

City of Sausalito – Community Development Department
PLANNING APPLICATION SUBMITTAL REQUIREMENTS

This form is required for all planning permits.

DATE: _____ **APPLICANT NAME:** _____

SITE ADDRESS: _____ **PROPERTY OWNER NAME:** _____

TYPE OF APPLICATION(S):

- | | | |
|--|--|--|
| <input type="checkbox"/> Administrative Design Review Permit | <input type="checkbox"/> Design Review Permit | <input type="checkbox"/> Nonconformity Permit |
| <input type="checkbox"/> Administrative Sign Permit | <input type="checkbox"/> Design Review Permit Modification | <input type="checkbox"/> Revised Parcel Map |
| <input type="checkbox"/> Amended Final Map | <input type="checkbox"/> Encroachment Agreement | <input type="checkbox"/> Revised Tentative Map |
| <input type="checkbox"/> Amended Parcel Map | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> Lot Line Adjustment or Merger | <input type="checkbox"/> Specific Plan Amendment Subdivision Extension |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Major Subdivision (5+ lots) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Subdivision (up to 4 lots) | <input type="checkbox"/> Vesting Tentative Map |
| <input type="checkbox"/> Condominium Conversion CUP | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Zoning Administrator |
| <input type="checkbox"/> Condominium Subdivision | | <input type="checkbox"/> Zoning Ordinance Amendment |

BRIEF DESCRIPTION OF PROJECT: _____

CERTIFICATION:

I hereby certify that the statements furnished below and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct. I also guarantee City staff and representatives access onto and through the project site for purposes of processing this application.

Applicant Name (please print) _____ Signature _____ Date _____

<i>Applicant Initial If Provided</i>	<u>GENERAL REQUIREMENTS</u>	<i>For staff use only</i>
_____	APPLICATION FEES paid in full (an application is not deeded submitted until fees are paid).	
_____	Dated NARRATIVE LETTER from applicant with a <u>detailed description</u> of the proposed project, providing rationale for proposed architectural and site design solutions and entitlements sought.	

—	APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST (this form) with a signed certification on Page 1 .
—	Appropriate APPLICATION forms signed by the <u>property owner</u> and <u>project applicant</u> ¹ . <ul style="list-style-type: none">— General Application completed and signed.— Planning Permit Process Inquiry completed— Tree Removal Application (required to alter, prune, shape, trim, top, or remove any Protected Tree)— Sign Permit Application completed if any signage is proposed— Historical Resource Determination Information Packet (if your application results in the alteration to the exterior or publicly accessible spaces of, addition to, or demolition of an existing structure that is over 50 years of age and subject to CEQA, or when an application involves new construction on a previously undeveloped site)— Certificate of Appropriateness Application (when there is a project to restore, rehabilitate, alter, develop, construct, demolish, remove, or otherwise change the exterior appearance (including paint color) of: a structure/site officially deemed a historical resource under CEQA; or a designated Local, State, and/or National Historic Register property; or a property within a Historic Overlay District).— Accessory Dwelling Unit Application if an Accessory Dwelling Unit is proposed in conjunction with the Design Review, Conditional Use Permit or Variance Application.— Density Bonus Report if the project requests a density bonus, parking reduction, incentive, concession, or waiver under state density bonus law (Government Code Sections 65915 et seq.).
—	DIGITAL PLANS of a scale not less than 1/4" = 1'-0" for single-family residential. 1/8" = 1'-0" for all multiple-family residential, commercial and industrial, meeting the Electronic Plans and Documents Requirements.
—	LETTER identifying known agencies with regulatory authority over the property, such as the Bay Conservation and Development Commission (BCDC), Bay Area Air Quality Management District, or Golden Gate National Recreation Area.
—	All forms, plans and materials packaged and submitted according to the City's Remote Submittal Requirements.

¹ Access forms here: <https://www.sausalito.gov/departments/community-development/planning-division/planning-forms-guidelines>

REQUIRED REPORTS & DOCUMENTS

FINDINGS: An explanation of how each required finding for project approval can be made. Refer to the applicable sections of the Sausalito Municipal Code (SMC) to view required findings:

- Design Review Permit (SMC §[10.54.050.D](#))
- Heightened Design Review (SMC §[10.54.050.E](#))
- Minor Use Permit (SMC §[10.58.050](#))
- Conditional Use Permit (SMC §[10.60.050](#))
- Variance (SMC §[10.68.050](#))
- Condominium Conversion Permit (SMC §[10.66.050](#))
- Encroachment Agreement (requires companion Design Review Permit) (SMC §[10.56.060](#))
- Lot Line Adjustment/Lot Merger (SMC §[10.64.050](#))
- Non-Conformity Permit (SMC §[10.62.070.G](#))
- Accessory Dwelling Unit Standards (SMC §[10.44.080.E](#))
- Any required findings for specific uses in SMC Chapter [10.44](#))
- Applied arts/commercial uses in the Marinship (SMC §[10.26.030](#))
- Sign and Awning Standards (SMC §[10.42.060](#))

TITLE REPORT: verifying the description and vestees (not required if use is to be conducted in existing structure and no structural changes are proposed, otherwise, this report is required).

PHOTOGRAPHS and other graphic material necessary or useful to understand the characteristics and impacts of the project.

GEOLOGICAL RECONNAISSANCE or **SOILS REPORT:** prepared by a California registered Civil Engineer or an Engineering Geologist may be required by the City Engineer, which shall include a detailed subsurface investigation of the proposed development site.

ARBORIST REPORT by a certified or consulting arborist is required with a Tree Removal Permit application.

DIGITAL COLORS AND MATERIALS BOARD. The Material Sample Board must contain digital samples of the proposed materials (i.e., colors, siding materials, roofing materials, trim materials, awning materials, sign components, lighting details, etc.).

For **CONDOMINIUM** projects: a letter or authorization from the applicable Home Owners' Association (HOA) authorizing the improvements proposed.

PROJECT PLANS REQUIREMENTS

— All plans must meet the Electronic Plans and Documents Requirements

The title page of the project plans shall include:

- Index of all sheets
- Project Summary Table

— Each sheet in the project plan set shall include:

- Date of submission or re-submission
- name and address of the applicant and owner
- Address and APN of the project site or property
- A north arrow on plan view renderings
- Drawing scale
- Data Table, as prepared by CDD and available for download.

— A VICINITY MAP showing the relationship of the project to the uses, structures, parking, etc. of neighborhood (within 100 feet).

— A TOPOGRAPHIC AND BOUNDARY SURVEY that is sealed/wet stamped and signed by a licensed surveyor or qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965) may be required by City staff.

— FLOODPLAIN INFORMATION if applicable to the site

— DEMOLITION PLANS and CALCULATIONS clearly indicating those areas of the following that are to be removed, replaced, renovated, or altered, and that are to remain untouched:

- Horizontal components: the total square footage area of floors, ceilings and/or roofs of the entire structure and the total square footage area of floors, ceilings and/or roofs that are to be removed, replaced, renovated, or altered. This information should be provided in a diagram (e.g., plan view) and expressed as a percentage.
- Vertical components: the total lineal footage of interior and exterior walls of the entire structure and the total lineal footage of interior and exterior walls that are to be removed, replaced, renovated, or altered. This information should be provided in a diagram (e.g., plan view) and expressed as a percentage.

— STATEMENT OR PRELIMINARY PLAN indicating whether or not the proposed utility improvements will require modification to the existing electrical service equipment and trigger Sausalito Municipal Code Section 18.08.020 which requires overhead electrical and communication service drops be placed underground when the main

electrical service equipment (including the panel) is relocated, replaced, and/or modified. If undergrounding is required, as part of the application's completeness review, the applicant shall work with affected utility companies to provide plans to the City for undergrounding of the utility services. Project plans shall be designed to avoid additional overhead lines, poles and/or transformers (i.e., potential view impacts) thereon to comply with Sausalito Municipal Code Section 18.08 Underground Electrical Wiring and Facilities. If additional overhead lines, poles and/or transformers are required, visual simulation(s) of the equipment from various viewpoints shall be provided during the application's completeness review.

- Will there be an increase in the electrical energy of the structure(s) (e.g., amps increased)? ___ Yes ___ No
- Will the main electrical service equipment be modified? ___ Yes ___ No
- Will there be any new aerial wires and/or related electrical components (e.g., transformers)? ___ Yes ___ No

Note: Any utility improvements that have the potential to impact primary views from surrounding properties will require Planning Commission Design Review.

— A SITE PLAN indicating the following:

- Parcel dimensions, including bearings (metes and bounds of all property lines shall be labeled).
- Existing and proposed plans shall be shown side-by-side. Side-by-side plans may be shown in reduced scale if necessary and shown in larger scale on separate pages if necessary.
- All existing buildings, structures and signs: location, size, and existing uses, **including the location and use of the nearest structures on adjacent property. Call out distances between structures on the subject property and those on adjacent properties. Identify outdoor spaces used by neighboring residential properties and the location of windows on neighboring properties with primary views.**
- All proposed buildings, structures and signs: location, size, and proposed uses, including the location and use of the nearest structures on adjacent property.
- Existing and proposed site drainage to the final termination point. Applicant shall demonstrate that the existing system is in good condition and has the capacity to handle the change in runoff quantity.
- Dimensioned yards and open spaces between buildings and nearest property lines.
- Location of walls and fences with materials of construction and heights from averaged grade called out.
- Access and off-street parking: location, number of spaces and dimensions of parking areas, internal circulation pattern and points

of ingress and egress for pedestrian and vehicular traffic, aisle and driveway widths.

- Loading: location, dimensions, number of spaces, and internal circulation.
- Location, width and purpose of all existing and proposed public and private easements on the property.
- Dedications and improvements required by the City shall be clearly indicated in terms of locations, area and dimensions.
- Exterior lighting: location and general nature, hooding devices.
- Location, size, nature and use of all machinery, equipment (i.e. HVAC), or materials to be erected, maintained or stored on the property exterior to any building.
- Existing and proposed streets (including edge of pavement including width of right-of-way), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development.
- Existing easements as listed on the title report and proposed easements.
- Locations and species of existing trees on private property over 12 inches in circumference at 4.5 feet above the ground and location of all trees on City property.
- Demonstrate that the project is compliant with accessibility. For example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown (Commercial and Multi-family only).
- Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.

— ROOF PLAN showing roofing materials to be used, direction of roof slope (indicated by downslope arrows), and roof pitch.

— EXISTING ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated (Note: Existing and proposed plans should be shown side-by-side):

- Existing natural grade.
- Average natural grade (see Section 10.40.060).
- Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060A-D for regulations on level and sloped parcels).
- Maximum height of structures, shown with real elevation numbers and actual height.
- Property line.
- Height measured from the centerline of the street (See Section 10.40.060 C. 2. and 3.)

<p>_____</p>	<p>PROPOSED ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated (<u>Note: Existing and proposed plans should be shown side-by-side</u>):</p> <ul style="list-style-type: none">— Existing natural grade.— Average natural grade (see Section 10.40.060).— Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060).— Proposed maximum height of structures, shown with real elevation numbers and actual height.— Property line.— Height measured from centerline of street (See Section 10.40.060 C. 2. and 3.)	
<p>_____</p>	<p>FLOOR PLANS of all floor levels clearly indicating access, circulation, labelling of proposed uses.</p>	
<p>_____</p>	<p>SECTIONAL DRAWINGS through the site showing major natural features and neighboring structures in relation to the proposed development, indicating the heights of the buildings, structures, fill, etc., from the original grade, extent of any excavation, hillside cut, screening, existing and proposed grades, relations of site buildings, parking and landscaping to finish grade, and effects on views of development from neighboring properties.</p>	
<p>_____</p>	<p>GRADING PLAN <u>must be prepared by a licensed professional</u> and show existing and proposed grades, quantity and extent of cut and fill, top and bottom elevations of all retaining walls, the slope angle of all banks, and the proposed drainage system. <u>Final grades must be consistent with the Grading Plan.</u> Contour lines of existing grades shall have the following maximum intervals:</p> <ul style="list-style-type: none">— Ten-foot contour interval for ground slope over fifteen percent (15%).— Five-foot contour interval for ground slope below fifteen percent (15%).— All grades and elevations shall be based upon lower low water datum for any property below an elevation of fifteen (15') feet above lower low water.	
<p>_____</p>	<p>LANDSCAPE PLANS showing the treatment of all unpaved areas not occupied by structures. Size, height and location of significant existing and all proposed plants. Scientific and common names of plants. Street trees. Method, type and extent of irrigation system. Location of all existing trees and tree clusters with identification of major trees by common name and dripline. Percentage of total lot area to be landscaped.</p>	

A STORY POLE PLAN, indicating the placement of story poles and tape, will be required when there is any change in building footprint, roof elevation or building bulk. See Page 10 for Story Pole Requirements. A Story Pole Requirements and Certification Form is required to be submitted to City Staff in advance of public notice distribution. **NOTE: protected trees must not be altered or removed to erect story poles without a tree removal or alteration permit.**

ILLUSTRATIVE PLAN of possible or projected development of any contiguous land in the same ownership may be required to understand the relationship of the plan to possible future development.

A CONCEPTUAL SITE DIAGRAM that demonstrates the feasibility to construct additional dwelling unit(s), if any, as allowed on the project site by illustrating their possible location on the parcel as well as required on-site parking and access. The conceptual site diagram does not grant any rights nor bind any future development of the property. This submittal is applicable only to Planning Commission design review permits which result in a project site developed at less than the maximum density allowed on the respective site. For the purposes of this requirement, accessory dwelling units shall count towards fulfilling the density requirement.

REPLACEMENT HOUSING INFORMATION for a housing development project if any units on the site were rented in the past five years and will be or have been demolished or converted to another use, including: number of units, number of bedrooms in each unit, any units that are or were deed restricted to be affordable, and incomes and household size of existing tenant households, if known. If units are vacant or were demolished in the past five years, incomes of last household to occupy the unit, if known. Also indicate any units withdrawn from rent or lease in the last 10 years that will be demolished.

ADDITIONAL INFORMATION: Any other information, plans, or maps required by a particular application type, specified or requested by the Community Development Director or City Engineer or other departments, or prescribed by resolution of the Planning Commission, including models, photomontages, computer-generated imaging and/or reports by expert consultants to address potential issues of concern, such as noise, odor, glare, sunlight, drainage, and traffic.

NEIGHBORHOOD OUTREACH PRIOR TO SUBMITTAL

It is strongly recommended, but not required, that the property owner or their representative reach out to surrounding property owners to inform them of the pending application and its

design. This may allow you to identify potential impacts that the design may impose on adjacent properties and determine if some design modification may be appropriate to minimize the potential impact. It is understood that it may not be possible to gain a positive response from all surrounding neighbors and this will not interfere in the staff's processing of the application. The determination as to whether a design may be approved or denied will be based on whether the project conforms to the applicable objective design requirements, or findings for approval as provided in the Sausalito Municipal Code (when applicable).

STORY POLE PLAN REQUIREMENTS (CITY COUNCIL RESOLUTION NO. 4501 & 4539)

1. Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.
2. Story poles shall be certified by a registered land surveyor or civil engineer.
3. The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridgeline connecting to each building corner at finish roof elevation. Appendages such as dormers, bays and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of the railings.
4. The story pole plan shall show the location of the connecting tape and respective elevations.
5. Story poles shall be installed at least ten (10) days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
6. The story poles shall be marked in one (1) foot increments.