



PLANNING PERMIT PROCESS INQUIRY

City of Sausalito | Community Development Department

Use this form to work with a Sausalito City Planner to determine the type of planning permit you should apply for.

INSTRUCTIONS:

- Please complete the zoning data table on the last page of this form
- Please attach any preliminary plans
- Please complete all sections of this form
- Make an [appointment to meet with a planner virtually](#) to discuss your project, and submit this form and any supporting documents in advance of the appointment (instructions will be provided)

SITE LOCATION	ADDRESS: _____ APN: _____ ZONING DISTRICT: _____
EXISTING SITE CONDITIONS	PLEASE DESCRIBE THE CURRENT SITE CONDITIONS: _____ _____ _____ YEAR ANY/ALL STRUCTURES BUILT: _____ IS THE PROPERTY ON THE LOCAL REGISTER OR IN THE DOWNTOWN HISTORIC DISTRICT? <input type="checkbox"/> Y <input type="checkbox"/> N
CONTACT INFORMATION	NAME: _____ PHONE: _____ EMAIL: _____ DATE: _____
RELATIONSHIP TO SITE	<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> BUSINESS OWNER <input type="checkbox"/> OTHER (PLEASE DESCRIBE): _____
ARE YOU PROPOSING ANY SIGNAGE?	<input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____
IS THERE ANY WORK PROPOSED IN THE CITY'S RIGHT-OF-WAY OR OFF YOUR PROJECT SITE?	<input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____
ARE YOU PROPOSING TO MODIFY OR ADD ANY FLOOR AREA TO THE SITE OR IN THE RIGHT-OF-WAY?	<input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____
ARE YOU PROPOSING TO MODIFY OR ADD ANY BUILDING COVERAGE TO THE SITE OR IN THE RIGHT-OF-WAY?	<input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____
ARE YOU PROPOSING TO MODIFY OR ADD ANY IMPERVIOUS SURFACE TO THE SITE OR IN THE RIGHT-OF-WAY?	<input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____

<p>ARE THERE ANY PROPOSED NEW STRUCTURES?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____</p>
<p>ARE YOU PROPOSING A REMODEL?</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/> IF YES, EXPLAIN, INCLUDING SQUARE FOOTAGE AMOUNTS AND DEMOLITION CALCULATIONS:</p>
<p>ARE YOU PROPOSING AN ADDITION?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN INCLUDING SQUARE FOOTAGE AMOUNTS DEMOLITION CALCULATIONS: : _____ _____</p>
<p>ARE YOU PROPOSING ANY STRUCTURE LENGTH LONGER THAN 40 FEET (INCLUDING ANY EXISTING STRUCTURES)?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____</p>
<p>ARE YOU PROPOSING ANY MODIFICATIONS TO THE EXISTING HEIGHT OF ANY STRUCTURES?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____</p>
<p>ARE YOU PROPOSING TO ENCLOSE ANY EXISTING DECKS OR PATIOS?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN: _____ _____</p>
<p>ARE YOU PROPOSING ANY NEW OR MODIFIED RETAINING WALLS OR FENCES?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN AND INCLUDE HEIGHTS OF ALL FEATURES AND HOW MUCH SOIL WILL BE RETAINED. IF MULTIPLE RETAINING WALLS ARE PROPOSED PLEASE INCLUDE THE DISTANCE BETWEEN WALLS: _____</p>
<p>ARE YOU PROPOSING TO REMOVE OR ALTER ANY TREES?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N IF YES, EXPLAIN AND IF YES, EXPLAIN AND INCLUDE SPECIES AND DIAMETER AT BREAST HEIGHT: _____</p>
<p>PLEASE DESCRIBE YOUR PROPOSED PROJECT USING AS MUCH DETAIL AS POSSIBLE</p>	<p>_____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p>