

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
- 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**.



Planning Division – (415) 435-790
www.ci.tiburon.ca.us

PRECISE PLAN AMENDMENT APPLICATIONS

BACKGROUND AND PROCEDURE

A Precise Plan Amendment application is a proposal for an amendment to a Precise Plan which has been previously adopted by the Town of Tiburon (or by the County of Marin prior to annexation of the property to the Town of Tiburon).

The Town of Tiburon has adopted numerous Precise Plans since the current procedure began use in about 1975. Each Precise Plan is unique. Therefore, it may often require Planning Staff to devote many hours of file research in order to become familiar with a particular Precise Plan and its specific requirements. Because of the uniqueness of Precise Plans, and the infinite variety of Precise Plan Amendments which could be proposed, each application for Precise Plan Amendment must be tailored to fit the circumstances of the adopted Precise Plan.

Precise Plan amendments take three major forms:

1. Amendments to Precise Plan maps or graphics.
2. Amendments to textual material adopted as part of a Precise Plan, including the adopting Town Council resolution or ordinance.
3. A combination of both of the above.

In order to adequately review and process amendments to Precise Plans, the applicant must supply enough material for the Town to determine in what **specific** ways the adopted Precise Plan would be amended. This includes all Precise Plan map or graphic changes, and all changes to Precise Plan text changes, including Town Council resolutions or ordinances, which would be necessary to accommodate the proposed Precise Plan Amendment.

Approval of Precise Plan Amendments occurs only after formal public hearings before both the Planning Commission and Town Council. The Town Council gives final approval to a Precise Plan Amendment by adopting a resolution or ordinance amending the currently-adopted Precise Plan.

The Precise Plan application review and approval process usually takes at least 2 to 3 months, and may take considerably longer if extensive environmental review of the proposal is required by State Law under the California Environmental Quality Act (CEQA).

REQUIRED MATERIALS

Application materials needed to review and process a Precise Plan Amendment include:

- (1) Names and addresses of all persons who own an interest in the subject properties and identification of the interest (option, fee title, etc.).
- (2) Names and addresses of all representatives of the owners authorized to represent the project to the Town.
- (3) Authorization signed by the owners of the subject properties requesting the Town to process the application and to recognize the representatives of the owners in connection with the application.
- (4) A legal description of the subject properties and a statement of the land area of the properties.
- (5) A title report verifying the description and vestees.
- (6) A description of the current improvements on, and use of, the subject properties.
- (7) A specific list of all Precise Plan map or graphic changes, and all changes to Precise Plan text, including Town Council resolutions or ordinances, which would be necessary to accommodate the proposed Precise Plan Amendment.
- (8) All required application fees, as determined by Staff.
- (9) A completed Environmental Data Submission form.
- (10) A completed Town of Tiburon Land Development Application form.
- (11) If maps or drawings are required to depict the Precise Plan Amendment, fifteen (15) full-sized sets (not to exceed 24" by 36") and twenty (20) reduced sets (not to exceed 11" by 17") shall be provided. **NOTE: All full-sized sets of plans must be collated and folded, or the application will not be accepted.**

Planning Staff recommends that potential applicants meet with the Staff to discuss additional specific materials which may be necessary to constitute a "complete" application for a Precise Plan Amendment.