

- Wet-stamped, and signed by a licensed California surveyor or appropriately licensed civil engineer whose name, address, and phone number are indicated;
 - Minimum scale $1/10'' = 1'$;
 - All property lines, boundaries, rights-of-way, easements, locations of structures and other improvements;
 - If the project is located adjacent to a creek or waterway, top of bank and any easement lines;
 - Site surveys that are more than a year old may need an updated survey certification.
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Circulation Plan depicting and describing the following:

- On-site circulation and circulation patterns on the streets that lead to and surround the project site.
 - Road, alley, and pathway widths and the length of site access for vehicles, trucks, bicycles, and pedestrians. Identify and differentiate between pedestrian, vehicular, and bicycle routes through the project site and extending to the public right-of-way.
 - Site access, indicating whether it is from a public right-of-way (maintained or non-maintained) or private road easement.
 - Anticipated trip generation for all types of uses proposed, include employee trips, truck trips and general public. Trip generation rates for various types of land uses are published by the Institute of Traffic Engineers and can be used and compared with project specific trip estimates.
 - Wayfinding signage
 - Loading areas, including location, size, dimension, and access for all loading areas.
 - Proximity to transit and transit headways. Identify existing pedestrian and bicycle access to these transit stops.
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Privacy Plan depicting the orientation of windows to abutting side property lines in compliance with SAMC §10-20.05.070.

Parking Plan indicating a numbered label for each parking stall (vehicle and bicycle) and identification of the associated use (i.e., apartment, townhome, guest, staff, commercial, accessible, etc.). If proposed project intends to utilize reduced vehicle parking rates allowed under state law, identification of the applicable state statute and supporting justification demonstrating compliance with state law.

Emergency Access Plan showing fire truck access routes, points of aerial access, emergency vehicle access (EVA) turn-arounds, fire sprinkler and alarm requirements, hose pull lengths, location of existing and proposed fire hydrant(s), and for buildings exceeding two stories a cross section showing where points of aerial access would occur and how the first department truck ladder would reach the required points of ingress/egress as applicable. Note: Please contact the Ross Valley Fire Department.

Trash Management Plan depicting the location of all refuse enclosure(s) and showing the route and turning radius of collection trucks.

Construction/Staging Plan depicting a proposed truck route map, construction signage, areas where grading and construction will take place, identification of the types of construction equipment to be used on site or for deliveries, storage and staging areas for materials and deliveries, construction worker parking, temporary facilities such as portable toilets, dust reduction measures, and construction fencing. The location of power generators or temporary power poles shall also be shown. Advisory: Materials staging areas should be outside the dripline/canopy of protected and heritage trees.

Phasing Plan depicting and describing the proposed phasing of the project (if applicable), including the separate components of the proposed project (i.e., grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, utilities installation, etc.) and

identifying major milestones (i.e., issuance of demo/grading/building permits, issuance of certificate of occupancy, etc.).

Preliminary Title Report and copies of any Covenants, Conditions, Restrictions, and easement documents prepared by a title company registered with the California Department of Insurance and dated no later than 120 days from the date of application submittal.

Flood Zone Report identifying the extent of the mapped flood hazard zone, base flood elevation (BSE), any recorded Letter of Map Amendments (LOMA), and a listing of proposed flood protection measures. Only required if the project site is located within a designated Special Flood Hazard Area.

Fire Flow Letter from the Marin Municipal Water District identifying the water flow/discharge (GPM) and pressure (PSI) available to service the project site.

Accessibility Review Letter prepared by a Certified Access Specialist (CAsp) documenting the proposed project will comply with CBC Chapter 11B.

Utility “Will Serve” Letters from the Marin Municipal Water District, Ross Valley Sanitary District, and Marin Sanitary Service.

Application Processing Fees as established by the adopted Town’s Schedule of User Fees.

IF SEEKING APPROVAL UNDER SENATE BILL (SB) 35:

Recorded Deed Restriction is required prior to the Town’s issuance of a Certificate of Occupancy indicating a land use restriction for the following minimum durations, as applicable:

- 55 years for rental units.
- 45 years for homeownership units

Notification to Native American Tribes. A Notice of the Intent to submit an application for SB 35 approval was submitted to the Town and the Town provided formal notice to and requested consultation with California Native American tribes (tribes) that are traditionally and culturally affiliated with the geographic area of the proposed development site. Check the following which apply and provide associated documentation:

- Tribes did not accept scoping consultation invitation.
- A scoping consultation was accepted but affected tribe(s) substantially failed to engage in the scoping consultation.
- Consultation concluded that no tribal cultural resource could be affected by the proposed development.
- Consultation concluded that a potential tribal cultural resource could be affected by the proposed development and an enforceable agreement on methods, measures, and conditions for tribal cultural resource treatment is documented between the parties to the consultation; and
- The parties to the consultation do not disagree as to whether a potential tribal cultural resource will be affected by the proposed development.

Eligibility Checklist for projects applying for streamlined review under SB 35.

IF SEEKING APPROVAL UNDER SB 6:

Environmental Studies, as applicable to the site. Refer to the Planning Application Submittal Checklist on the Town’s website for specific requirements: <https://www.townofsananselmo.org/>

Refer to the Town of San Anselmo **Standard Planning Application Submittal Checklist** for a list of other application requirements, as applicable. The checklist is available on the Town’s website at <https://www.townofsananselmo.org/>.

Eligibility Checklist for projects applying for streamlined review under SB 6.

IF SEEKING APPROVAL UNDER ASSEMBLY BILL (AB) 2011:

Phase I Environmental Site Assessment (ESA) Report, in accordance with ASTM Standard Practices. Submittal of a Phase II ESA is required if the Phase I ESA identifies a “recognized environmental condition (REC)”, and the development must mitigate any health hazards to a level of insignificance (provide documentation as an attachment).

If residential uses were on site within the last 10 years, list the size (in square feet) of each unit being replaced*:

Unit 1:	Unit 4:	Unit 7:	Unit 10:
Unit 2:	Unit 5:	Unit 8:	Unit 11:
Unit 3:	Unit 6:	Unit 9:	Unit 12:

*If there are more than 12 units, submit a separate attachment with the size of each unit included.

