



**Town of Tiburon Building Division**  
 1505 Tiburon Boulevard  
 415-435-7380 (Tel) 415-435-7395 (Fax)  
[www.townoftiburon.org](http://www.townoftiburon.org)

## APPLICATION FOR UNDERGROUND WAIVER

**REQUIRED INFORMATION:**

SITE ADDRESS \_\_\_\_\_ ASSESSOR PARCEL NUMBER(S) \_\_\_\_\_

PROPERTY USE \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

**APPLICANT** *(If other than Property Owner)*

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

ESTIMATED COST OF REMODEL PROJECT \_\_\_\_\_

FORMAL COST ESTIMATE TO PROVIDE NEW UNDERGROUND SERVICE (Attach Bid) \_\_\_\_\_

FORMAL COST ESTIMATE TO PROVIDE NEW SERVICE WITH OVERHEAD LATERAL (Attach Bid) \_\_\_\_\_

ATTACH SCALED SITE PLAN OF THE SUBJECT PROPERTY SHOWING THE PROPERTY BOUNDARIES AND THE LOCATION OF THE NEAREST AVAILABLE POWER POLE ACCEPTABLE FOR UNDERGROUNDING PER THE UTILITY

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of this application in accordance with the provisions of the Tiburon Municipal Code, and I hereby certify that the information given is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If other than owner, must have a signed authorization letter from owner)

<b>DEPARTMENTAL PROCESSING INFORMATION (FOR TOWN USE ONLY)</b>		
<b>Application No.:</b> _____	<b>Filing Fee: \$60.00</b>	
<b>Date Received:</b> _____	<b>Received By:</b> _____	<b>Receipt #</b> _____
<b>Action:</b> _____	<b>Date:</b> _____	<b>By:</b> _____
<b>Conditions of Approval or Comments:</b> _____		



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### UNDERGROUNDING OF UTILITIES REQUIREMENT ON REMODEL PROJECTS: HARDSHIP EXCEPTION (WAIVER)

If you are undertaking a remodel project on a residential or commercial building in Tiburon, you may be required to “underground” all cables and wires leading from your main electrical service panel to a utility pole specified by the utility company, unless you qualify for a “hardship exception.” The Town’s requirement for undergrounding of utilities on remodel projects is as follows:

#### REQUIREMENT PER MUNICIPAL CODE TITLE III, CHAPTER 12, SECTION 12A-1(b):

*“Service to new or remodeled buildings. All electric and communication service laterals, including cable television service, to any new residential or commercial building or to any structure being remodeled when such remodeling requires the relocation or replacement of the property owner’s main electrical service equipment, shall be placed underground from the main service facility within such building or structure to a location designated by the utility.”*

However, Section 12A-3 of the Tiburon Municipal Code enables the Town to grant a “hardship exception,” also called a “waiver” of the undergrounding requirement. The Town Council has adopted criteria under which a hardship exception may be granted by the Town of Tiburon Building Official on remodel projects, as set forth in the policy below. Please note that the hardship exception process cannot be used in conjunction with construction of an entirely new building. Consult the Building Official if you are uncertain whether your project qualifies as a remodel project.

#### TOWN POLICY:

Pursuant to Section 12A-3 of the Tiburon Municipal Code, a hardship exception to the requirement for undergrounding set forth in Section 12A-1(b) may be granted by the Building Official for a remodel project if any of the following conditions exist:

1. *The cost of undergrounding would exceed 10% of the cost of the remodel project.*
2. *The location specified by the supplying agency is located on the opposite side of a street, and trenching across a street would be required to perform the undergrounding.*
3. *The location specified by the supplying agency is more than 150 linear feet from the affected property at its closest point.*

As a condition of granting any exception, the Building Official will require all new or relocated main electrical service panels to be installed with an underground conduit fitting and sweep. This will make future underground cheaper and easier. Other reasonable conditions may be imposed.