

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 FOR DESIGN REVIEW (Site Plan & Architectural Review)

GENERAL

In accordance with Chapter 16, Section 16-4.2 of the Tiburon Municipal Code, Site Plan & Architectural Review (Design Review) approval is required prior to commencement of any of the following:

- (A) Construction or erection of any “structure,” defined as anything that is built or constructed and requires a location on the ground, including a building, accessory building, or edifice of any kind; or any piece of work artificially built up or composed of parts. “Structure” does not include a fence or a wall used as a fence three and one-half (3-1/2) feet or less in height; nor landscaping features, decks, or pavement wherein no part of said landscaping features, decks, or pavement extends more than three (3) feet above grade.
- (B) Physical exterior alteration of, or addition to, any existing structure, where the alteration or addition requires issuance of a permit from the Tiburon Building Division.
- (C) Placement or installation of swimming pools and/or spas; placement or erection of solar panels, satellite dishes greater than one meter in diameter, skylights, and/or devices of a similar nature, as determined by the Director of Community Development or his designee. (Please note that the placement of signs does not require Site Plan & Architectural Review, but does require a "sign permit", pursuant to Chapter 16A of the Tiburon Municipal Code.)
- (D) Grading, excavation, filling, or earth movement which involves more than 50 cubic yards or which requires a grading permit under the applicable Building Code regulations of the Town.
- (E) The placement, replacement or modification of utility distribution poles and facilities, including, without limitation, lines, wires and boxes.

Please contact Design Review Staff at the above telephone number if there is any question as to whether a permit is required.

PROCEDURE

Applications for Design Review are acted upon by the Design Review Board (DRB) at meetings which 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, if required, 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. The Design Review Board will then discuss the application, determine if it complies with all zoning provisions, 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 applicants and \$300.00 for non-applicants. Design Review approval is an action of the Planning Division. 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 a building permit has been issued by the date of expiration.

A. APPLICATION REQUIREMENTS:

Below is a list of items typically required in order to properly review and reach a decision on an application for Design Review. 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 Design Review Supplemental Application Form).
- 2. Filing fee.**

3. **Four (4) self-addressed mailing labels** (2 for applicant; 2 for architect or other representative).
4. **Three full size (24" x 36") sets of plans** (to be submitted for a completeness check).
5. **An additional full size set of plans and 14 reduced (11" x 17") sets of plans** (to be submitted after the application has been deemed complete by staff).
6. **A current title report**, when deemed necessary.
7. **A property line or boundary survey**, when deemed necessary.
8. **Story poles**, when deemed necessary. Story poles are a visual device used to delineate location, height and bulk of proposed structures. Story poles are required for all substantial additions, and may be deemed necessary for smaller improvements in sensitive areas. A surveyor or registered civil engineer may 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 certification on file with the Town ten (10) days prior to the Design Review Board meeting.

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.

B. INFORMATION REQUIRED ON PLANS:

1. **SITE PLAN showing:**

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 yard 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.

4. SITE CROSS SECTION showing:

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, 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. 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 (when landscaping is required or new landscaping is proposed) 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. EXTERIOR DETAILS showing:

All details which relate to the appearance of the exterior of the buildings such as fences, walls, carports, trash enclosures, etc.

8. COLOR AND MATERIALS PALETTE (8-1/2" x 11") showing:

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.

9. ADDITIONAL INFORMATION:

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

DESIGN REVIEW SUPPLEMENTAL APPLICATION FORM

Please fill in the information requested below (attach separate sheet as needed):

1. Briefly describe the proposed project: _____

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
Yards (Setbacks from property line)(Section 16-1.5(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 16-5.6.7)*	ft.	ft.	ft.	ft.	ft.
Lot Coverage (Section 16-5.6.8)*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.
Lot Coverage as Percent of Lot Area	%	%	%	%	%
Gross Floor Area (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)

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 yard 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.