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

**General Requirements**

☐ Application fees;

☐ One copy of a letter from applicant with a detailed description of the proposed project;

☐ Application Submittal Requirements Checklist with a signed certification on page 3;

☐ Appropriate Application forms signed by the property owner and project applicant:
1. **General Application** Form
2. **Zoning Permit Application** with project summary (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 4 to determine the number of required plans**);

☐ One set of reduced plans (8-1/2"x11");

☐ Electronic copy of all materials on a CD.

**Required Reports & Documents**

☐ A legal description of the parcel and a statement of the area contained therein;

☐ TITLE REPORT: verifying the description and vestees (not to be 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 may be required if tree work is proposed;

☐ Colors and materials board;

☐ For VARIANCES: an explanation of how the findings specified by Section 10.68.050 (Findings) can be made;

☐ Any other additional information or materials as required by the Planning Division.

**Plans MUST have the following information**

☐ Each sheet in the proposal dated and clearly identified with the name and address of the applicant and owner;

☐ Each sheet in the proposal clearly identified with the address and APN of the project;

☐ Plan views include a north arrow, and all plans shall indicate the scale to which drawn;

☐ North side of property placed at the top or right side of plan sheets;

☐ A VICINITY MAP showing the relationship of the project to the uses, structures, parking, etc. of neighborhood (within 100 feet);

☐ A SITE PLAN indicating the following:
— Parcel dimensions;
— All existing and proposed buildings, structures and signs: location, size, and proposed uses, including the location and use of the nearest structures on adjacent property;
— 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), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development;
— 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;

☐ FLOOR PLANS of all floor levels clearly indicating access, circulation, labeling of proposed uses;

☐ A 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) <u>may be required</u> by City staff based on the specifics of the development proposal (usually for projects that are valued at $50,000 or more OR if the footprint of the building is changing, on-site structures are proposed near a boundary line, or there is a non-conforming situation that needs to verified);

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

☐ 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;

**Plans MUST have the following information (continued from pg. 2)**

☐ EXISTING ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated:
— 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 level and sloped parcels);
— Proposed maximum height of structures, shown with real elevation numbers and actual height;

☐ PROPOSED ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated:
— 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;

☐ 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 the 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; and 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. See page 5 for story pole requirements;

☐ 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.

**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.

| 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**
☐ 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

____ **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 seven additional sets of plans

## STORY POLE PLAN REQUIREMENTS

1. Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.

2. Story poles shall be certified by a registered land surveyor or civil engineer

3. 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.

4. The story pole plan shall show the location of the connecting tape and respective elevations.

5. 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.

6. The story poles shall be marked in one (1) foot increments.