



Town of Tiburon

Community Development Department - Planning Division

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7390 | www.townoftiburon.org

SUPPLEMENTAL APPLICATION FORM 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 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** (the planner will give you the initial fees during your presubmittal meeting).
3. **Electronic set of plans** (to be submitted as a pdf to plans@townoftiburon.org for a completeness check).
4. **A current title report**, when deemed necessary.
5. **A property line or boundary survey**, when deemed necessary.
6. **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.
7. **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:

If your property is located within the Tiburon Fire Protection District, a VMP is required. This plan shall meet the requirements of Chapter 3, Section §304 of the 2019 California Fire Code. 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. Please indicate on the "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 manufacturers' 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.

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 manufacturers' 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).



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Tiburon, California 94920

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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

SITE ADDRESS: _____ **PROPERTY SIZE:** _____

PARCEL NUMBER: _____ **ZONING:** _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

APPLICANT (Other than Property Owner): _____

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

ARCHITECT/DESIGNER/ENGINEER: _____

MAILING ADDRESS: _____

PHONE: _____ **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 (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: _____ Date: _____
where applicable

Signature of Engineer: _____ Date: _____
where applicable

SITE PLAN AND ARCHITECTURAL REVIEW- PROJECT INFORMATION (MAJOR 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): _____
- Existing Impervious Surface Area: _____
 - Completed Project Impervious Surface Area: _____
 - Land Area (in square feet) to be disturbed/cleared during construction: _____
 - 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
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)*					
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)