

The **Land Development Application** form must be completed and accompany the following Planning applications:

- Conditional Use Permit
- Design Review – Minor Alterations
- Design Review – Major Additions
- Design Review – New Residences
- Land Development Application
- Lot Line Adjustment
- Minor Subdivision
- Precise Development Plan
- Precise Development Plan Amendment
- Tree Permit
- Secondary Dwelling Unit
- Sign Permit
- Variance
- Water Well

Additional information and other necessary forms for these Planning applications are available on the Town of Tiburon website under the **SERVICES** heading by clicking on the link to **FORMS**.

**SUPPLEMENTAL APPLICATION FORM  
SITE PLAN & ARCHITECTURAL REVIEW FOR  
MINOR ALTERATION**

---

**MINOR ALTERATIONS**

In accordance with Section 16-4.2.6 of the Tiburon Municipal Code, the following items qualify for Site Plan & Architectural Review (Design Review) as “Minor Alterations” and may be acted upon by the Planning Division Staff.

- A. Residential additions less than 500 square feet in floor area.**
- B. Accessory buildings or structures less than 500 square feet in floor area.**
- C. Fences, walls, and/or retaining walls.**
- D. Minor exterior alterations such as windows, decks, skylights, solar panels, satellite dishes, and similar items as determined by the Planning Director.**
- E. Re-roofs (when Site Plan & Architectural Review is required under Administrative Policy No. 92-01).**
- F. Swimming pools.**
- G. Spas.**
- H. Modifications to approved Site Plan & Architectural Review permits when determined to be minor in nature.**
- I. Other applications which the Planning Director determines to be appropriate for Staff action.**

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

**PROCEDURE**

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

Once an application is deemed complete, a courtesy notice describing the application will be mailed to all property owners within 100 feet of the subject property and to other potentially affected property owners as determined by Staff. The notice will provide a 10-day comment period on the application. After the comment period has concluded, the Staff may take action on the application. The application may be approved, approved subject to conditions or modifications, denied, or referred to the Design Review Board for action.

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

## **SUBMITTAL REQUIREMENTS**

Below is a list of items typically required in order to properly review and reach a decision on an application for Minor Alteration. Depending on the nature and complexity of the site or the project, additional information may be required by the Town before an application can be found complete or a decision reached.

In some instances, not all the items listed below will be required. Applicants are encouraged to consult with Planning Division Staff prior to filing an application.

1. Completed application forms (Land Development Application Form and the Supplemental Application Form for Minor Alterations).
2. Filing Fee.
3. Three (3) full sized sets of plans (usually 24" x 36") and two (2) reduced sets of plans (11"x 17"). The plans are to contain the following information if deemed appropriate for the type and scope of proposed project:
  - a. Site plan to scale showing: property lines, setbacks, and all easements or other encumbrances; all adjacent streets, vehicular access points; all proposed and existing structures; parking and driveway areas; dimensions of the lot; contours of the land; trees; and significant natural or man-made features such as drainageways, rock out-croppings, landscaped areas, fences, walls, and retaining walls. The scale and north arrow shall be shown.
  - b. Floor plans of existing and proposed structures.
  - c. Elevations of existing and proposed structures and exterior finish (colors and materials).
  - d. Roof plan. Roof plan shall show story pole locations, if story poles are deemed necessary.
  - e. Detailed drawings of proposed items such as fences, retaining walls, trellises or arbors, deck railings and similar items.
  - f. Existing and proposed exterior lighting locations, and details of proposed lighting fixtures.
  - g. Landscape plan when deemed necessary. Landscape plan shall show existing landscaping, proposed landscaping (size, quantity and species), proposed landscape lighting locations, and details of landscape lighting fixtures.
4. Title Report when deemed necessary.
5. Property line or boundary survey when deemed necessary.

### **Optional Items**

While no longer required by the Town of Tiburon, neighbor 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.

## MINOR ALTERATION SUPPLEMENT

Please fill in the information requested below:

1. Briefly describe the proposed project (attach separate sheet as needed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. Lot area in square feet (Section 16-1.5(l)\*): \_\_\_\_\_ Zoning: \_\_\_\_\_
  
3. Proposed use of site (example: single family residential, commercial, etc.):  
 Existing \_\_\_\_\_  
 Proposed \_\_\_\_\_
  
4. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TO BE COMPLETED BY APPLICANT				STAFF USE ONLY	
ITEM	EXISTIN G	PROPOSED ADDITION AND/OR ALTERATION	PROPOSED	CAL- CULATED	PER ZONE
<b>Yards</b> (Setbacks from property line)(Section 16-1.5(y))*					
<b>Front</b>	ft.	ft.	ft.	ft.	ft.
<b>Rear</b>	ft.	ft.	ft.	ft.	ft.
<b>Right Side</b>	ft.	ft.	ft.	ft.	ft.
<b>Left Side</b>	ft.	ft.	ft.	ft.	ft.
<b>Maximum Height</b> (Section 16-5.6.7)*	ft.	ft.	ft.	ft.	ft.
<b>Lot Coverage</b> (Section 16-5.6.8)*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.
<b>Lot Coverage as Percent of Lot Area</b>	%	%	%	%	%
<b>Gross Floor Area</b> (Section 16-1.5(f))*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.

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