



CITY OF SAUSALITO

DESIGN REVIEW PERMIT, 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 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

- TITLE REPORT** verifying the description and vestees (a Title Report is not required if the use will be entirely conducted within an 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, including the names and dates of contacts with neighbors, any meetings held, specific concerns of neighbors, and how such concerns were addressed or 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 must include a detailed subsurface investigation of the proposed development site.
- ARBORIST REPORT** prepared by a certified or consulting arborist is required if tree work is proposed. See separate sheet of Arborist Report Requirements for details.
- COLORS AND MATERIALS BOARD**.
- For **VARIANCES**: an explanation of how the findings specified by Zoning Ordinance Section 10.68.050 can be made.
- Any other additional information or materials as required by the Planning Division.

Plans MUST have the following information

- Each sheet must be dated and list the name and address of the applicant and owner, as well as the address and APN of the project. Scale must be indicated on all plans.
- A **VICINITY MAP** showing the relationship of the project to the uses, structures, parking, etc. of neighborhood (within 100 feet);

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- NORTH ARROW, preferably toward the top of the sheet, must be indicated. If not practical, north should be toward the side of the sheet. All plan views should use the same north orientation.

- A SITE PLAN indicating the following:
 - Parcel dimensions, including bearings;
 - 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;
 - Location, species, and diameter of existing trees on private property over 3 inches in diameter at 4.5 feet above the ground and location, species, and diameter all trees on City property;

- FLOOR PLANS of all floor levels clearly indicating access, circulation, and 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) may be required by the City Engineer;

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

- DEMOLITION PLAN 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

- 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 Zoning Ordinance Section 10.40.060);
 - Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Zoning Ordinance Sections 10.40.060.A-D for regulations on level and sloped parcels);
 - 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 Zoning Ordinance Section 10.40.060);

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- Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Zoning Ordinance 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;
 - Five foot contour interval for ground slope below fifteen percent.All grades and elevations shall be based upon lower low water datum for any property below an elevation of fifteen 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; species 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 trees by species and common names 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 if the project includes any change in building footprint, roof elevation or building bulk.
 - Story poles must be installed and certified by a registered land surveyor or civil engineer at least fourteen days prior to a noticed public hearing for the project;
 - The story poles must be connected by a bright colored tape in a manner which outlines the roof form. The roof outlines must include the ridgeline connected to each building corner at the finish roof elevation. Appendages such as dormers, bays and decks do not need to be shown unless, in the opinion of staff, they have the potential to impact views from neighboring properties. Story poles at deck locations must extend to the top of the railings;
 - The story pole plan must show the location of the connecting tape and respective elevations;
 - The story poles must be marked in one foot increments.
 - Story poles must be removed ten days after a final action on the project, or within sixty days of no action by the decision-making body;
- 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 declare under penalty of perjury under the laws of the State of California that the information in this application and the accompanying materials are true, complete, and correct. I hereby grant permission for the Planning Commission and any City Officials to enter the property to inspect the premises for the purposes of analyzing and making a decision on this application.

Name (please print)

Signature

Date

NUMBER OF PLANS REQUIRED FOR INITIAL SUBMITTAL*

Use the following checklist to determine the number of plans required for the initial submittal. Contact the Planning Division staff for assistance in determining whether a particular agency will need to review the project plans.

 2 **Planning Division**

2 Sets

 1 **Building Division**

1 Set

 1 **City Engineer**

1 Set

 1 **Fire District**

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

 California Department of Fish and Game

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

 Other:

 TOTAL NUMBER OF PLANS REQUIRED FOR INITIAL SUBMITTAL*

* Planning Commission review will require 7 additional sets of plans once plans are deemed complete.