



SUPPLEMENTAL APPLICATION FOR **DESIGN REVIEW** (Site Plan & Architectural Review)

GENERAL

In accordance with Title IV, Chapter 16, Section 16-52.020 of the Tiburon Municipal Code, Site Plan & Architectural Review (Design Review) approval is required prior to commencement of any of the following:

1. Construction or erection of any "structure," defined in Article X (Definitions) of this Zoning Ordinance, as follows:

"Structure" means anything that is built or constructed and requires a location on the ground, including a building, accessory building, or edifice of any kind; or any piece of work artificially built up or composed of parts. Structure does not include a fence or a wall used as a fence three and one-half feet or less in height; nor landscaping features, decks, or pavement wherein no part of such landscaping features, decks, or pavement extends more than three feet above grade;
2. Physical exterior alteration of, or addition to, any existing structure, where the alteration or addition requires issuance of a Building Permit;
3. Placement or installation of swimming pools and/or spas; installation or relocation of exterior air conditioning or heating (HVAC) units, generators or similar noise-generating mechanical equipment; satellite dishes greater than one meter in diameter; skylights; and/or devices of a similar nature, as determined by the Director;
4. Grading, excavation, filling, or earth movement that involves more than fifty cubic yards or which requires a Grading Permit in compliance with the applicable Uniform Building Code regulations;
5. The placement, replacement or modification of utility distribution poles and facilities, including, without limitation, lines, wires and boxes;
6. Modifications to the layout or design of parking lots located in a non-residential zone, or in any parking lot or parking area containing more than ten parking spaces that is located in an R-3 or RMP zone. This excludes simple repainting of existing stall lines absent any substantive modifications;
7. The creation, installation, or establishment of any driveway or of any open parking space (or other area capable of being used as a parking space) on an improved parking surface.

8. Sports court features, which include fences over 42 inches in height, exterior lighting poles or mounts over 42 inches in height, and non-portable (i.e. fixed in place) basketball standards or other similar structures.

Please contact Design Review Staff at the above telephone number if there is any question as to whether a permit is required.

PROCEDURE

Applications for Design Review are acted upon by the Design Review Board (DRB) at meetings which are regularly scheduled on the first and third Thursdays of each month. The DRB is comprised of five volunteer citizen members appointed by the Town Council.

Once an application is submitted to the Tiburon Planning Division, it will be reviewed for completeness by the staff. If possible, a preliminary completeness check will be conducted at the counter to look for any obvious deficiencies in the application (no site plan, no filing fee, etc.). A more thorough review of the application will be performed in the days following submittal. If additional information is required to make the application complete, staff will notify the applicant as soon as possible.

Once an application is deemed complete, a courtesy notice describing the application and establishing a hearing date before the DRB will be mailed to the applicant and to all property owners within 300 feet of the subject property.

Before The Meeting: A staff report describing the project with a staff recommendation will be prepared and sent to the applicant and to the Design Review Board on the Friday prior to the DRB meeting. The staff will usually contact an applicant in advance if there are any major concerns with an application. Story poles, if required, must be in place ten (10) days before the meeting.

At The Meeting: The applicant or a representative must be present at the Design Review Board meeting. The applicant is first invited to comment. Following the applicant's presentation, members of the public will have the opportunity to speak. The Design Review Board will then discuss the application, determine if it complies with all zoning provisions, evaluate the proposal, and form a motion to approve, approve with conditions, continue for additional review, or deny the application.

After The Meeting: There is a provision for the applicant or any interested party to appeal a decision of the Design Review Board to the Town Council. The appeal must be filed with the Town Clerk within ten (10) days of the decision. The filing fee deposit is \$500 for applicants and \$300.00 for non-applicants. Design Review approval is an action of the Planning Division. Applicants must file separately for a building permit with the Building Division by submitting an application, fee, and three (3) sets of construction drawings for plan check. However, no building permit can be issued prior to expiration of the 10-day appeal period on the Design Review approval.

Expiration: A Design Review permit expires and becomes void three (3) years after it is granted unless a building permit has been issued by the date of expiration.

A. APPLICATION REQUIREMENTS:

Below is a list of items typically required in order to properly review and reach a decision on an application for Design Review. Depending on the nature and complexity of the site or the project, additional information may be required by the Town before an application can be found complete or a decision reached. In some instances, not all the items listed below will be required. Applicants are encouraged to consult with Planning Division Staff prior to filing an application.

1. **Completed application forms** (Land Development Application Form and the Design Review Supplemental Application Form).
2. **Filing fee.**
3. **Four (4) self-addressed mailing labels** (2 for applicant; 2 for architect or other representative).
4. **Three full size (24" x 36") sets of plans** (to be submitted for a completeness check).
5. **Two reduced sets of plans (11" x 17").**
6. **A current title report**, when deemed necessary.
7. **A property line or boundary survey**, when deemed necessary.
8. **Story poles**, when deemed necessary. Story poles are a visual device used to delineate location, height and bulk of proposed structures. Story poles are required for all substantial additions, and may be deemed necessary for smaller improvements in sensitive areas. A surveyor or registered civil engineer may be required to certify in writing to the Town that the story poles are properly located and reflect proposed heights. Story poles must be in place and certification on file with the Town ten (10) days prior to the Design Review Board meeting.
9. **Flood Zone Information:** If any part of the property is located in a 100-year flood hazard zone (AE or VE) as shown on the most recent Flood Insurance Rate Maps prepared by FEMA, then a Flood Elevation Certificate is required to document that the new building will comply with base flood elevation standards set by FEMA and the Town of Tiburon. The Flood Elevation Certificate shall be prepared by a licensed professional qualified to prepare such certificates. New construction in AE and VE flood hazard zones, including substantial improvement projects wherein the cost of the project exceeds 50% of the appraised market value of the existing structure, shall be elevated at least two (2) feet above the base flood elevation and may be prohibited bayward of the line of mean high tide.

Optional Item

While no longer required by the Town of Tiburon, neighbor signatures on one set of the submitted full-size plans are encouraged. The Town of Tiburon strongly encourages that

applicants consult potentially affected neighbors as early in the process as possible, and certainly in advance of filing the application. Over the years, the Town has found that those applicants who work cooperatively with affected neighbors in advance move more swiftly and successfully through the Design Review process. Obtaining the signatures of the affected neighbors on a set of the plans provides the Town with some assurance that the proposed plans will not negatively impact these neighbors.

B. INFORMATION REQUIRED ON PLANS:

1. SITE PLAN showing:

Property lines; contours of the land; all proposed and existing structures; all rights of way, and easements; all off-site structures within 25 feet of the property lines with approximate distances; the location of existing trees (with diameter, size and species noted); significant natural or man-made features; the location of off-street parking and loading areas with dimensions, spaces, and locations of entrances and exits shown; the locations and details of existing and proposed walls, fences, driveways, and walks; the gross floor area of all buildings; the setback lines and yard requirements; grading and drainage; scale and north arrow.

2. FLOOR PLAN showing:

Architectural floor plan of each level with rooms, uses, floor level, doors, windows, etc.

3. ROOF PLAN showing:

Plan view of roof, indicating story pole locations and heights at top of pole.

4. SITE CROSS SECTION showing:

Site cross section through critical line, natural and finished grade, thirty (30) foot height limit line (measured from natural or finished grade, whichever is lower), floor and roof elevations of property and adjacent structures, and view angle from property and adjacent homes.

5. ARCHITECTURAL ELEVATIONS showing:

All sides of all buildings with dimensions indicating proposed heights of various elements (grades, floors, roofs, chimneys, etc.), all electrical meters, drain spouts, air conditioners, solar panels and equipment, mechanical equipment, screens, lighting fixtures, skylights, or other equipment mounted on either the exterior walls or roof. An existing elevation drawing shall be included on the same page as the proposed elevation drawing for that side. No landscaping, figures, or decoration shall be illustrated on the elevations. If a color and materials board is required, symbols located on the elevations shall be keyed to the color and materials board.

6. LANDSCAPE PLAN (when landscaping is required or new landscaping is proposed) showing:

Property lines, building locations, two (2) foot contour interval minimum, scale and north arrow; existing tree and shrub species and approximate height; the location and identification by distinct graphic symbols of all proposed trees, shrubs, groundcovers; a plant list (on an 8-1/2" x 11" sheet) giving the botanical name and common name, planting sizes, spacing, estimated mature height and width, deciduous or evergreen; provisions for

plant maintenance and irrigation; erosion control measures when planting slopes 3:1 or greater or when there are large areas of exposed soil; location, materials, and architectural elevations of proposed landscape construction (fences, walls, shelters, terraces, trellises, etc.); exterior lighting concept and location of fixtures.

7. VEGETATION MANAGEMENT PLAN:

In accordance with the standards set forth by the Tiburon Fire Protection District. Standards can be found at. If your property is located within the Tiburon Fire Protection District, a VMP is required. Please contact the Fire District at (415)-435-7200 with any questions regarding this requirement.

8. IMPERVIOUS SURFACE AND GRADING CALCULATIONS:

Provide the following information regarding Impervious Surface Area estimates (in square feet) & Grading/Earth Movement estimates (in cubic yards):

- a) Existing Impervious Surface Area: _____
- b) Impervious Surface Area upon Completion: _____
- c) Total Area (in square feet) to be disturbed/cleared during construction: _____
- d) Amount of estimated Grading/Earth Movement (total in cubic yards): _____

9. WATER EFFICIENT LANDSCAPE COMPLIANCE:

In order to comply with a State of California mandate, the Town has adopted the Marin Municipal Water District (MMWD) regulations regarding water efficient landscaping. MMWD implements, enforces and monitors the provisions of this ordinance. See the attached "Water Efficient Landscape "handout to see if your project qualifies. Please indicate on the attached "Design Review Supplemental Application Form", the square footage of your landscape project to be constructed or rehabilitated as part of your overall project.

10. EXTERIOR DETAILS showing:

All details which relate to the appearance of the exterior of the buildings such as fences, walls, carports, trash enclosures, etc.

11. COLOR AND MATERIALS PALETTE (8-1/2" x 11") showing:

Type of exterior materials (including roof and walls) and colors of the materials (including fascia and trim). Please use paint chips, photos of materials or pictures from manufacturer's brochures so the palette may be saved in your file. Actual samples of materials used should be brought to the scheduled hearing.

12. ADDITIONAL INFORMATION:

Any other information the applicant considers relevant to this application, or which is deemed necessary by Town Staff.

DESIGN REVIEW SUPPLEMENTAL APPLICATION FORM

Please fill in the information requested below (attach separate sheet as needed):

1. Briefly describe the proposed project: _____

2. Lot area in square feet (Section 16-100.020(L)):
3. Square footage of Landscape Area: _____
4. Proposed use of site (example: single family residential, commercial, etc.):
 Existing _____
 Proposed _____
5. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.

TO BE COMPLETED BY APPLICANT				STAFF USE ONLY	
ITEM	EXISTING	PROPOSED ADDITION AND/OR ALTERATION	PROPOSED	CAL- CULATED	PER ZONE
Setbacks from property line (Section 16-100.020(Y))* Front	ft.	ft.	ft.	ft.	ft.
Rear	ft.	ft.	ft.	ft.	ft.
Right Side	ft.	ft.	ft.	ft.	ft.
Left Side	ft.	ft.	ft.	ft.	ft.
Maximum Height (Section 16-30.050)*	ft.	ft.	ft.	ft.	ft.
Lot Coverage (Section 16-30.120(B))*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.
Lot Coverage as Percent of Lot Area	%	%	%	%	%
Gross Floor Area (Section 16-100.020(F))*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.

*Section numbers refer to specific provisions or definitions in the Tiburon Municipal Code Chapter 16 (Zoning)

TIBURON DESIGN REVIEW CHECKLIST

This is a comprehensive list of items that may be required. If you require assistance in determining which items are needed for your application, a member of the Planning Staff will assist you.

SITE PLAN:

- Property lines.
- Contours of the land.
- All proposed and existing structures.
- All rights of way and easements.
- All off-site structures within 25 feet of the property lines with approximate distances.
- The location of existing trees (with diameter, size and species noted).
- Significant natural or man-made features.
- The location of off-street parking and loading areas with dimensions, spaces, and locations of entrances and exits shown.
- The locations and details of existing and proposed walls, fences, driveways, and walks.
- The gross floor area of all buildings.
- The setback lines and requirements.
- Grading and drainage.
- Scale and north arrow.

FLOOR PLAN:

- Each level with rooms, uses, floor level, doors, windows, etc.

ROOF PLAN:

- Plan view of roof, indicating chimneys, skylights, story pole locations and heights at top of poles.

SITE CROSS SECTION:

- Site cross section through critical line.
- Natural and finished grade.
- Thirty (30) foot height limit line (measured from natural or finished grade, whichever is lower).
- Floor and roof elevations of property and adjacent structures.
- View angle from property and adjacent homes.

ARCHITECTURAL ELEVATIONS:

- All sides of all buildings with dimensions indicating proposed heights of various elements (grades, floors, roofs, chimneys, etc.).
- All electrical meters, drainspouts, air conditioners, solar panels and equipment, mechanical equipment, screens, lighting fixtures, skylights, or other equipment mounted on either the exterior walls or roof.
- No landscaping, figures, or decoration shall be illustrated on the elevations.

- If a color and materials board is required, symbols located on the elevations shall be keyed to the color and materials board.

LANDSCAPE PLAN (if needed):

- Property lines, building locations, 2' contour interval minimum, scale and north arrow.
- Existing tree and shrub species and approximate height.
- The location and identification by distinct graphic symbols of all proposed trees, shrubs, groundcovers.
- A plant list (on an 8½" x 11" sheet) giving the botanical name and common name.
- Planting sizes, spacing, estimated mature height and width, deciduous or evergreen.
- Provisions for plant maintenance and irrigation.
- Erosion control measures when planting slopes of 3:1 or greater or when there are large areas of exposed soil.
- Location, materials, and architectural elevations of proposed landscape construction (fences, walls, shelters, terraces, trellises, etc.).
- Exterior lighting concept and location of fixtures.

EXTERIOR DETAILS:

- All details which relate to the appearance of the exterior of the buildings such as fences, walls, carports, trash enclosures, etc.

COLOR AND MATERIALS PALETTE

- 8½" x 11" only please.
- Type of exterior materials (including roof and walls) and colors of the materials (including fascia and trim). Please use paint chips, photos of materials or pictures from manufacturer's brochures so the palette may be saved in your file. Actual samples of materials used should be brought to the scheduled hearing.

ADDITIONAL INFORMATION:

- Any other information the applicant considers relevant to this application, or which is deemed necessary by Town Staff.
- Optional items can include photographs, perspectives, models, letters, comments, legal documents, etc.
- Flood Elevation Certificate (if required).



**TOWN OF TIBURON
LAND DEVELOPMENT APPLICATION**

TYPE OF APPLICATION

- Conditional Use Permit
- Precise Development Plan
- Secondary Dwelling Unit
- Zoning Text Amendment
- Rezoning or Prezoning
- General Plan Amendment
- Temporary Use Permit
- Design Review (DRB)
- Design Review (Staff Level)
- Variance(s) _____ #
- Floor Area Exception
- Tidelands Permit
- Sign Permit
- Tree Permit
- Tentative Subdivision Map
- Final Subdivision Map
- Parcel Map
- Lot Line Adjustment
- Condominium Use Permit
- Seasonal Rental Unit Permit
- Other _____

APPLICANT REQUIRED INFORMATION

SITE ADDRESS: _____ **PROPERTY SIZE:** _____
PARCEL NUMBER: _____ **ZONING:** _____

PROPERTY OWNER: _____
MAILING ADDRESS: _____

PHONE/FAX NUMBER: _____ **E-MAIL:** _____

APPLICANT (Other than Property Owner): _____
MAILING ADDRESS: _____

PHONE/FAX NUMBER: _____ **E-MAIL:** _____

ARCHITECT/DESIGNER/ENGINEER _____
MAILING ADDRESS: _____

PHONE/FAX NUMBER: _____ **E-MAIL:** _____

Please indicate with an asterisk () persons to whom Town correspondence should be sent.*

BRIEF DESCRIPTION OF PROPOSED PROJECT (attach separate sheet if needed):

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

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge, with the defense counsel subject to the Town's approval. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.

Signature:* _____ Date: _____

The property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs), which may restrict the property's use and development. These deed restrictions are private agreements and are NOT enforced by the Town of Tiburon. Consequently, development standards specified in such restrictions are NOT considered by the Town when granting permits.

You are advised to determine if the property is subject to deed restrictions and, if so, contact the appropriate homeowners association and adjacent neighbors about your project prior to proceeding with construction. Following this procedure will minimize the potential for disagreement among neighbors and possible litigation.

Signature:* _____ Date: _____

**If other than owner, must have an authorization letter from the owner or evidence of de facto control of the property or premises for purposes of filing this application*

NOTICE TO APPLICANTS

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of Tiburon of any general (non-parcel-specific), proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits. If you wish to receive such notice, then you may make a written request to the Director of Community Development to be included on a mailing list for such purposes, and must specify which types of proposals you wish to receive notice upon. The written request must also specify the length of time you wish to receive such notices (s), and you must provide to the Town a supply of stamped, self-addressed envelopes to facilitate notification. Applicants shall be responsible for maintaining the supply of such envelopes to the Town for the duration of the time period requested for receiving such notices. The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send the notice on that basis. Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application. Requests should be mailed to:

**Town of Tiburon
Community Development Department
Planning Division
1505 Tiburon Boulevard
Tiburon, CA 94920
(415) 435-7390 (Tel) (415) 435-2438(Fax)
www.townoftiburon.org**

DO NOT WRITE BELOW THIS LINE

DEPARTMENTAL PROCESSING INFORMATION		
Application No.:	GP Designation:	Fee Deposit:
Date Received:	Received By:	Receipt #:
Date Deemed Complete:		By:
Acting Body:	Action:	Date:
Conditions of Approval or Comments:		Resolution or Ordinance #



“Remodel Projects” Maximum 50% Demolition Allowed

To ensure that the appropriate zoning regulations are applied at the time of permit review, the Town of Tiburon Municipal Code contains provisions that strictly limit the amount of demolition allowed under the heading of a “remodel” project.

“Remodel projects” are permitted to demolish no more than 50% of the existing structure. If demolition exceeds 50%, the project will be classified “new construction”. If you are considering a construction project that involves demolition of exterior walls, please read the Municipal Code section below very carefully. **Failure to comply with the provisions of this section may result in lengthy and costly delays.**

Section 16-52.020(K) of the Tiburon Municipal Code reads as follows:

- K. New construction projects versus remodel projects. The town occasionally sees projects that are proposed and presented as remodel projects, but which during implementation essentially become total or near total demolitions followed by new construction. Since the review authority might reach different conclusions on an application if presented as a remodel project as opposed to a new construction project, the following provisions are established.*
- 1. Remodel applications for site plan and architectural review must include a statement, calculations, and demolition plan drawing of sufficient detail to demonstrate the percentage of existing exterior wall framing and roof structure to be removed as part of the project. The project shall be deemed new construction, with the expectation that the building is to conform with the appropriate zoning standards for new construction, if either of the following occurs:
 - a. The roof is removed and more than fifty percent of the existing exterior wall framing on the upper level is removed. A single-story dwelling is considered to be the upper story for purposes of this clause.*
 - b. All or most of the roof remains, but more than fifty percent of the exterior wall framing is removed.**
 - 2. If an application is filed and approved as a remodel project but prior to or during construction expands to become a new construction project as defined herein, all applicable zoning permit approvals shall become null and void. The applicant shall be required to resubmit applications for zoning permit approval as a new construction project. The director shall have authority to waive this requirement in cases where the public safety and necessity require the additional demolition, or in de minimus cases.*



WATER EFFICIENT LANDSCAPE REQUIREMENTS

Tiburon Municipal Code Title IV, Chapter 13E

Introduction

The Town of Tiburon has adopted Marin Municipal Water District's (MMWD) Water Conservation Ordinance 430, which added, amended, and repealed certain sections of MMWD's Title 13 Water Code. The revisions were necessary to further meet conservation measures within the District's service area, as well as meet California Green Building Standards, improve the effectiveness of the District's water waste prevention program, and increase efficiency standards.

What is required?

The Town's ordinance adopts by reference Marin Municipal Water District regulations regarding water efficient landscapes, and designates MMWD to implement, enforce, and monitor the provisions of the ordinance.

For projects subject to the water efficient landscape regulations, applicants to the Town will be required to submit landscape and irrigation plans directly to MMWD for review before filing a building permit application with the Town. MMWD will not review private project plans forwarded from the Town; applicants must file plans directly with MMWD and may be required to pay a plan review fee. The Town will not issue a building permit for an applicable project, until it receives plans that are stamped and signed by MMWD, indicating either compliance or compliance subject to specified conditions, with the provisions of MMWD's water efficient landscape regulations (currently set forth in MMWD Ordinance No. 430).

Projects subject to the water efficient landscape regulations are as follows:

- (1) New construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review; and
- (2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 1,000 square feet requiring a building or landscape permit, plan check or design review; and
- (3) Any project with an aggregate landscape area of less than 1,000 square feet requiring a building or landscape permit, plan check, or design review shall comply with the performance requirements of the ordinance or conform to the prescriptive measures contained therein.

When a project does not require Design Review, but does require a Building Permit and/or Grading Permit, the applicant will be responsible for providing approval from MMWD confirming compliance with its water efficient landscape regulations prior to issuance of the building and/or grading permit.

Process

For applicable projects, applicants to the Town will be required to submit landscape plans in compliance with MMWD Ordinance 430. Design Review permit approvals shall include a condition of approval which states the following:

The final landscape and irrigation plans must comply with the current water efficient landscape requirements of MMWD and are subject to the following:

- a. *The construction plans submitted to the Town for the issuance of a building permit/grading permit must be pre-approved by MMWD with the submitted plans stamped as approved by MMWD.*

- b. *The building permit application must be accompanied by a letter from MMWD approving the landscape and irrigation plans.*
- c. *If the MMWD-approved plans substantially differ from the Town-approved plans, these differences may require additional review through the Town's design review permit process and/or a revision to the Town's permit.*
- d. *The applicant is responsible for contacting MMWD for all inspections, approval and sign-off on landscape and irrigation installation. Upon approval, MMWD shall issue a Certificate of Completion, which must be submitted to the Planning Division before building permit final sign-off or a Certificate of Occupancy is issued by the Tiburon Community Development Department.*

Inspections

MMWD is responsible for inspecting and approving all landscape and irrigation installed for applicable projects, prior to project /occupancy final. Once construction is complete, the applicant will be required to have a representative from MMWD inspect the project for conformance with the plans that were submitted and approved by MMWD.

In order to receive a project/occupancy final from the Town, the applicant will be required to submit a Certificate of Completion from MMWD demonstrating finalization of the landscaping in conformance with MMWD regulations.

Questions

For questions regarding MMWD's water-efficient landscape regulations or plan review requirements, please call (415) 945-1497 or visit www.marinwater.org.



MARIN MUNICIPAL WATER DISTRICT

220 Nellen Avenue Corte Madera CA 94925-1169
marinwater.org

Graywater Requirements for MMWD Water Service

(District Ordinance No. 429 effective February 1, 2016)

Your project (residential or commercial) may be subject to MMWD's Graywater ordinance if:

- It is new construction and requires a new water service from MMWD, or
- It is already connected to MMWD's water system but requires an enlarged water service from MMWD (often due to additional water demands such as the installation of a fire sprinkler system).

If your project meets these conditions, , then you will be required to have your building plans reviewed for compliance with the new Graywater ordinance.

Not all projects needing a new water service or an enlarged water service meet the conditions to require Graywater. Some of the Graywater requirements include:

- Graywater systems must meet all site and waterway setback requirements.
- Soil conditions or slope of the site shall not create pooling or allow run-off of the site.
- The property needs to have the appropriate landscape plantings for Graywater to be used.
- Irrigation areas must be less than 50 feet away and cannot be uphill from the Graywater source.

MMWD is working directly with all Planning and Building Agencies to receive project transmittals during the Building Application process. Upon receipt of a plan set, MMWD representatives will review the plans for Graywater requirements and contact the Applicant to discuss details of the project for clarity prior to issuing a "Graywater Sign Off Form".

MMWD requires that the Applicant bring the Graywater Sign Off Form to the Engineering Department when applying for a new water service or an application for an increase in the size of the existing water service. Graywater Sign Off Forms that require the installation of Graywater, must be signed-off by the Building Inspector that compliance has been met.

For more information on Graywater systems, please visit:

<http://www.marinwater.org/155/Graywater> and

<http://www.marincounty.org/depts/cd/divisions/environmental-health-services/graywater-systems>.

This new requirement supports the district's ongoing efforts to reduce water demand. For more information about the requirement contact Engineering Services at 415-945-1530.



220 Nellen Avenue, Corte Madera, CA 94925
Engineering Department, 415-945-1530

GRAYWATER SIGN-OFF FORM

Your project may require the installation of a Graywater system IF:

- You need a new water meter installed.
- You need to enlarge an existing water meter.

Please complete this form and submit it along with your water service application package.

Property Information

Address		APN	
Property Use			

Type of Project

- New Construction** - Development of a property not currently served by MMWD or an addition requiring the installation/enlargement of water service.
- Demo & Rebuild** - Demolition of existing structures and construction of a new residential or commercial building requiring the installation/enlargement of water service.
- Redevelopment** - Construction associated with changing the existing use of a property and requiring the installation/enlargement of water service.
- Significant Remodel** - Changes to an existing structure requiring the installation/enlargement of water service (often due to additional water demands).

Property Owner Acknowledgement

I, _____, the owner or authorized owner's agent of the above-referenced property, understand that the installation of a graywater system may be required pursuant to MMWD District Code. The viability for installation of a graywater system for this property has been considered and determined that installation of a graywater system is:

- Feasible** - A graywater system will be installed in compliance with Chapter 16 of the California Plumbing Code. Inspection, approval and completion of the sign-off section of this form by the local building department is required.

Type of Graywater System:

- Laundry to Landscape (L2L)** - Utilizing clothes washer discharge water for landscape irrigation.
- Simple System** - A system with a discharge of 250 gallons per day or less. Installation of a district-approved backflow assembly is required.
- Complex System** - A system with a discharge greater than 250 gallons. Installation of a district-approved backflow assembly is required.
- Not-Feasible** - A graywater system will not be installed. I have attached a statement of facts to substantiate our determination. Completion of the sign-off section of this form by the local building department is not required.

Signature: _____ Date: _____

-----MMWD Section Only-----

MMWD Representative: _____ Phone: _____

Signature: _____ Date: _____

Sign-Off

Building Dept.		Inspector	
Inspector's Phone		E-mail	
Signature		Date	