

## WHAT IS DESIGN REVIEW?

The purposes of the Town of Tiburon Design Review process are to promote orderly development; preserve the unique visual character of the Town; and determine compliance with the Town's zoning regulations. New structures and additions and/or alterations to existing buildings are reviewed for consistency with the aesthetic character of the neighborhood and to ensure proper relation to their sites and adjacent uses. Issues commonly addressed during the Design Review process are potential view blockage impacts, loss of privacy, compatibility with surrounding neighborhood character, and the overall size and scale of a project.

Design Review applications are either reviewed by the Design Review Board (DRB) or by Planning Division staff. New buildings, additions over 500 square feet in area and applications that require a Variance from the zoning regulations are reviewed at a public meeting held by the Design Review Board. Smaller projects that do not require a Variance may be reviewed and acted on administratively by Planning Division staff without a public meeting. Neighboring property owners are sent notices for all Design Review applications. After a Design Review application is approved, a building permit must usually be obtained from the Tiburon Building Division before construction can begin.

## WHEN IS DESIGN REVIEW REQUIRED?

Most construction projects require Design Review approval, including the following:

- ❖ New buildings or accessory structures
- ❖ Exterior changes or additions to existing buildings
- ❖ Swimming pools, spas, decks and landscape improvements over 36 inches in height
- ❖ Fences and walls over 42 inches in height
- ❖ New driveways or parking spaces

With limited exceptions, the following projects do not require design review approval:

- ❖ Interior changes to existing buildings
- ❖ Solar panels
- ❖ Satellite dish antennas less than 1 meter in diameter
- ❖ Planting and removing landscaping
- ❖ Painting
- ❖ Re-roofs, with minimal changes to colors or materials
- ❖ Landscape features and flatwork
- ❖ In-kind repair and replacement of doors, windows, siding and fencing
- ❖ Fences and walls less than 42 inches in height

## WHAT ARE THE APPLICATION REQUIREMENTS?

The following items are required for submittal of a Design Review application:

- ❖ Completed Town development application forms
- ❖ Required filing fees
- ❖ Site plan
- ❖ Floor plans
- ❖ Building elevations
- ❖ Landscape plan
- ❖ Color and materials board

Detailed submittal requirements for Design Review applications are available at the Planning Division and on the Town website at [www.ci.tiburon.ca.us](http://www.ci.tiburon.ca.us). Story poles must be installed for all applications reviewed by the Design Review Board.

Applicants are strongly encouraged to discuss their proposals with affected neighbors before submitting a Design Review application to the Town. Reviewing plans beforehand with neighbors can help resolve concerns in advance and usually helps move an application through the process more smoothly.

Planning Division staff is available to answer any questions regarding the design review process during normal Town Hall office hours (Monday-Thursday 9:00 am to 5:00 pm and Friday 9:00 am to Noon).

## HOW IS AN APPLICATION PROCESSED?

Once an application is submitted to the Tiburon Planning Division, it will be reviewed for completeness by Town 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 Design Review Board, or a decision date for Staff-level applications, will be mailed to the applicant and to all property owners near the subject property.

Applications for Design Review are acted upon by the Design Review Board at meetings that are regularly scheduled on the first and third Thursdays of each month. A staff report 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, when required, must be in place ten (10) days before the meeting.

If you have further questions about the Town of Tiburon Design Review process:

- ❖ Come by Tiburon Town Hall (1505 Tiburon Boulevard, Tiburon, CA 94920) during our regular office hours (Monday-Thursday 9:00 am to 5:00 pm and Friday 9:00 am to Noon).
- ❖ Visit the Town of Tiburon website at:

[www.ci.tiburon.ca.us](http://www.ci.tiburon.ca.us)

The Town's website includes links to the Town's Zoning Ordinance, Hillside Design Guidelines, Zoning Map and other useful information.

- ❖ Contact us by phone at (415) 435-7390 or fax at (415) 435-2438.



## TOWN OF TIBURON

### DESIGN REVIEW PERMIT GUIDE



Prepared by

The Town of Tiburon  
Community Development Department