



## Town of Tiburon

Community Development Department - Planning Division

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7390

[www.townoftiburon.org](http://www.townoftiburon.org)

### SUPPLEMENTAL APPLICATION FOR NEW RESIDENCE OR OTHER NEW RESIDENTIAL OR NON-RESIDENTIAL MAIN BUILDING (SITE PLAN & ARCHITECTURAL REVIEW)

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#### **GENERAL**

In accordance with provisions of the Tiburon Municipal Code, Title IV, Chapter 16, Section 16-52.020 Site Plan & Architectural Review (Design Review) approval is required prior to securing a building permit for any new main building (residential or non-residential).

#### **PROCEDURE**

Applications for Design Review are acted upon by the Design Review Board (DRB) at meetings that 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 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, with the applicant then allowed time for rebuttal. The Design Review Board will then discuss the application, determine if it complies with all provisions of the Zoning Ordinance, 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 an applicant appeal and a \$300 filing fee for non-applicant appeals. Design Review approval is an action of the Planning Division of the Community Development Department. 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 the Building Division issues a building permit by the date of expiration. There are no time extensions possible for design review approvals.

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## **A. APPLICATION REQUIREMENTS:**

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Below is a list of items typically required in order to properly review and reach a decision on an application for Design Review of a new residence or main building. 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** (A Land Development Application Form and the Design Review Supplemental Application Form for New Residence or Main Building).
2. **Filing fee** (Initial Approval fee of \$2,825 upon submittal, additional fees may be applied depending on scope of project.)
3. **Electronic set of plans** (to be submitted as a PDF to [plans@townoftiburon.org](mailto:plans@townoftiburon.org) for a completeness check).
4. **A current title report.**
5. **A property line or boundary survey**, when deemed necessary.
6. **Story poles.** Story poles are a visual device used to delineate location, height and bulk of proposed structures. Story poles are required for all new primary buildings. A surveyor or registered civil engineer will 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 the certification on file with the Town ten (10) days prior to the Design Review Board meeting, or the item will be continued.

9. **Color & Materials Palette** showing 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. Actual samples of materials used should be brought to the scheduled hearing.
10. **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.
11. **Neighbor Signatures** (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.

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**B. INFORMATION REQUIRED ON PLANS:**

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**1. SITE PLAN showing:**

Accurate 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.

**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 and indicating conformance of photovoltaic energy generation system in accordance with Title IV, Chapter 16, Section 16-40.080.

**4. SITE CROSS SECTIONS showing:**

Two (2) different site cross sections through critical lines, 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 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. 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 LIGHTING PLAN AND EXTERIOR DETAILS showing:**

A detailed exterior lighting plan showing the location and intensity of exterior lighting and light fixtures, as well as details that relate to the appearance of the exterior of the buildings such as fences, walls, carports, trash enclosures, etc.

**11. ADDITIONAL INFORMATION:**

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



## **NOTICE**

### **IMPERVIOUS SURFACE CALCULATIONS REQUIRED FOR BUILDING PERMIT APPLICATIONS**

Effective June 7, 2004, the Town of Tiburon collects storm water runoff impact fees for construction projects that result in the creation of fifty (50) square feet or more of new impervious surfaces.

Applicants are advised that they will typically be required to:

- **Provide calculations of any net increase in impervious surfaces resulting from the project at the time of building permit application. The calculations must be clearly shown on the project drawings and the total included on the building permit application form.**
- **Pay the stormwater runoff impact fee at the time of building permit issuance**

“Impervious surface” means any surface which does not allow direct infiltration of storm water including, but not limited to, buildings, building additions, new paved concrete or asphalt surfaces. A “construction project” means any project requiring any permit or entitlement from the Town of Tiburon that would result in a net increase in impervious surface. The “new impervious surface” square footage total would be the difference between “existing condition” and “finished condition” impervious surfaces resulting from a proposed construction project. Projects resulting in less than 50 square feet of new impervious surfaces are exempt.

A fee of \$1.00 per square foot of new impervious surfaces will be charged. The fee shall be collected at the time of issuance of a building permit for the project. If no building permit is required, then the fee shall be collected at the time of issuance of the final permit required by the Town, which may be a zoning entitlement, subdivision entitlement, or encroachment permit. Applications for these permits shall include calculations of the amount of new impervious surface created by the construction project. The calculations will be checked by the Public Works Department.

If you have questions regarding this requirement, we encourage you to contact the Tiburon Public Works Department at (415) 435-7354 or visit us at Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920.

Existing impervious surface calculation: 1,700 square feet (sf)  
 Proposed net increase in impervious surface: 1,130 sf  
 (cement pathway, addition, pool, spa, and trellis)  
 Finished condition fee calculation: \$1,130

Lot Size	_____ sf
Total Increase	_____ %



Name/Date \_\_\_\_\_  
 Signature \_\_\_\_\_

Existing Asphalt Driveway  
 (200 sf)

Existing Building  
 (1,500 sf)

New Addition  
 500 (sf)

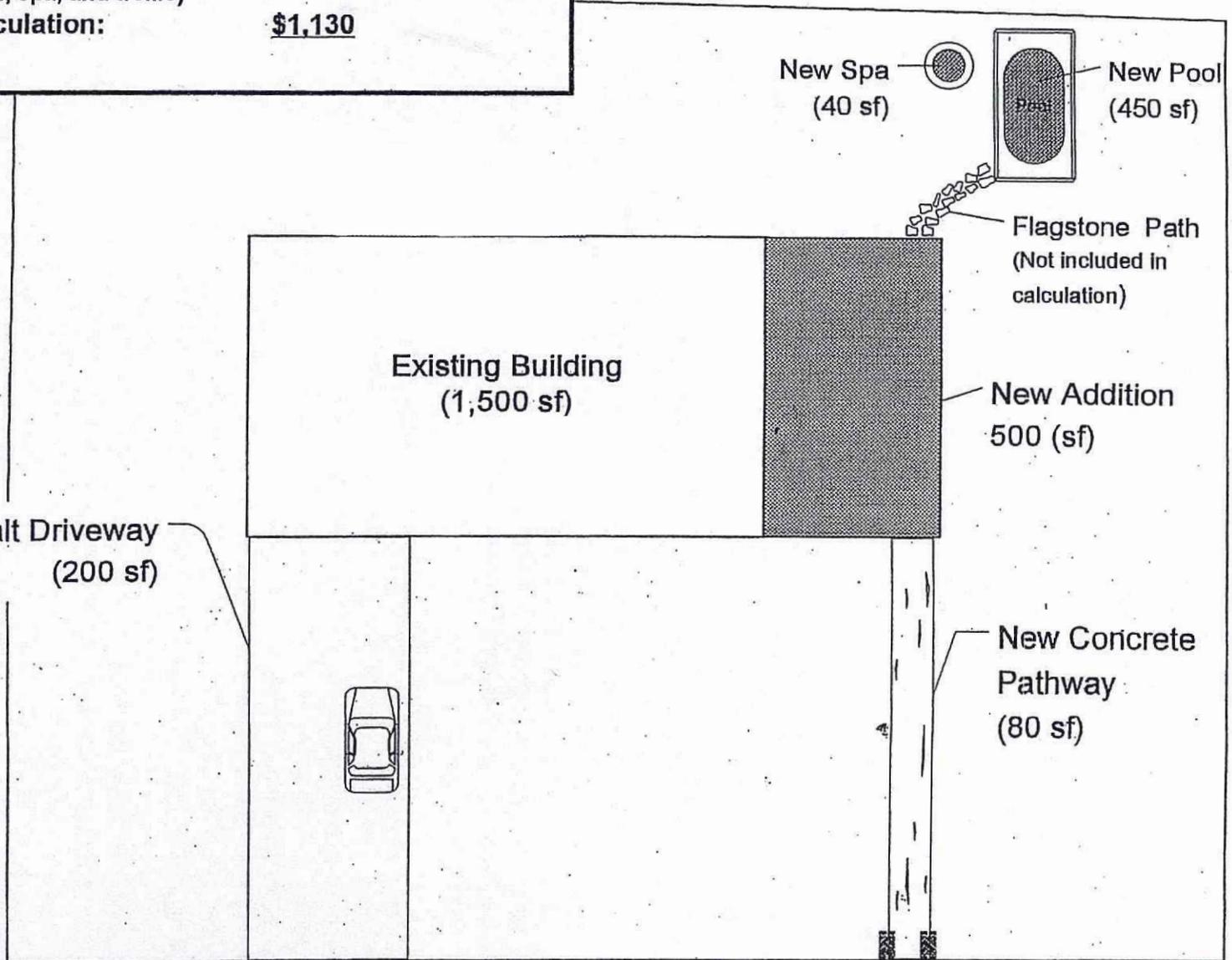
New Concrete  
 Pathway  
 (80 sf)

New Spa  
 (40 sf)

New Pool  
 (450 sf)

Flagstone Path  
 (Not included in  
 calculation)

Street





# 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	
Prope			

### 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	



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Community Development Department  
1505 Tiburon Boulevard, Tiburon, CA 94920  
PHONE: (415)-435-7390/FAX: (415)-435-2438  
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## 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](http://www.marinwater.org).

S:\Planning\FORMS\Current Forms\Water Efficient Landscape Handout 2016.doc



Planning Division Staff (415) 435-7390  
[www.townoftiburon.org](http://www.townoftiburon.org)

## PHOTOVOLTAIC ENERGY GENERATION SYSTEM REQUIRED FOR NEW SINGLE-FAMILY DWELLINGS

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In accordance with Title IV, Chapter 16, Section 16-40.080 of the Tiburon Municipal Code, all newly-constructed single-family dwellings on property zoned R-1, R-1-B, RO or RPD are required to install a photovoltaic energy generation system.

### When Required:

This requirement does not apply to “remodel” projects as described in section 16.52.020 (K) of the Zoning Ordinance that qualify as “new construction”, as defined by section 16-100.020 (N), but applies only to **new single-family dwellings**; e.g., those proposed to be constructed from the ground up.

### Required System Size:

The minimum size of a photovoltaic energy generation system required under this section may be calculated using either of the following methods:

**Prescriptive method:** The minimum system size utilizing the prescriptive method is two watts per square foot of gross floor area of the building. Watts are calculated using the nameplate rating of the photovoltaic system. There shall be no considerations for performance factors, such as tilt, orientation, shading or tariffs.

**Performance method:** The system sizing for the performance method shall be calculated using modeling software or other methods approved by the Building Official. The total building load, including all gross floor area, shall be calculated in kilowatt hours. The system annual output shall be calculated by factoring in system orientation, tilt, shading, local weather conditions and equipment efficiency. The system shall offset at least 75 percent of the electrical load of the building on an annual basis.

Please note that other methods of renewable electrical energy production can be included or substituted in satisfying the total requirement for the new dwelling and its appurtenant structures and facilities (such as use of renewable resources, or installation of new photovoltaic energy generation systems for in-ground swimming pools).

Exception:

The Design Review Board may grant an exception to this section if it makes affirmative findings that there would be an unusual or severe practical difficulty in the installation of the required photovoltaic energy generation system due to physical circumstances, such as:

- Building location or orientation
- Site topography and/or shading resulting from topography
- Other physical conditions on or off the subject site.

In granting the exception, the Board may require enrollment of the dwelling unit in the Marin Clean Energy “deep green” program or participation in other alternative energy solutions.

Proof of compliance:

Prior to issuance of a Certificate of Occupancy, the owner of record or his/her agent shall certify in writing that the required photovoltaic energy generation system is operational and the Building Official or designee shall verify compliance prior to final sign-off of the building permit.

Resources:

For assistance on how to figure out what is the best system or method for providing a solar energy system for a new residence, please contact a solar company, an architect or a contractor who specializes in new residential construction.

## **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**

Community Development Department - Planning Division

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7390

[www.townoftiburon.org](http://www.townoftiburon.org)

**LAND DEVELOPMENT APPLICATION**

**TYPE OF APPLICATION**

Conditional Use Permit  
Precise Development Plan  
Condominium Use Permit  
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  
Other \_\_\_\_\_

Department Use Only:  
Received Date: \_\_\_\_\_

**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):**

## SUPPLEMENTAL PROJECT INFORMATION

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): \_\_\_\_\_

2. Proposed use of site (example: single family residential, commercial, etc.):

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

3. 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)

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 homeowners 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  
Community Development Department  
Planning Division  
1505 Tiburon Boulevard  
Tiburon, CA 94920  
(415) 435-7390 (Tel)  
(415) 435-2438 (Fax)  
[www.townoftiburon.org](http://www.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: \_\_\_\_\_

<b>Number of Parking Spaces Provided</b>	<b>spaces</b>	<b>spaces</b>	<b>spaces</b>	<b>spaces</b>
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\*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. Planning Staff can assist you with determining which items are needed for your application***

**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.
- Photovoltaic energy generation system

**SITE CROSS SECTIONS:**

- Two site cross sections through critical lines.
- 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 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:**

- 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 LIGHTING AND EXTERIOR DETAILS:**

- ❑ All details which relate to proposed exterior lighting and 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.

**FLOOD ZONE INFORMATION:**

- ❑ Flood Elevation Certificate prepared by licensed professional qualified to prepare such certificates if any portion of the property is located in an AE or VE flood zone as shown on FEMA flood maps.

**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.