



## Town of Tiburon

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7390 | [www.townoftiburon.org](http://www.townoftiburon.org)

### SUPPLEMENTAL APPLICATION FORM FOR SITE PLAN & ARCHITECTURAL REVIEW: MINOR ALTERATIONS

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#### MINOR ALTERATIONS

In accordance with Title IV, Chapter 16, Section 16-52.020(F) of the Tiburon Municipal Code, the following items qualify for Site Plan & Architectural Review (Design Review) as “Minor Alterations” and may be acted upon by the Planning Division Staff.

- Residential additions less than 500 square feet in floor area.
- Accessory buildings or structures less than 500 square feet in floor area.
- Fences, walls, and/or retaining walls.
- Minor exterior alterations such as windows, decks, skylights, awnings, satellite dishes, fire pits, and similar items as determined by the Planning Director.
- Re-roofs.
- Swimming pools/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;
- Demolition of an existing main building on a lot and demolition of any structure on a property listed on a local historic inventory or eligible for listing on a state or federal historic registry.
- Grading, excavation, filling or earth movement that involves more than fifty cubic yards of material and is not otherwise an obvious and integral part of a larger project such as, but not limited to, a new structure or addition to an existing structure that would require a permit under this section.
- The placement, replacement or modification of utility distribution poles and facilities, including, without limitation, lines, wires and boxes;
- 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;
- 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;
- Sports court features, which include fences over forty-two inches in height, exterior lighting poles or mounts over forty-two inches in height, and nonportable (i.e. fixed in place) basketball standards or other similar structures;
- Modifications to approved Site Plan & Architectural Review permits when determined to be minor in nature.
- Other applications which the Planning Director determines to be appropriate for Staff action.

However, your application may be referred by Planning Division Staff to the Design Review Board for action if there is controversy, or for other good cause as determined by Staff. Any application involving a variance must be acted upon by the Design Review Board.

## **PROCEDURE**

When an application is submitted, 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, the applicant will be notified within 30 days.

Once an application is deemed complete, a courtesy notice describing the application will be mailed to all property owners within one hundred feet (100') of the boundaries of the subject site and to other potentially affected property owners as determined by Staff. The notice will provide a 10-day public comment period on the application, which is made available for review on the Town's website and at the Planning Counter. After the comment period has concluded, Staff may act on the application. The application may be approved, approved subject to conditions or modifications, denied, or referred to the Design Review Board for action.

Under certain circumstances, such as an increase in roof height or other changes to a roof design, applicants shall also be required to erect story poles. Courtesy notices for such applications are to be mailed to all property owners within three hundred feet (300') of the boundaries of the subject site. Story poles shall be erected prior to the date courtesy notices are mailed for the application.

Appeals of a Staff decision on applications for Minor Alteration must be filed within five (5) working days of the decision. There is a \$500 filing fee deposit for applicants appealing a decision, and a \$300 filing fee for non-applicant appeals. The appeal will be heard by the Design Review Board, whose decision is final.

## **SUBMITTAL REQUIREMENTS**

Below is a list of items typically required in order to properly review and reach a decision on an application for Minor Alteration. 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.

### **All submittal documents should be submitted electronically to [plans@townoftiburon.org](mailto:plans@townoftiburon.org)**

1. Completed application forms (Land Development Application Form and the Supplemental Application Form for Minor Alterations).
2. Filing Fee. Please consult with Planning Staff to verify the total fees due, based on your scope of work. The initial fee for Minor Alteration application is \$255.00. Payment can be accepted during normal business hours (Monday through Thursday, from 8 AM until 4 PM) in the form of exact cash, credit card, or check. Checks, made out to "The Town of Tiburon", may also be submitted by mail to the Planning Division Attn: New Application at 1505 Tiburon Boulevard Tiburon, California 94920.
3. An electronic set of project plans. The plans are to contain the following information if deemed appropriate for the type and scope of proposed project:
  - a. Site plan to scale showing: property lines, setbacks, and all easements or other encumbrances; all adjacent streets, vehicular access points; all proposed and existing structures; parking and driveway areas; dimensions of the lot; contours of the land; trees; and significant natural or man-made features such as drainageways, rock out-croppings, landscaped areas, fences, walls, and retaining walls. The scale and north arrow shall be shown.

- b. Floor plans of existing and proposed structures.
  - c. Elevations of existing and proposed structures (side-by-side on the same page) and exterior finish. Include a color and materials pallet that shows the 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.
  - d. Roof plan. Roof plan shall show story pole locations. If story poles are deemed necessary.
  - e. Detailed drawings of proposed items such as fences, retaining walls, trellises or arbors, deck railings, and similar items.
  - f. Existing and proposed exterior lighting locations, and details of proposed lighting fixtures. All exterior lighting is required to be downlit and shielded.
  - g. Landscape plan when deemed necessary. Landscape plan shall show existing landscaping, proposed landscaping (size, quantity and species), proposed landscape lighting locations, and details of landscape lighting fixtures. A Vegetation Management Plan may be required by the Tiburon or Southern Marin Fire Protection Districts. Standards can be found at [www.tiburonfire.org](http://www.tiburonfire.org). Compliance with Water Efficient Landscape Standards may also be required. See the attached "Water Efficient Landscape" handout.
- 4. Title Report when deemed necessary.
  - 5. Property line or boundary survey when deemed necessary.

#### **Optional Items**

While no longer required by the Town of Tiburon, neighbor outreach, in advance of applying, is highly encouraged. Applicants are urged to consult potentially affected neighbors as early in the process as possible.



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**LAND DEVELOPMENT APPLICATION**

**TYPE OF APPLICATION**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Design Review (DRB)         | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Precise Development Plan | <input type="checkbox"/> Design Review (Staff Level) | <input type="checkbox"/> Final Subdivision Map     |
| <input type="checkbox"/> Condominium Use Permit   | <input type="checkbox"/> Variance(s) _____ #         | <input type="checkbox"/> Parcel Map                |
| <input type="checkbox"/> Zoning Text Amendment    | <input type="checkbox"/> Floor Area Exception        | <input type="checkbox"/> Lot Line Adjustment       |
| <input type="checkbox"/> Rezoning or Prezoning    | <input type="checkbox"/> Tidelands Permit            | <input type="checkbox"/> Other _____               |
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Sign Permit                 |  |
| <input type="checkbox"/> Temporary Use Permit     | <input type="checkbox"/> Tree Permit                 |  |

**APPLICANT REQUIRED INFORMATION**

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

**SITE ADDRESS:** \_\_\_\_\_ **PROPERTY SIZE:** \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

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

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**APPLICANT (if other than Property Owner):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ARCHITECT/DESIGNER/ENGINEER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

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

## SITE PLAN AND ARCHITECTURAL REVIEW- PROJECT INFORMATION (MINOR ALTERATION)

Please complete the tables below. **A copy of the information on this page shall also be included on the project plans.**

1. Impervious Surface Area Calculations (in square feet) & Grading Estimates (in cubic yards): \_\_\_\_\_
- a. Existing Impervious Surface Area: \_\_\_\_\_
  - b. Completed Project Impervious Surface Area: \_\_\_\_\_
  - c. Land Area (in square feet) to be disturbed/cleared during construction: \_\_\_\_\_
  - d. Amount of Grading or Earth Movement involved (total in cubic yards): \_\_\_\_\_

1. Proposed use of site (example: single family residential, commercial, etc.):  
 Existing \_\_\_\_\_  
 Proposed \_\_\_\_\_

2. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.

TO BE COMPLETED BY APPLICANT					STAFF USE ONLY
DEVELOPMENT STANDARDS	Required Per Zone	Existing Calculation	Proposed Addition and/or Alteration	Proposed Calculation	Calculated After Review
<b>Setbacks from property line (Section 16-100.020(Y))*</b>					
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.
<b>Maximum Height (Section 16-30.050)*</b>					
Main	ft.	ft.	ft.	ft.	ft.
Accessory	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, Title IV, Chapter 16 (Zoning)*

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 (required):\* \_\_\_\_\_ Date: \_\_\_\_\_

I understand that the property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs), or similar instruments that 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.

I am hereby advised to determine if the property is subject to deed restrictions and, if so, contact the appropriate homeowner’s association or affected parties about the proposed project prior to proceeding with the application. Following this procedure will minimize the potential for disagreement among parties and possible litigation.

Signature (required):\* \_\_\_\_\_ Date: \_\_\_\_\_

***\*If other than owner, you must submit an authorization letter from the owner or show 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  
Planning Division  
1505 Tiburon Boulevard  
Tiburon, CA 94920  
(415) 435-7390 | plans@townoftiburon.org



## COPYRIGHT MATERIALS RELEASE: LIMITED LICENSE TO REPRODUCE ARCHITECTURAL/ENGINEERING PLANS

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered, or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the Town must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. By signing below, you are granting the Town of Tiburon a limited license authorizing the Town to reproduce and publish plans and drawings submitted with your application packet for a period of time limited to the duration of the public review process, including making plans and drawings available on the Town's website for public review and providing electronic reproductions to the Town's review boards and commissions. The purpose of this limited license is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the Town for other purposes. By signing below, those individuals who have prepared plans and drawings submitted with this application agree to the limited license described herein for the publication or reproduction of any such plans or drawings by the Town. If you wish to revoke this license at any time, please contact the Planning Department.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Architect (where applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Engineer (where applicable): \_\_\_\_\_ Date: \_\_\_\_\_