

TOWN OF SAN ANSELMO
BUILDING & PUBLIC WORKS DIVISIONS
INTER-OFFICE MEMORANDUM

DATE: December 12, 2012
TO: Phil Boyle
FROM: Keith Angerman, Building Official
RE: 535-541 San Anselmo Avenue
Planning application for demolition of building and construction of a park

The Building and Public Works Divisions have completed its review of the above referenced planning application with the following comments noted below.

At this time, the Building and Public Works Divisions consider the application complete.

At time of building permit application, it is requested the following be addressed:

1. The State of California requires that as a minimum, the design must conform to the 2010 editions of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, and the California Energy Code. State on the first sheet the codes used in the design. It is not acceptable to state "the latest codes" or "all applicable codes".
2. This project must be fully accessible according to California Building Code Chapter 11. Note on the first sheet that this project is to be fully accessible and a review and report is required by a California Accessibility Specialist (CAsp) prior to a request for a final inspection.
3. Public Works requires that an engineered storm water/drainage plan must be provided which conforms to the Town and Marin County Storm Water Pollution Prevention Program (MCSTOPPP) guidelines. Show details of a bioretention system utilizing berms, catchment/detention basins or a combination of both to retard flow to the storm drain system and encourages absorption into the ground at the site. An analysis of the soil may need to be performed and subgrade material replaced with a more porous material in order to perform better for absorption.
4. The 15' and 30' view corridors are not required by the Town where shown because the areas will not impede driver/pedestrian views.
5. Show the vegetation, trees, benches, trash receptacles etc. on adjacent Town property so they may be coordinated with this design.
6. Require that all potential surfaces for graffiti be coated with an anti-graffiti sealant.
7. More bike racks will be required location and type to be determined at building permit.
8. Note that NMC is not allowed in non-residential electrical work in San Anselmo.
9. Note that all utilities must be placed underground. This is required by the Town Municipal Code.
10. Require that the property lines be surveyed before work starts. This is required by the Town Municipal Code.
11. Include a note on the first sheet that demolition may not start until the contractor has obtained a permit from the Bay Area Air Quality Management District. The permit number (J#) number must be provided to the Inspector and noted on the Jobsite Inspection Card.

12. It is a requirement of the 2010 California Energy Standards Title 24, Part 6, that energy compliance forms OLTG-1C be completed per Chapter 6 and submitted with the application. The summary and mandatory measure documents must also be incorporated full size in the drawings.
13. Public Works requires that you include on the final design drawings the amount of excavation, material off-haul, material import and total fill on this project. As excavation, off-haul, import or fill, exceeds 25 cy, note that a separate Grading Permit is required.
14. Include a note on the first sheet that before a request for a final inspection, any area where soil is disturbed must be totally revegetated with a ground cover acceptable to the RVFD and the Public Works Director or a permanent erosion control system such as an erosion-control blanket or mulch covered with a tackifier. There are no exceptions to this requirement and may require temporary plantings in order to comply. For information and details on permanent erosion control methods, refer to MCSTOPP.org. Treatment for stabilizing bare soil must be clearly described on the drawings.
15. Include a note that if this project is to be constructed or have any bare ground exposed between October 15 and April 15, an erosion control plan must be submitted and approved by the Town Engineer prior to start of work. Erosion control measures must be in place and maintained continuously during those periods. A signed copy of the Erosion Control Plan must be posted at the site, along with the Building Permit.
16. The Assessor's Parcel Number must be provided on each sheet. Please include it in the title block on each sheet. The Assessor's Parcel Number is the proper identification of your property and it facilitates accessing your plans in the future.