



**Town of Tiburon**

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**SUBMITTAL STANDARDS AND CHECKLIST**

These standards describe how information should be provided to the Planning Division for all Planning Applications and will be used to assess the completeness of a planning application.

Please note that applications to the Building and Engineering Divisions are evaluated separately.

The Town of Tiburon Planning Division accepts applications online at: [plans@townoftiburon.org](mailto:plans@townoftiburon.org)

Please refer to the Application Submittal Requirements handout for a comprehensive list of the information required for a complete planning application. Applications shall be reviewed for compliance with the submittal requirements and these standards.

Incomplete or inaccurate information may result in project delays and additional costs to the applicant.

Please speak to a planner if you would like clarification before submitting an application. References to the Tiburon Municipal Code (TMC) can be viewed online at: [https://library.municode.com/ca/tiburon/codes/code\\_of\\_ordinances](https://library.municode.com/ca/tiburon/codes/code_of_ordinances).

All electronic submittals shall be in .pdf format, sized no larger than 11x17, unless otherwise indicated herein.

<b>General Notes</b>	
All plans shall be legible and adhere to the following standards:	
1. Include a Title Block with the project name, revision date, title, preparer’s name, preparer’s contact info, and sheet number.	Initial: _____
2. Include the site address and assessor’s parcel number (APN) on each sheet.	Initial: _____
3. Include a graphic scale and north arrow on each sheet.	Initial: _____
4. Label all dimensions and distances in feet or inches.	Initial: _____
5. Plans shall be legible and provided at an engineer scale no smaller than 1" = 40' or an architect scale no smaller than 1/8" = 1'	Initial: _____
6. Ensure that all details and information necessary to demonstrate zoning conformance are provided (including but not limited to floor area, required yards, underground utilities, and mechanical screening)	Initial: _____

7.	Provide a statement by licensed professional (if prepared by licensed architect, landscape architect, surveyor, engineer, etc.) allowing reproduction of plans during the public review process	Initial: _____
<b>Title Report</b>		
1.	<b>Submit current title report.</b> All title reports should be current within 90 days, and they must typically be procured from a title company. They must include a legal description of the property, and all easements, covenants and deed restrictions.	Initial: _____
<b>Written Statement</b>		
Describe the proposed project		
1.	<b>Uses:</b> Interior and exterior uses, including but not limited to work areas, residential uses, common or recreational spaces, interior and exterior storage, etc.	Initial: _____
2.	<b>Hours:</b> Hours of operation (existing and proposed).	Initial: _____
3.	<b>Detailed Description:</b> Description and documentation of the previous land use	Initial: _____
4.	<b>Anticipated number of employees, clients, customers, residents, etc:</b> Provide estimated occupancy and usage figures.	Initial: _____
5.	<b>Special Events:</b> Potential for special events, such as meetings or assembly uses. Include anticipated frequency and number of attendants.	Initial: _____
6.	<b>Vehicle Traffic:</b> Type of vehicle traffic anticipated (auto, truck, drop off, etc.)	Initial: _____
7.	<b>Delivery Schedules:</b> Delivery schedules and location of loading activities for restaurant, retail, or similar uses.	Initial: _____
8.	<b>Construction Odor, Noise or Glare:</b> Any sources of odors, noise, dust or glare associated with the proposed use or proposed construction activities. The expected frequency and duration of such effects shall be described.	Initial: _____
9.	<b>Hazardous Materials:</b> Any hazardous materials, as defined in the California Fire Code. List the quantities and storage methods of such materials and provide copies of their Safety Data Sheets.	Initial: _____
10.	<b>Temporary Equipment Storage:</b> The nature and duration of temporary equipment or storage (if applicable).	Initial: _____
11.	<b>Proposed Lease Controls/Management Programs:</b> Description of any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the City in general (if applicable).	Initial: _____
12.	<b>State, Federal, and Regional Agency Requirements:</b> Known or potential permit requirements of Federal, State and regional agencies (e.g., BCDC, BAAQMD, ACOE, etc.).	Initial: _____

<p>13. <b>Findings:</b> Applicant’s statement of findings in support of an application for a Use Permit, Variance, or Reasonable Accommodation.</p>	<p>Initial: _____</p>
<p>14. <b>Public Funding:</b> If funded by public funds, identify the source of funds and provide a copy of the funding agreement or NOFA for reference.</p>	<p>Initial: _____</p>
<p><b>Density Bonus and Affordable Housing</b></p>	
<p>1. <b>Number of Affordable Units</b></p> <ul style="list-style-type: none"> <li>a. Break down by unit type (studio, 1-bedroom, etc.)</li> <li>b. Income categories (e.g., very low, low, moderate)</li> <li>c. Site plan showing where the units are located</li> </ul>	<p>Initial: _____</p>
<p>2. <b>Percentage of Affordable Units</b></p>	<p>Initial: _____</p>
<p>3. <b>Written Statement – Inclusionary Housing Ordinance:</b> For a project creating seven (7) or more new dwelling units, submit a draft resale control agreement or affordable rental restriction agreement and a written statement describing the manner in which the project complies with the Inclusionary Housing Ordinance, TMC Chapter 16-70, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. Number, income category, and location of: <ul style="list-style-type: none"> <li>i. units designed for special needs households, including handicapped accessible units, and</li> <li>ii. affordable units.</li> </ul> </li> <li>b. Size and amenities (bedrooms, bathrooms, parking facilities) of any affordable units.</li> </ul>	<p>Initial: _____</p>
<p>4. <b>Density Bonus:</b> For a project requesting a density bonus, submit plans showing a “base project” that complies with all applicable Zoning Ordinance requirements and a “Density Bonus Eligibility Statement” describing the manner in which the project complies with State Density Bonus Law, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. Number of “base project” units.</li> <li>b. Number and percent of affordable units and income category.</li> <li>c. Percent density bonus requested and allowed pursuant to Government Code Section 65915.</li> <li>d. Waivers or modifications of development standards necessary to physically accommodate “density bonus” units (e.g., increased height or FAR, reduced setbacks or parking, etc.).</li> <li>e. Explanation of why each waiver or modification is needed to accommodate “density bonus” units.</li> <li>f. Incentive or Concession requested, and description of each incentive or concession being requested in addition to (or instead of) waivers or modifications necessary to accommodate density bonus.</li> </ul>	<p>Initial: _____</p>

<b>Site Plan depicting all of the following:</b>		
1.	<b>Vicinity map:</b> Vicinity map showing abutting streets, alleys, and major cross streets within 300 feet.	Initial: _____
2.	<b>Open Space Map:</b> Open space map showing semi and private open space, community open space and public spaces pursuant to Municipal Code section 16-23.070 Open Space	Initial: _____
3.	<b>Existing Utilities Map:</b> water, sewer, gas, electrical, storm drains.	Initial: _____
4.	<b>Density Calculations:</b> proposed density vs. allowed density.	Initial: _____
5.	<b>Property:</b> Property lines, dedications, easements of record, and lot area.	Initial: _____
6.	<b>Location of buildings and structures (existing and proposed) with distance measurements to all property lines and nearby structures.</b>	Initial: _____
7.	<b>Outdoor Activities:</b> Location of all outdoor activities including but not limited to common areas, dining and entertainment areas, and storage.	Initial: _____
8.	<b>Fencing or Screening:</b> Location of walls, fences, open spaces, driveways, parking areas and pedestrian walkways (existing and proposed). Detail including height and material specification shall be provided for fences and walls.	Initial: _____
9.	<b>Accessibility:</b> Site accessibility improvements (as required by the California Building Code and Americans with Disabilities Act).	Initial: _____
10.	<b>Access Points:</b> Location of all entrances exits and walkways.	Initial: _____
11.	<b>Mechanical Equipment:</b> Exterior ground-mounted mechanical equipment and utilities including transformer boxes, valves, air conditioners, fire department connections, backflow prevention assemblies, standpipes, etc.	Initial: _____
12.	<p><b>Lighting Plan:</b> Location of all exterior lighting; provide type of fixtures and indicate that the lighting complies with the Town's standards to be downward directed and shielded. Fixture types, locations, mounting height. Light trespass calculations, downward shield compliance. Must include the following:</p> <ul style="list-style-type: none"> <li>a. Location and type of fixed exterior lighting, both fixed to the building and free standing, for circulation, security, landscaping/building accent purposes.</li> <li>b. Photometric plan prepared by a qualified professional that indicates light levels (expressed in footcandles) on-site, on adjoining right-of-way and on adjoining properties.</li> <li>c. Lighting (pole and fixture) cut sheets with specifications.</li> </ul>	Initial: _____
13.	<b>Landscape:</b> All planted areas and areas to be planted (including location of existing trees).	Initial: _____

<p>14. <b>Zoning Standards:</b> Summary of project statistics including zoning, square footage, lot coverage, floor area ratio (as applicable), site landscaping and parking requirements.</p> <ul style="list-style-type: none"> <li>a. Lot Area: total square footage or acreage</li> <li>b. Lot(s) Width and Depth</li> <li>c. Setbacks <ul style="list-style-type: none"> <li>i. Required vs. proposed for front, side, rear</li> <li>ii. Any encroachments or variances requested</li> </ul> </li> <li>d. Building Coverage <ul style="list-style-type: none"> <li>i. Percentage of lot covered by structures</li> </ul> </li> <li>e. Floor Area Ratio <ul style="list-style-type: none"> <li>i. Show calculations (total building area ÷ total lot area)</li> </ul> </li> <li>f. Building Height(s) <ul style="list-style-type: none"> <li>i. Maximum allowed vs. proposed</li> </ul> </li> </ul>	<p>Initial: _____</p>
<p>15. <b>Parking and Circulation to include:</b></p> <ul style="list-style-type: none"> <li>a. Parking layout</li> <li>b. Parking spaces, individually numbered and labeled by type: standard, compact, handicap, motorcycle, bike, etc.</li> <li>c. Designated loading areas</li> <li>d. Aisle widths, turning radii</li> <li>e. Electric vehicle charging stations</li> <li>f. Circulation areas, including drive aisles and pedestrian pathways.</li> <li>g. Table with building floor area and use, required parking ratio, and number of required and proposed parking spaces per requirements of Title IV, Chapter 16, Section 16-32.040.</li> <li>h. If off-site parking will be utilized, include a diagram demonstrating compliance with the standards of Section 16-32.080</li> <li>i. If a reduction to the parking requirement is requested, or if it is deemed relevant by the Director of Community Development, a parking study shall be prepared by a qualified professional.</li> </ul>	<p>Initial: _____</p>
<p>16. <b>Shadow study:</b> Must show Winter and Summer shadow lines at 9:00 am, noon and 3:00 pm on June 21st and December 21<sup>st</sup>.</p>	<p>Initial: _____</p>
<p><b><u>Preliminary Grading and Drainage Plan</u></b></p>	
<p><i>(Additional information may be required for a Grading Permit.)</i></p>	
<p>1. <b>Grades &amp; Slopes:</b> Show all accessible paths of travel (per California Building Code).</p>	<p>Initial: _____</p>
<p>2. <b>Contours &amp; Elevations:</b> Provide existing and finished grades within forty feet (40') of the property line.</p>	<p>Initial: _____</p>
<p>3. <b>Proposed Retaining Walls:</b> Indicate location and elevations on plan.</p>	<p>Initial: _____</p>
<p>4. <b>Grading Quantities:</b> Show excavation, fill, and site balance .</p>	<p>Initial: _____</p>
<p>5. <b>Best Management Practices:</b> Include erosion and sediment control measures on plan; complete an Erosion and Sediment Control Checklist.</p>	<p>Initial: _____</p>

6.	<b>Drainage Facilities:</b> Show berms, swales, ridges, brow ditches, down drains, and any other surface/subsurface drainage features.	Initial: _____
7.	<b>Water &amp; Sewer Plan:</b> Indicate connection points to City systems and preliminary pipe locations/sizes.	Initial: _____
8.	<b>Natural Features:</b> Identify wetlands, streams (show centerline/top of bank), slopes, etc.	Initial: _____
9.	<b>Existing Trees</b> Show trees as defined in Tiburon Municipal Code Chapter 15A-2.	Initial: _____
10.	<b>Stormwater Control Plan:</b> Stormwater pollution prevention plan (SWPPP) if required. Based on the Bay Area Stormwater Management Agencies Association (BASMAA) Post Construction Manual requirements for stormwater compliance which promote integrated Low Impact Development (LID) design	Initial: _____
<b><u>Landscape Plan</u></b>		
1.	<b>Location:</b> Location of all required landscaping pursuant to Chapter 13 E Water Efficient Landscape and Chapter 16-23.080 Landscape Design	Initial: _____
2.	<b>Area of Landscaping in Square Feet:</b> Total area of existing and proposed landscaping, expressed in square feet.	Initial: _____
3.	<b>Landscape Map:</b> Location of all existing and proposed trees, including location of all proposed turf (grass) areas.	Initial: _____
4.	<b>Plant Legend:</b> A Plant Legend in table form for all trees, shrubs and ground cover. Include the following information in the Plant Legend: <ul style="list-style-type: none"> <li>a. Botanical &amp; common name</li> <li>b. Quantity</li> <li>c. Size</li> <li>d. Water usage (Low, Medium, High).</li> <li>e. Total landscape coverage (square feet), and compliance with all landscape coverage, perimeter and parking lot landscape requirements as set forth in Chapter 16-23.070.</li> </ul>	Initial: _____
5.	<b>Maturity:</b> Height and spread of ultimate growth. Replace height & width with typical spacing for ground cover. Include planting schedule.	Initial: _____
6.	<b>Shading:</b> Shading calculations for parking areas.	Initial: _____
7.	<b>Screening and Hardscape:</b> All hardscape and screening features (perimeter fencing, enhanced paving, trash enclosures, etc.). Provide details for all features if not shown on site plan.	Initial: _____
8.	<b>Irrigation:</b> Indicate whether site landscaping will be irrigated. Irrigation plans delineating coverage must be submitted with plans for building permits.	Initial: _____

<p>9. <b>Streetscape Plan:</b> Sidewalks, street trees, furniture, lighting, signage, and other streetscape elements</p>	<p>Initial: _____</p>
<p>10. <b>Frontage Improvements:</b> If the project results in a 150% increase in building valuation, frontage improvement upgrades are required, subject to review by the Town Engineer, and must comply with current Town and County standards.</p>	<p>Initial: _____</p>
<p>11. <b>Arborist Report:</b> May be required for any Planning Application resulting in site grading or removal of a protected or heritage tree, or as determined by the Planning Division. The Arborist Report must include the following:</p> <ul style="list-style-type: none"> <li>a. Botanical and common name of tree(s) by tree number.</li> <li>b. Diameter at Breast Height (DBH, 24 inches above grade) by tree number.</li> <li>c. Dripline radius (measure longest radius) by tree number.</li> <li>d. Condition of tree by tree number (e.g., health, vigor and structure).</li> <li>e. Care recommendations of arborist by tree number (e.g., fertilizing, cabling, pruning, watering, etc.).</li> <li>f. Specific and general tree preservation measures recommended by arborist, by tree number for construction and post-construction activities.</li> </ul>	<p>Initial: _____</p>
<p><b><u>Elevations, Building Plans and Architectural Details</u></b></p>	
<p>1. <b>Elevations to Scale:</b> Front, side, and rear elevations of all buildings and structures, drawn to scale with labeled dimensions.</p> <ul style="list-style-type: none"> <li>a. Indicate the direction of each façade (e.g., north, south, east, west).</li> <li>b. Detail the height of all structures, as measured per Title IV Land Improvement and Use, Chapter 16, Section 16-30.050.</li> <li>c. Label all buildings and materials.</li> </ul>	<p>Initial: _____</p>
<p>2. <b>Description and Materials:</b> Description and details of all exterior building materials, treatment, and colors.</p>	<p>Initial: _____</p>
<p>3. <b>Construction Type:</b> Construction type (e.g., masonry, tilt-up, etc.) shall be specified.</p>	<p>Initial: _____</p>
<p>4. <b>Roof Plan:</b> Roof plan inclusive of ridgelines, valleys, and eave projections. Roof pitch and materials. Location and screening of mechanical equipment (HVAC, solar panels, etc.)</p>	<p>Initial: _____</p>
<p>5. <b>Screening:</b> Proposed screening of all exterior equipment and mechanical equipment including rooftop and ground-mounted equipment, standpipes and backflow prevention devices.</p>	<p>Initial: _____</p>
<p>6. <b>Building Accoutrements:</b> All building accoutrements, including wall-mounted lights, access ladders, etc. These must be labeled on plans.</p>	<p>Initial: _____</p>
<p>7. <b>Building Material Samples Board:</b> Building material samples may be submitted on 8.5 x 11 board or sheet (label manufacturer, type of material and color name).</p>	<p>Initial: _____</p>

<p>8. <b>Floor Plans:</b> for each proposed building/structure show room labels, dimensions, square footage per level, doors, windows, interior walls and exits.</p> <ul style="list-style-type: none"> <li>a. Label floor area of each floor/structure, including attics, mezzanines, basements, garages and accessory structures.</li> <li>b. Include a small sized schematic diagram of the floor plan to indicate which areas were included in the floor area calculation.</li> <li>c. Label each room by use (e.g., “office”, “warehouse”, “reception”, etc.) and indicate the location of exterior wall openings.</li> <li>d. Identify locations of existing and proposed fire protection equipment as applicable for the occupancy or use.</li> <li>e. Identify the storage and use locations of any hazardous materials.</li> <li>f. Demonstrate compliance with egress and accessibility requirements as applicable based upon the California Building Code. As feasible, identify the structure type classification (VB, IIB, etc.) and occupant load.</li> <li>g. Provide existing (“as built”) and proposed floor plans.</li> </ul>	<p>Initial: _____</p>
<p>9. <b>Building Sections:</b> Show cross-sections to show interior heights, roof lines and relation to finished grade.</p>	<p>Initial: _____</p>
<p>10. <b>Historic Buildings:</b> For historic buildings, include photographs and details of all existing features and materials that may be removed or replaced.</p>	<p>Initial: _____</p>
<p>11. <b>Tiburon Building Department</b> requires a separate application showing the following:</p> <ul style="list-style-type: none"> <li>a. Project location</li> <li>b. Project description</li> <li>c. Applicable building codes</li> <li>d. Occupancy classification</li> <li>e. Height and area limits</li> <li>f. Maximum number of stories</li> <li>g. Fire resistive requirements</li> <li>h. Floor and roof construction</li> <li>i. Occupancy separation</li> <li>j. Incidental use areas</li> <li>k. Electrical Mechanical</li> <li>l. Vertical Openings</li> <li>m. Elevators</li> <li>n. Exit passages</li> <li>o. Roof construction</li> <li>p. Fire resistive classification</li> <li>q. Minimum Slope</li> <li>r. Means of Egress</li> <li>s. Doors</li> <li>t. Path of common travel</li> <li>u. Stairs, landings, handrails</li> <li>v. Ramps</li> <li>w. Exit access</li> <li>x. Occupant load factor</li> <li>y. Number of exits per story</li> <li>z. As required luminous egress path markings</li> <li>aa. Accessibility including maximum travel distance</li> <li>bb. Parking</li> <li>cc. Fencing and or walls- type and heights</li> </ul>	<p>Initial: _____</p>

<b><u>Photographs</u></b>	
<p>1. <b>Photographs:</b> Photographs of existing building(s), adjacent buildings, and any building across the street from the subject property.</p> <p>a. Identify the date, location, and aspect of the photograph.</p> <p>b. Where possible, take wide-angle shots showing project site and adjacent buildings together.</p> <p>c. Photographs may be submitted in .jpg or .png format only.</p>	Initial: _____
<b><u>Traffic Analysis</u></b>	
<p>1. <b>Traffic Impact Report:</b> Simple trip generation analysis (an estimate of daily trips from the site/development) is required for any planning application involving a change of use. Report must include recommendations.</p> <p>a. As determined by the Planning Division or Town Engineer, the Town may require submitting a report analyzing a project’s transportation impacts. The report shall document the project’s estimated peak hour vehicle trips and total daily vehicle trips, it must be prepared by a transportation engineer or other qualified professional, consistent with the technical guidance from the California Office of Planning and Research: <a href="https://lci.ca.gov/docs/20180416-743_Technical_Advisory_4.16.18.pdf">https://lci.ca.gov/docs/20180416-743 Technical Advisory 4.16.18.pdf</a></p> <p>b. The Town may require that traffic analysis include modeling for intersection or roadway capacity, vehicle safety, or other elements of circulation.</p>	Initial: _____
<b><u>Phase I Environmental Site Assessment (ESA) (if applicable)</u></b>	
<p>1. <b>When Applicable:</b> Required for any project that involves a site with a history of soil and/or groundwater contamination, or as determined by the Planning Division or Town Engineer. The Phase I ESA shall be prepared by a qualified professional and shall comply with all applicable standards established by the US EPA.</p>	Initial: _____
<b><u>Soils Report/Geotechnical Report</u></b>	
<p>1. <b>Report:</b> Prepared in accordance with generally accepted geotechnical practices and stamped by a professional engineer licensed in the State of California, which may include the following as determined by the Community Development Department or Town Engineer:</p> <p>a. Soils and slope stability analysis.</p> <p>b. An evaluation of the nature and severity of seismic hazards.</p> <p>c. Boring and test pit logs.</p> <p>d. Recommendations on slope setbacks.</p> <p>e. Foundation design, retaining wall design, material selection, and all other pertinent elements.</p>	Initial: _____
<p>2. <b>Geologist Approval:</b> If the evaluation involves geologic evaluations or interpretations, the report shall be reviewed and approved by a geologist.</p>	Initial: _____
<p>3. <b>Further Recommendations:</b> Further recommendations, additions or exceptions to the original report based on the plans, site conditions, or other supporting data must be signed and sealed by the geotechnical engineer.</p>	Initial: _____

**Story Poles**

<p>1. <b>Story Poles Required:</b> Story poles delineate the location, height, and bulk of new construction in the field. Story poles are generally located at the building edge, exterior corners, or eave of the proposed structures, and points along the finished roof ridges, or any other locations deemed necessary by staff. The poles are normally constructed of wood with a colored vinyl tape running between each pole to indicate the roofline.</p>	<p>Initial: _____</p>
<p>2. <b>When Required:</b> A story pole is required in association with a design review application. Story poles may be requested for other types of projects requiring design review or a zoning variance.</p>	<p>Initial: _____</p>
<p>3. <b>Story Pole Plan:</b> Prior to installation, the applicant must submit a story pole plan that includes the following:</p> <ul style="list-style-type: none"> <li>a. The location and height of each pole.</li> <li>b. The location of major plate heights and ridgelines to be identified in the field. Focus on major ridgelines and wall plate lines along the building edges. The goal is to show a simple “box” that outlines the mass of the building. It is not necessary or appropriate to include all of the articulations. Do not forget to account for proposed changes in grade with depictions of proposed finished height and elevation notations.</li> <li>c. The location of any stakes or chalk/string lines used to outline the building footprint.</li> <li>d. A legend on the Story Pole Plan that shows the location of each story pole with a symbol for each story pole that includes its number, location and height. In addition, all stake locations and all chalk/string line locations shall be noted.</li> </ul>	<p>Initial: _____</p>
<p>4. <b>Story Pole Installation.</b></p> <ul style="list-style-type: none"> <li>a. <b>Materials:</b> Story poles should be made of 2-inch lumber, PVC piping or other sturdy material and should be properly braced for safety purposes. The connections used to show ridgelines and plate heights should be made of bright construction tape or netting.</li> <li>b. <b>Placement:</b> The major building corners, outer plate heights (not the outer edge of the eaves) and ridgelines should be shown. In addition, stake and string or chalk the property lines where they are not clear and outline the building footprint(s) with stakes and strings or chalk lines. Mark all trees to be removed. If there is substantial grading that will result in tall and/or long retaining walls, the Planning Division may request that their location and height be marked on the property. The number and placement of story poles may be reduced in order to reduce costs, subject to consultation with the Planning Division to assure that there will be sufficient story poles to illustrate the end product. Please note that a licensed professional, such as a surveyor, engineer, architect, landscape architect or contractor, must either carry out or certify installation.</li> </ul>	<p>Initial: _____</p>
<p>5. <b>Story Pole Timing:</b> Story poles must be installed at least fourteen (14) calendar days prior to a public hearing. The poles must stay up through the appeal period, which is ten (10) business days after the final action taken on the project and must be removed no later than fourteen (14) business days after the final action. In the event that required story poles are not installed, or they are inadequate, it will be requested that</p>	<p>Initial: _____</p>

<p>the applicant install or improve the story poles and the project hearing will be continued to a future date.</p>	
<p>6. <b>Photographs of Story Poles:</b> Submit photographs of the story pole installation, including any angles from which it is visible to the public, to the Planning Division at least ten (10) days prior to the public hearing. Include a plan or map showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow); this is generally done by numbering the photos and photo points. It is recommended that at least one of the photos include a person next to a story pole to provide scale.</p>	<p>Initial: _____</p>
<p><b><u>Floodplain Management and Erosion Control</u></b></p>	
<p>1. <b>Erosion Control Plan (if applicable)</b></p>	<p>Initial: _____</p>
<p>2. <b>Floodplain Management Documentation:</b></p> <ul style="list-style-type: none"> <li>• Identify FEMA 100-year flood zone designation and limits, comply with FEMA building requirements if within flood zone.</li> <li>• Building finished floor elevation(s) must be a minimum of 1.0 feet above the Base Flood Elevation. Note that an Elevation Certificate(s) will be required at floor framing stage and again before final occupancy can be granted.</li> </ul>	<p>Initial: _____</p>
<p><b><u>Tentative Subdivision or Parcel Map</u></b></p>	
<p>1. <b>Subdivision Information:</b> A title including the subdivision number, name, and type of subdivision.</p> <ol style="list-style-type: none"> <li>a. The name and address of the legal owner, subdivider, and person preparing the map, including registration or license number.</li> <li>b. Sufficient legal description to define the boundary of the proposed subdivision.</li> <li>c. The names and numbers of adjacent subdivisions, and the names of owners of adjacent unplotted land.</li> <li>d. The date, north arrow, scale, contour interval, and source and date of existing contours.</li> </ol>	<p>Initial: _____</p>
<p>2. <b>Present Zoning:</b> A statement of the present zoning on the site, and the existing and proposed uses of the property, as well as any proposed zoning changes, either now or in the future.</p>	<p>Initial: _____</p>
<p>3. <b>Vicinity Map:</b> A vicinity map showing roads, adjoining subdivisions, and other data sufficient to locate the proposed subdivision in relation to the community.</p>	<p>Initial: _____</p>
<p>4. <b>Topography Map:</b> The existing topography of the proposed site and at least 100 feet beyond its boundary. The contours shall be shown at intervals of not more than five (5) feet, and, if the slope of the land is less than ten (10) percent, at intervals of not more than two (2) feet.</p> <ol style="list-style-type: none"> <li>a. All natural features, including wetlands and streams. Indicate the centerline and top of bank for streams.</li> <li>b. All existing trees with a trunk diameter of four inches or more, measured 24 inches above existing grade. Elevations shall be provided, and trees shall be numbered; trees to be removed shall be designed with an "X". An Arborist Report may be required.</li> </ol>	<p>Initial: _____</p>

<p>5. <b>Structures Map:</b> The location and outline of existing structures, identified by type. Structures to be removed shall be noted on the map.</p>	<p>Initial: _____</p>
<p>6. <b>Stormwater Flow Map:</b> The approximate location of all areas subject to inundation or storm water overflow, and the location, width, and direction of flow of each watercourse.</p>	<p>Initial: _____</p>
<p>7. <b>Surrounding Streets:</b> The location, pavement, and right-of-way width, grade, and name of existing streets, alleys, or highways.</p>	<p>Initial: _____</p>
<p>8. <b>The widths, location, and identity of all existing easements.</b></p>	<p>Initial: _____</p>
<p>9. <b>Sanitary, Fire and Storm Drains Map:</b> The location and size of existing sanitary sewers, fire hydrants, water mains, and storm drains. The approximate slope of existing sewers and storm drains. The approximate slope of existing sewers and storm drains shall be indicated.</p>	<p>Initial: _____</p>
<p>10. <b>Overhead Utility Lines:</b> The location of existing overhead utility lines on peripheral streets.</p>	<p>Initial: _____</p>
<p>11. <b>Phased Development:</b> If the site will be developed in phases, the proposed units and the sequence of construction shall be shown.</p>	<p>Initial: _____</p>
<p>12. <b>All Improvements:</b> All proposed improvements shall be shown including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. The location, grade, centerline radius, and arc length of curves, pavement, right-of-way width, and name of all streets. Typical sections of all streets shall be shown, and proposed private streets shall be clearly indicated.</li> <li>b. The location and radius of all curb returns and cul-de-sacs.</li> <li>c. The location, width, and purpose of all easements.</li> <li>d. The angle of intersecting streets, if the angle deviates from a right angle by more than four degrees.</li> <li>e. The proposed use of each lot, approximate lot layout, and the approximate dimensions of each lot and each building site.</li> <li>f. Post project elevations shown as contours &amp; spot elevations both on site and on adjacent property. Engineering data showing the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, grading quantities (excavation, fill and site balance) and the number of each lot.</li> <li>g. A water and sewer plan indicating the proposed location, size, slope, and approximate elevations of sanitary sewers, water mains, and storm drains, and location of fire hydrants. <ul style="list-style-type: none"> <li>i. Any proposed recreation sites, trails, and parks for private or public use. Any proposed common areas and areas to be dedicated to public open space.</li> </ul> </li> </ul>	<p>Initial: _____</p>
<p>13. <b>Erosion Control:</b> A planting plan for slopes, erosion control, street trees, any other landscaping, and fencing.</p>	<p>Initial: _____</p>
<p>14. <b>Potential Street Names:</b> A list of potential street names for any unnamed streets in the subdivision.</p>	<p>Initial: _____</p>

<b>Plat Map</b>	
<p>1. <b>Plat Map Required:</b> The exterior boundaries of the existing parcels, labeled with the address and assessor's parcel number on each parcel. Number each parcel ("Parcel 1", "Parcel 2", etc.) to correspond with the parcel information on the application form.</p> <p>a. The existing lot line(s) which is (are) proposed to be eliminated, shown as a dashed line and labeled as "existing lot line".</p> <p>b. The new parcel(s) that will exist after approval of the application. A new lot line shall be shown as a solid line and labeled "new lot line".</p> <p>c. The location of all buildings, structures, fences, walls, parking lots, and driveways on the parcel(s).</p> <p>d. The location of any easements, rights-of-way, public streets, or public utilities on the parcel(s).</p> <p>e. Legal description of parcel(s), existing and proposed.</p> <p>f. The name, registration number, seal, and signature of the engineer or surveyor who prepared the plat map and legal description.</p>	Initial: _____
<b>Proposed Text or Map Amendment</b>	
<p>1. <b>Written Statement:</b> A written statement describing the reason for the proposed amendment and any pertinent information to support the request.</p>	Initial: _____
<p>2. <b>Amendment to General Plan or Zoning Ordinance:</b> A proposed amendment to the General Plan or Zoning Ordinance:</p> <p>a. Text amendments shall be shown in red-line strikeout format.</p> <p>b. Tables within the document shall be created in Word. Tables created in Excel or other software will not be accepted.</p>	Initial: _____
<p>3. <b>An application for rezoning:</b></p> <p>a. A map showing the location, boundaries, assessor's parcel number and address of the property to be rezoned.</p> <p>b. A description of the current zoning and proposed zoning designation for the parcel.</p>	Initial: _____
<b>Visual Aid</b>	
<p>1. <b>Visual Aid:</b> A visual aid is a photo simulation, perspective diagram or other scaled graphic representation of the project based on a graphic image of the site and surroundings with the proposed facility superimposed or represented in a manner that accurately shows the scale, shape and color of the facility. The purpose of a visual aid is to assist in understanding the visual impact and/or final appearance of the facility.</p>	Initial: _____
<p>2. <b>Visual Aid Required:</b> A visual aid is required for any new primary structure that requires design review pursuant and may be requested for additional project types as determined by the Planning Division.</p>	Initial: _____

<p>3. <b>Visual Aid Requirements</b></p> <ul style="list-style-type: none"> <li>a. At minimum, the proposed project shall be shown as an overlay over the subject property, showing the relation of the project to adjacent and confronting properties.</li> <li>b. Visual aids shall provide a clear representation of the project as viewed from eye level (appx. 5 feet above grade) from public vantage points.</li> <li>c. At minimum, the visual aid must show the massing of the proposed building in relation to existing conditions. The Town may request that the visual aid accurately depict the color, materials, eave lines and wall articulation of the proposed building elevations.</li> <li>d. Landscaping shall be represented, including mature trees and proposed site landscaping at no more than five (5) years growth, unless plant maturity is indicated in various stages on separate overlays.</li> <li>e. Include a map or plan showing the locations, direction and angle of the visual aid (e.g., with an arrow) keyed to the image.</li> <li>f. Visual aids must be accompanied with a statement from a licensed architect or surveyor verifying that the image accurately depicts existing and proposed conditions.</li> </ul>	<p>Initial: _____</p>
<p>4. <b>Streetscape Elevation Required:</b> A rendered streetscape elevation diagram is required for any new primary structure proposed in Downtown. A rendered streetscape must show all buildings on the block, including the proposed new building, with accurate proportions of building scale, massing and setbacks.</p>	<p>Initial: _____</p>

**Public Services and Public Agency Impacts**

<p>1. <b>Marin Municipal Water District</b></p> <ul style="list-style-type: none"> <li>• Project must comply with Marin Municipal Water District (MMWD) water conservation requirements: Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 1,000 square feet are subject to these requirements.</li> <li>• If a project requires new fire sprinklers or expansion of existing, domestic water and fire sprinkler calculations may be required for potential increase in water meter or water service sizes, as reviewed and determined by MMWD.</li> <li>• Domestic and fire sprinkler water demand and use estimate for meter sizing.</li> <li>• The project is subject to BASMAA Post Construction Manual requirements for stormwater compliance which promote integrated Low Impact Development (LID) design.</li> <li>• Water and Sewer Demand Report including recommendations.</li> <li>• Contact MMWD for preliminary review and approval of the project. Documentation that the proposed project meets MMWD’s requirements is required for a complete development permit application.</li> </ul>	<p>Initial: _____</p>
<p>2. <b>Tiburon Fire District (TFD):</b> Application showing the following:</p> <ul style="list-style-type: none"> <li>• Fire protection at ducts</li> <li>• Fire Damper rating</li> <li>• Smoke Dampers</li> <li>• Standby by power</li> <li>• Emergency power</li> <li>• Automatic sprinklers</li> <li>• Standpipes</li> <li>• Portable fire extinguishers</li> <li>• Auto fire detection, manual fire alarm and auto smoke detection</li> <li>• Fire Alarm System monitored and supervised by a UL (Underwriters Lab) approved Central Station (alarm company)</li> <li>• AFS must be monitored and supervised by a UL Central Station</li> <li>• Know box/key must be installed at entrance(s)</li> <li>• Roadways installed at a minimum of 20’ wide</li> <li>• location of No Parking Fire Lanes/red curbs</li> <li>• Turnarounds for fire apparatus access</li> <li>• Possible addition of (1) or more hydrants</li> <li>• Vegetation Management Plan</li> <li>• Destructive Training Agreement</li> <li>• Contact TFD for preliminary review and approval of the project. Documentation that the proposed project meets TFD’s requirements is required for a complete development permit application.</li> </ul>	<p>Initial: _____</p>
<p>3. <b>Sanitary District 5:</b> Contact the District for preliminary review and approval of the project. Documentation that the proposed project meets the District’s requirements is required for a complete development permit application.</p>	<p>Initial: _____</p>