



## CITY OF SAUSALITO

### DESIGN REVIEW PERMIT, CONDITIONAL USE PERMIT, AND VARIANCE APPLICATION SUBMITTAL REQUIREMENTS

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Updated May 18, 2017

#### **General Requirements**

- Application fees.
- Letter from applicant with a detailed description of the proposed project.
- Application Submittal Requirements Checklist with a signed certification on Page 4.
- Appropriate Application forms signed by the property owner and project applicant.
  1. **General Application** Form
  2. **Zoning Permit Application** with project summary table (back page) completed
- Required sets of full size plans (24"x36"), of black or blue line on white stock, **folded** to a maximum size of 9"x14" with the **title block displayed**, of a scale not less than 1/4" = 1'-0" for single-family residential. 1/8" = 1'-0" for all multiple-family residential, commercial and industrial, (**see Page 5 to determine the number of required plans**).
- Required sets of reduced plans (11"x17") (**see Page 5 to determine the number of required plans**).
- One set of letter-sized plans (8.5"x11").
- Electronic copy of all materials on a CD with project plans in a single file.
- Letter identifying known agencies with regulatory authority over the property, such as the Bay Conservation and Development Commission (BCDC), Bay Area Air Quality Management District, or Golden Gate National Recreation Area.

#### **Required Reports & Documents**

- TITLE REPORT: verifying the description and vestees (not required if use is to be conducted in existing structure and no structural changes are proposed).
- PHOTOGRAPHS and other graphic material necessary or useful to understand the characteristics and impacts of the project.
- NEIGHBORHOOD OUTREACH DESCRIPTION prepared by the applicant. The description shall include how neighborhood outreach was conducted, dates neighbors were contacted, any meetings held, the specific concerns of neighbors and how those concerns were mediated (through changes to the proposal, site visits, etc.)
- GEOLOGICAL RECONNAISSANCE or SOILS REPORT: prepared by a California registered Civil Engineer or an Engineering Geologist may be required by the City Engineer, which shall include a detailed subsurface investigation of the proposed development site.
- ARBORIST REPORT by a certified or consulting arborist is required with a Tree Removal Permit application.
- COLORS AND MATERIALS BOARD. The Material Sample Board must contain samples of the actual materials (e.g., paint chips, wood or cementitious siding, awning material, sign components) with the exception of masonry paving materials and roofing materials which may be portrayed by photographs.
- For VARIANCES: an explanation of how each finding specified by Section 10.68.050 (Findings) can be made.

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- For CONDOMINIUM projects: a letter or authorization from an applicable Home Owners' Association (HOA) authorizing the improvements proposed.

**Project Plans Requirements**

Project Plans MUST have the following information:

- The title page of the project plans shall include:
  - Index of all sheets
  - Project Summary Table
- Each sheet in the proposal plan set shall include:
  - Date of submission or re-submission
  - name and address of the applicant and owner
  - Address and APN of the project site or property
  - A north arrow on plan view renderings
  - Drawing scale
- A VICINITY MAP showing the relationship of the project to the uses, structures, parking, etc. of neighborhood (within 100 feet).
- A TOPOGRAPHIC AND BOUNDARY SURVEY that is sealed/wet stamped and signed by a licensed surveyor or qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965) may be required by City staff.
- FLOODPLAIN INFORMATION applicable to the site
- DEMOLITION PLANS clearly indicating those areas of the following that are to be removed entirely, to be removed and replaced, and that are to remain untouched:
  - Floors, ceilings and/or roofs
  - Interior and exterior walls
- STATEMENT OR PRELIMINARY PLAN indicating whether or not the proposed utility improvements will require modification to the existing electrical service equipment and trigger Sausalito Municipal Code Section 18.08.020 which requires overhead electrical and communication service drops be placed underground when the main electrical service equipment (including the panel) is relocated, replaced, and/or modified. If undergrounding is required, as part of the application's completeness review, the applicant shall work with affected utility companies to provide plans to the City for undergrounding of the utility services. Project plans shall be designed to avoid additional overhead lines, poles and/or transformers (i.e., potential view impacts) thereon to comply with Sausalito Municipal Code Section 18.08 Underground Electrical Wiring and Facilities. If additional overhead lines, poles and/or transformers are required, visual simulation(s) of the equipment from various viewpoints shall be provided during the application's completeness review.

Will there be an increase in the electrical energy of the structure(s) (e.g., amps increased)?

\_\_\_Yes \_\_\_No

Will the main electrical service equipment be modified? \_\_\_Yes \_\_\_No

Will there be any new aerial wires and/or related electrical components (e.g., transformers)?

\_\_\_Yes \_\_\_No

Note: Any utility improvements that have the potential to impact primary views from surrounding properties will require Planning Commission Design Review.

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- A SITE PLAN indicating the following:
  - Parcel dimensions, including bearings (metes and bounds of all property lines shall be labeled).
  - Existing and proposed plans shall be shown side-by-side. Side-by-side plans may be shown in reduced scale if necessary and shown in larger scale on separate pages if necessary.
  - All existing buildings, structures and signs: location, size, and existing uses, **including the location and use of the nearest structures on adjacent property. Call out distances between structures on the subject property and those on adjacent properties. Identify outdoor spaces used by neighboring residential properties and the location of windows on neighboring properties with primary views.**
  - All proposed buildings, structures and signs: location, size, and proposed uses, including the location and use of the nearest structures on adjacent property.
  - Existing and proposed site drainage to the final termination point. Applicant shall demonstrate that the existing system is in good condition and has the capacity to handle the change in runoff quantity.
  - Dimensioned yards and open spaces between buildings and nearest property lines.
  - Location of walls and fences with materials of construction and heights from averaged grade called out.
  - Access and off-street parking: location, number of spaces and dimensions of parking areas, internal circulation pattern and points of ingress and egress for pedestrian and vehicular traffic, aisle and driveway widths.
  - Loading: location, dimensions, number of spaces, and internal circulation.
  - Location, width and purpose of all existing and proposed public and private easements on the property. dedications and improvements required by the City shall be clearly indicated in terms of locations, area and dimensions.
  - Exterior lighting: location and general nature, hooding devices.
  - Location, size, nature and use of all machinery, equipment, or materials to be erected, maintained or stored on the property exterior to any building.
  - Existing and proposed streets (including edge of pavement including width of right-of-way), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development.
  - Existing easements as listed on the title report and proposed easements.
  - Locations and species of existing trees on private property over 12 inches in circumference at 4.5 feet above the ground and location of all trees on City property.
  - Demonstrate that the project is compliant with accessibility. For example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown.
  - Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.

- ROOF PLAN showing roofing materials to be used, direction of roof slope (indicated by downslope arrows), and roof pitch.

- EXISTING ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated (Note: Existing and proposed plans should be shown side-by-side):
  - Existing natural grade.
  - Average natural grade (see Section 10.40.060).
  - Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060A-D for regulations on level and sloped parcels).
  - Maximum height of structures, shown with real elevation numbers and actual height.
  - Property line.

- PROPOSED ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated (Note: Existing and proposed plans should be shown side-by-side):
- Existing natural grade.
  - Average natural grade (see Section 10.40.060).
  - Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060).
  - Proposed maximum height of structures, shown with real elevation numbers and actual height.
  - Property line.

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- FLOOR PLANS of all floor levels clearly indicating access, circulation, labeling of proposed uses.
- SECTIONAL DRAWINGS through the site showing major natural features and neighboring structures in relation to the proposed development, indicating the heights of the buildings, structures, fill, etc., from the original grade, extent of any excavation, hillside cut, screening, existing and proposed grades, relations of site buildings, parking and landscaping to finish grade, and effects on views of development from neighboring properties.
- GRADING PLAN showing existing and proposed grades, and quantity and extent of cut and fill, the slope angle of all banks, and the proposed drainage system. Contour lines of existing grades shall have the following maximum intervals:
  - Ten foot contour interval for ground slope over fifteen percent (15%).
  - Five foot contour interval for ground slope below fifteen percent (15%).All grades and elevations shall be based upon lower low water datum for any property below an elevation of fifteen (15') feet above lower low water.
- LANDSCAPE PLANS showing the treatment of all unpaved areas not occupied by structures. Size, height and location of significant existing and all proposed plants. Scientific and common names of plants. Street trees. Method, type and extent of irrigation system. Location of all existing trees and tree clusters with identification of major trees by common name and dripline. Percentage of total lot area to be landscaped.
- A STORY POLE PLAN, indicating the placement of story poles and tape, will be required when there is any change in building footprint, roof elevation or building bulk. **NOTE: protected trees must not be altered or removed to erect story poles without a tree removal or alteration permit.**
  - Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.
  - Story poles shall be certified by a registered land surveyor or civil engineer. Other qualified professionals, such as an architect, may certify the location of the story poles if such measurement is made from a point which can easily be verified in the field, such as the finished floor of an existing structure.
  - The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridgeline connecting to each building corner at finish roof elevation. Appendages such as dormers, bays and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of the railings.
  - The story pole plan shall show the location of the connecting tape and respective elevations.
  - Story poles shall be installed at least ten (10) days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
  - The story poles shall be marked in one (1) foot increments.
- ILLUSTRATIVE PLAN of possible or projected development of any contiguous land in the same ownership may be required to understand the relationship of the plan to possible future development.

**ADDITIONAL INFORMATION:** Any other information, plans, or maps required by a particular application type, specified or requested by the Community Development Director or City Engineer or other departments, or prescribed by resolution of the Planning Commission

**CERTIFICATION:**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct. I also guarantee City staff and representatives access onto and through the project site for purposes of processing this application.

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Name (please print)

Signature

Date

**CHECKLIST TO CALCULATE THE REQUIRED NUMBER OF PLANS TO INITIALLY\* SUBMIT**

For each agency use this checklist to calculate the number of plans to initially submit. The number of plans required will depend on the scope of work proposed.

  2   **Planning Staff**

2 Sets

  1   **Building Official**

1 Set

  1   **City Engineer**

1 Set

  1   **Fire Department**

1 Set

       **Historic Landmarks Board**

2 or 5 Sets **IF** the project involves a structure older than 50 years or the project is located in the Downtown Historic District or the project is on the local, state or national register of historic places (Planner to advise)

       **Sausalito - Marin City Sanitary District**

1 Set **IF** new residential or commercial units are proposed or when project proposes a connection to the District interceptor

       **Marin Municipal Water District**

1 Set **IF** the project involves any demolition or construction

       **San Francisco Bay Conservation and Development Commission (BCDC)**

1 Set **IF** project is along the shoreline

       **Bay Area Air Quality Management District**

1 Set **IF** project involves negative declarations, environmental impact reports/statements, rezoning, general plan amendments, planned unit developments, tentative maps/subdivision maps and any application with an industrial component

       **Golden Gate National Recreation Area (GGNRA)**

1 Set **IF** project is adjacent to the GGNRA

       **Department of Fish and Game**

1 Set **IF** project site contains a creek or is adjacent to a creek

       **Other:**

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       **TOTAL NUMBER OF PLANS REQUIRED TO INITIALLY\* SUBMIT**

\* Planning Commission review will require up to seven additional full-size and up to seven additional 3-hole-punched, reduced-size (11"x17") sets of plans once plan is deemed complete. Joint review projects with the Historic Landmarks Board will require additional sets to these requirements.