

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"/> Condominium Subdivision | <input type="checkbox"/> Nonconformity Permit |
| <input type="checkbox"/> Administrative Sign Permit | <input type="checkbox"/> Design Review Permit | <input type="checkbox"/> Revised Parcel Map |
| <input type="checkbox"/> Amended Final Map | <input type="checkbox"/> Design Review Permit Modification | <input type="checkbox"/> Revised Tentative Map |
| <input type="checkbox"/> Amended Parcel Map | <input type="checkbox"/> Encroachment Agreement | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Specific Plan Amendment Subdivision Extension |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Lot Line Adjustment or Merger | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Major Subdivision (5+ lots) | <input type="checkbox"/> Vesting Tentative Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Subdivision (up to 4 lots) | <input type="checkbox"/> Zoning Administrator |
| <input type="checkbox"/> Condominium Conversion CUP | <input type="checkbox"/> Minor Use Permit | <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
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<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 deemed 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 property owner and project applicant¹.

- **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)
- **Lot Line Adjustment and Lot Merger Application** (required when shifting property lines or combining properties; not be to be used when new lots created)
- **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.

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

All forms, plans and materials packaged and submitted according to the City's Remote Submittal Requirements.

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:

- Certificate of Appropriateness (SMC §[10.46.060.F](#))
- 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 accompanying 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: must include the legal description of the parcel, vestees, and all easements, encumbrances, and exceptions (not required if use is to be conducted in existing structure and no structural changes are proposed, otherwise, this report is required). Preliminary Title Report is not acceptable.

— CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REIMBURSEMENT AGREEMENT: the applicant agrees to pay to the City all incurred costs, both direct and indirect, associated with CEQA review for this application.

— 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 shall be required by the City Engineer, and shall include a detailed subsurface investigation of the proposed development site.

— ARBORIST REPORT by an ISA certified arborist or ASCA certified consulting arborist is required with a Tree Removal Permit application or when protected trees will be affected by proposed development.

_____ CAPACITY TO SERVE REPORT: a letter identifying confirmation of capacity to serve any new units created, from applicable utility providers (i.e. Marin Municipal Water District, PG&E, AT&T, etc.).

_____ 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.

_____ For TENTATIVE MAP projects: Every tentative map of a subdivision filed with the Planning Commission shall be clearly and legibly drawn on tracing cloth or tracing paper of good quality. The size of the sheet shall be 18 by 26 inches. The scale of the map shall be not less than one inch equals 100 feet. The map shall contain the additional information pursuant to SMC 9.30 and Gov. Code, § 66452 – 66452.27.

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
- Residential/Commercial Site Data 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

_____ 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).
_____	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:
	<ul style="list-style-type: none">— 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 shall be provided in a diagram (e.g., plan view) and expressed as a percentage.— Vertical components: the total lineal footage of the exterior walls of the entire structure and the total lineal footage of exterior walls that are to be removed, replaced, renovated, or altered. This information shall 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.
	<ul style="list-style-type: none">— 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: <ul style="list-style-type: none">— 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” as defined in SMC 10.88.040.**
 - 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

City of Sausalito Planning Application Submittal Requirements

	<p>example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown (Commercial and Multi-family only).</p> <ul style="list-style-type: none">— Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.
_____	<p>ROOF PLAN showing roofing materials to be used, direction of roof slope (indicated by downslope arrows), and roof pitch.</p>
_____	<p>EXISTING ELEVATIONS of all sides of all structures (including walls, windows, decks, 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 10.40.060A-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>PROPOSED ELEVATIONS of all sides of all structures (including walls, windows, decks, 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>FLOOR PLANS of all floor levels clearly indicating access, circulation, labelling of proposed uses.</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</p>

neighboring properties.

PRELIMINARY GRADING & DRAINAGE PLAN must be prepared by a registered professional engineer 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. Final grades must be consistent with the Grading Plan. Contour lines of existing grades shall have the following maximum intervals:

- 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.
- Erosion and Sediment Control Plan.

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.

SIGN PLAN showing the following:

- ___ Illumination type (if proposed). If illumination is not explicitly shown, the sign will be considered to be non-illuminated.
- ___ Colored drawings of the proposed signs and if applicable, the wall face on which the sign will be placed.
- ___ Sign Detail providing a scaled color illustration of the proposed signs(s), with sign height/length, letter height/length, color, material, and total sign area dimensions and notes, in both profile (cross-section) and front view. Building Elevations providing a depiction of the proposed sign(s) as shown on the subject building(s).
- ___ All dimensions of the sign(s), including sign height/length and letter height/length.
- ___ All building dimensions, including length of the tenant space, total building length, building height, fascia height, and parapet height.
- ___ Height from grade to the bottom of the sign;
- ___ Height from grade to the uppermost portion of the sign.
- ___ Photographic Renderings providing a simulated depiction of the proposed sign(s) as shown on a photograph of the subject building or property.
- ___ Material/Color Palette providing key-coded representations of colors

	and materials for signage.
_____	A STORY POLE PLAN, indicating the placement of story poles and tape, <u>will be required</u> 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 <u>in advance of public notice distribution</u> . 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 <u>may be required</u> 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.