



# MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

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## ZONING/DEVELOPMENT APPLICATION SUBMITTAL GUIDE

This Submittal Guide is provided as a tool to assist you in preparing a development application. The basic submittal requirements listed below must be provided in order for us to accept your application for processing. If you have questions about these requirements, please refer to the corresponding page number accompanying each item on the attached checklist for more information.

### Basic Submittal Requirements

- Completed Zoning/Development Application Form and/or Subdivision Application Form (pg. 4)
- Completed Environmental Review Submission Form or Questionnaire (pg. 4)
- Preliminary Title Report (pg. 4)
- Color/Exterior Material Samples (pg. 4)
- Completed Marin County Single-family Residential Design Guidelines checklist (pg. 4)
- Design Plans (*typically 8 sets*, please see matrix on pg. 3 for more information)
  - Project Information (pg. 5)
  - Site Plan (pgs. 6-9)
  - Floor Plans (pg. 9)
  - Building Elevations (pg. 10)
  - Building Cross Sections (pg. 10)
  - Roof Plans (pg. 6)
  - Grading Plan (pg. 10)
  - Drainage Plan (pg. 10)
  - Landscape Plan/Vegetation Management Plan (pg. 11)
- Payment of application fees (please see current fee schedule)
- Completed Agreement for Payment of Application Fees (if required)

### Additional Submittal Requirements

Providing the basic submittal requirements listed above will assist us in commencing review of your application. However, in order for the application to be found complete, you will need to provide additional information that is required in the attached checklist. Please refer to the application submittal matrix on page 3 for a list of all additional information that will be required.

## ZONING/DEVELOPMENT APPLICATION SUBMITTAL GUIDE (CONT.)

Based on our review of your application, you may be required to provide additional information based on site-specific conditions and/or as part of the environmental review process. These and other items are listed in the checklist starting on page 14. We will endeavor to inform you of the need for providing these requirements as soon as possible.

Potential Submittal Requirements	
<input type="checkbox"/> Story Poles (pg. 14) <input type="checkbox"/> Soils Stability Report (pg. 16) <input type="checkbox"/> Biological Assessment (pg. 17) <input type="checkbox"/> Hydrological Report (pg. 16) <input type="checkbox"/> Stormwater Control Plan (pg. 16) <input type="checkbox"/> Arborist Report (pg. 16) <input type="checkbox"/> Environmental Constraint Map (pg. 17) <input type="checkbox"/> Photosimulations (pg. 14)	<input type="checkbox"/> Site Staking (pg. 14) <input type="checkbox"/> Preliminary Soils Report (pg. 15) <input type="checkbox"/> Archaeology Report (pg. 17) <input type="checkbox"/> Transportation Management Plan (pg. 18) <input type="checkbox"/> Acoustical Study (pg. 15) <input type="checkbox"/> Historical Study (pg. 18) <input type="checkbox"/> Photometric Study (pg. 15) <input type="checkbox"/> Agricultural Management Plan (pg. 17)

The development application process can often be complex and time consuming. To facilitate preparation of your development application and the Community Development Agency’s review of it, please review the checklist on Page 1 for basic submittal requirements. Next, please review the table on Page 3 to determine the information requirements for the application(s) you will be applying for and check off each required item on the checklist that has been included in your submittal package. Items required on the checklist may be combined on the submitted plans so long as the plans are easy to read. If an item is not included in the submittal package, please indicate by written statement at the end of this checklist why it was not included. Structural drawings and calculations are not required for most Planning development applications. After completing the checklist below, please include it with basic submittal requirements and submit it to the Community Development Agency, Planning Division along with your plans and required fees.

### **Plans**

Most development applications require the submittal of eight copies of the complete set of plans plus a reduced plan set no larger than 11 inches by 17 inches. The reduced plan set should include a scale conversion that allows approximate measurements to be made. Each set of plans should not exceed 24 inches by 36 inches, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports shall be dated. If you are submitting revisions to an existing application that is on file, the revisions must be properly identified with each revised sheet marked “revised” and the revision date clearly indicated. Please consult with your assigned planner when submitting revisions to see if you will be required to submit complete sets of revised plans. All plans must be accurate and internally consistent.

### **Filing Fees**

Please refer to the Planning Division’s current fee schedule. All checks must be payable to the “Marin County Community Development Agency.” Please understand that change for cash transactions is limited. The Community Development Agency does not accept credit cards at the present time. Staff may conduct cost accounting on larger and/or complex projects to ensure that the fee will cover the actual cost of service.

This guide and the checklists contained herein must be completed and submitted with the Zoning/Development application and other applicable forms. The Planning Division may determine that additional information is necessary to properly evaluate the project. Inclusion of this document in your submittal package will substantially reduce the time necessary to review your project.

## Marin County Zoning/Development Application Checklist

Checklist Item Number (# of sets of plans required)	CP (8)	DR (8)	DM (1)	UP (8)	VR (8)	SU (5)	SR/P (4)*	TR (4)	MP (8)	DP (8)	LD (8)	LL (8)	CC (4)	TP (8)	FH (8)*	FA (8)	PA (8)*	RZ (8)*	LF (4)
1. Zoning/Development Application or Subdivision Application	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
2. Environmental Review Questionnaire/Form	◆	◆	◆	◆	◆	□	◆ <small>(SR only)</small>	◆	◆	◆	◆	◆		◆	◆	◆	◆	◆	
3. Preliminary Title Report	◆	◆	□	□	◆	◆			◆	◆	◆	◆	◆	◆	□	□	◆	◆	
4. Color/Exterior Material Samples	◆	◆	◆	◆	◆	◆	◆			◆				◆	◆	◆			
5. Design Guidelines Checklist	◆	◆	□	□	◆	□	□			◆				◆					
6. Project information	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		◆	◆	◆	◆	◆	◆
7. Site Plan	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	□	◆	◆	◆			◆
8. Floor Plans	◆	◆	◆	◆	◆	◆				◆				◆	◆	◆			
9. Building Elevations	◆	◆	◆	□	◆	◆	◆			◆				◆	◆	◆			
10. Building Cross Sections	◆	◆	◆	□	◆	◆				◆				◆	◆	◆			
11. Grading Plan	◆	◆	□	□	◆	□		□		◆	□			◆					
12. Drainage Plan	◆	◆	□	□	◆	□				◆	□			◆					
13. Landscape Plan	◆	◆	□	□	◆	□		◆	□	◆	□			◆					
14. Vegetation Management Plan	◆	◆	□	□	◆	□		◆		◆	□								
15. Utilities	◆	◆	□	□	◆	◆		◆	◆	◆	◆	□	□	□					
16. Evidence of Water Supply	◆	◆	□	□	◆	◆			◆	◆	◆		□	□					
17. Septic System Plan	◆	◆	□	□	◆	◆		◆	◆	◆	◆	◆		◆					
18. Development Envelopes	□	□	□		□			□	◆	◆	◆	◆		□					
19. Site Survey	□	□	□	□	□	□		□	□	□	□	□		□	□	□			
20. Second Unit Data	□	□	□		□	◆				□									
21. Telecommunications Facilities	□	◆	□	◆					□	□				□					
22. Historic Checklist (Coastal Zone)	□									□									
23. Operational Characteristics	□			◆					◆	◆									◆
24. Property Information	□	□	□	□	□	□			□	□	□	□	◆	□	□	□	□	□	
25. Story Poles/Staking Plan	□	□	□	□	□	□		□	□	□	□			□	□	□			

**Key:**

CP = Coastal Permit  
 DR = Design Review  
 SU = Second Unit Permit  
 SR/P = Sign Review/Sign Permit  
 LD = Land Division  
 LL = Lot Line Adjustment  
 TP = Tidelands Permit  
 FH = Floating Home Adjustment  
 FA = Floating Home Architectural Deviation

DM = Minor Design Review  
 TR = Tree Removal  
 MP = Master Plan  
 DP = Precise Development Plan  
 CC = Certificate of Compliance  
 LF = Lg Family Day Care  
 PA = Plan Amendment  
 RZ = Rezoning

*(\*Supplemental application required)*

UP = Use Permit  
 VR = Variance  
 MP = Master Plan  
 DP = Precise Development Plan  
 LF = Lg Family Day Care  
 ◆ Information required.  
 □ Information may be required based on specific site conditions or if application includes a discretionary permit.

**PROJECT APPLICATION MATERIALS MUST CONTAIN THE FOLLOWING INFORMATION:**

**Item Submitted**

1.  **A completed and signed Zoning/Development Application or Subdivision Application**

The application must be signed by the property owner. Please provide a detailed written description of the proposed work.

A completed Subdivision Application is required for Land Division/Subdivision Tentative Map, Lot Line Adjustment, Certificate of Compliance, and Parcel/Final Map and Improvement Plan Review.

For Land Divisions and Subdivisions, an Affordable Housing Plan is required along with the completed application. Please refer to Item 42 on Page 18 of this document for more information regarding Affordable Housing Plans.

2.  **A completed and signed Environmental Review Questionnaire/Submission Form**

Most planning applications are categorically exempt from the requirements of the California Environmental Quality Act. The Environmental Review Questionnaire must be completed in order for a determination to be made on whether the proposal qualifies for an exemption from environmental review. For projects that do not qualify for an exemption from environmental review, the Environmental Review Submission form must be completed. If it is determined that the proposal may have potentially significant adverse environmental impacts, an Initial Study and detailed environmental analysis may be required.

3.  **A current Preliminary Title Report (2 copies)**

The title report must include all recorded easements, provide proof of ownership, and be issued from a Title Company within the past six months.

4.  **Color Chips and Exterior Building Material Samples**

Color chips and exterior building material samples for the painting, roofing, siding, window casings, and trim must be submitted. The chips and samples must be labeled for proper identification and must be submitted on a foam or matte board or equivalent stock that is no larger than 8 ½ inches by 14 inches and no thicker than ½ inch. ***Larger submittals will not be accepted.***

5.  **A completed Design Guidelines Checklist**

The Marin County Single-family Residential Design Guidelines (Design Guidelines) Checklist must be completed for projects that involve residential development. The Design Guidelines are available on-line at: [www.co.marin.ca.us/depts/CD/Forms/Single-family Residential Design Guidelines.cfm](http://www.co.marin.ca.us/depts/CD/Forms/Single-family%20Residential%20Design%20Guidelines.cfm)

6.

### **Project Information**

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in Marin County Code, including the following information:

- General Plan Designation
- Applicable Community Plan or area plan
- Zoning
- Existing and proposed lot area
- Existing and proposed building area
- Existing and proposed floor area
- Existing and proposed floor area ratio
- Minimum proposed setbacks from each major component of the project to all property lines or access easements (whichever is more restrictive)
- Maximum height of the proposed development
- Average lot slope of the property
- Total number of parking spaces required per Marin County Code Section 24.04.340 and provided. Identify on- and off-site parking separately.
- A written description of the project
  - For Countywide Plan/Community Plan/Rezoning applications, the written description must include the general location and acreage of the subject area, the existing and proposed Countywide Plan/Community Plan/Rezoning designations, and the reason(s) why the change is requested.
  - For Use Permits, the written description of the project must include the type and nature of the existing and proposed uses (see Item 24, “Operational Characteristics”).
  - For Coastal Permits, the written description of the project must also indicate whether the development will affect diking, filling or dredging of open coastal waters, wetlands, estuaries, or lakes or would extend onto or adjoin any beach tidelands, submerged lands or public trust lands. Incidental improvements, such as septic tanks, water wells, roads, grading, etc., should also be discussed in the written statement for a Coastal Permit application.

7.

## **Site Plan**

A Site Plan must be submitted that contains the information listed below. A Site Plan may be prepared by an architect, designer, civil engineer, or qualified professional and shall be based on a site survey if a survey is required. The name, address, and phone of the plan preparer shall be included on the plans.

### *A. Vicinity Map and Directions*

A vicinity map shall be shown on the site plan, which clearly shows the subject property, surrounding properties, large water bodies and roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

### *B. Boundaries*

The site plan must show all existing and proposed lot lines, labeled with their metes and bounds, open space, and the locations of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated. If the property is governed by a planned zoning district, then all contiguous legal lots of record under a single ownership must be shown.

### *C. Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Their use, location, and setbacks to all property lines must be indicated. (All building setbacks from property lines must be dimensioned on the plans.) The maximum extent of each proposed building footprint shall be shown in a relative line weight that is heavier than those lines that show other project components. For projects that involve additions, the outline of the existing building footprint shall be shown with a dashed line and the additional building area shall be shaded. The footprint and height of any existing or proposed structure on adjacent properties may be required to be provided in some instances; however for Master Plans, the location and use of all adjacent structures within 50 feet of the property line must be shown. Plans for retaining walls shall indicate the top and bottom of wall elevations.

Certification from the project engineer or surveyor confirming that the location of the building conforms to the approved Building Permit plans may be required at the Close-in Inspection stage of construction.

### *D. Roofs*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and general size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. The roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations.

### *E. Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown. The intensity of the lighting must be indicated.

*F. Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and anticipated noise levels shall be provided.

*G. Natural Features*

All natural features, such as rock outcrops, ridgelines, wetlands, creeks, ponds, waterbodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses including tide water must be shown. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated along with the reason why they are proposed to be removed. Areas of identified geological instability shall be identified, including faults and landslides must be shown.

*H. Topography*

Existing site contours must be shown at 5-foot intervals, and their respective elevations must be labeled. The contour information may be approximate, but must be accurate. All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties which contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required (refer to item 21 for more information).

*I. Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, turnouts, turnarounds, and access driveway dimensions must be shown. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting state accessibility requirements, must be shown for non-residential projects.

*J. On-Site Water Provision*

Show the location of all existing or proposed private water wells and water supply systems (such as wells and springs), as well as the location of any existing/proposed water storage tank(s) on the subject and adjoining properties. The location of any existing or proposed sewage disposal systems within 150 feet of proposed water wells must also be shown. Include leach fields, septic tanks, sewer mains and sewer laterals on the plans. NOTE: yield tests and other studies may be required by the Environmental Health Services Division for projects involving wells.

*K. Associated Site Design Elements*

The location of identification signs, address numbers, trash enclosures, exterior lighting fixtures, fencing, paths and walkways (including paving materials), retaining walls, and other features that affect the exterior appearance and use of the property and adjacent property must be indicated. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing must be submitted.

*The following types of applications have special requirements, as indicated below.*

**Sign Permit** and **Sign Review** applications must include the following information:

- The location of all existing and proposed signs.
- Indication of the number, dimensions, height above grade, sign copy, size and color of lettering, and any proposed lighting. Please note any signs that will be altered or moved.
- A completed and signed Sign Permit/Review Supplemental Application form.

**Lot Line Adjustment** applications must include the following information:

- Existing and proposed property lines and Assessor's Parcel Numbers.
- Area of lots before and after the adjustment.
- Written reason for the proposed adjustment.
- Name, address and telephone numbers for all property owners involved in the adjustment.
- All drainage facilities, dedications, and inundated areas within the immediate area of the proposed adjusted lot line.
- A completed and signed Subdivision Application form.

**Tidelands Permit** applications shall include the following information:

- Delineation of the mean high tide, based on the National American Vertical Datum (NAVD) for the site, and contiguous land within the property that is between that elevation line, and either a point 100 feet inland or the nearest publicly maintained road, whichever is closer.
- Sufficient information to allow the determination of the impact of the proposal on the navigability, appearance, and safety of the waterways.
- Calculations (in square feet) for all existing and proposed fill (shadow and actual) below the mean high tide elevation.

**Floating Home Adjustment** and **Architectural Deviation** applications must include the following information:

- A written statement of the exception/deviation that is requested, including a citation of the applicable sections of the Development Code for which the exception/deviation is requested.
- Distances to adjacent floating homes drawn to scale.
- Location of the dock and access walkway.
- Location and dimensions of all accessory facilities (floating docks, platforms, etc.) to the subject floating home.
- The complete berthing space including affected portions of adjacent berthing spaces and docking, mooring, and other facilities must be shown.
- Dimensions of the hull and/or outlined perimeter of the superstructure if it is greater than the hull.

- A letter of project approval from the Harbormaster.
- Please note that a marine survey may be required at the final inspection stage of construction to certify compliance with the approved floating home height and required separation to adjacent floating homes.

**Tentative Map (Land Division or Subdivision)** applications must include the following information:

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps should be limited to a maximum size of 24 inches by 36 inches.
- The title of the tract must be shown on the Tentative Map.
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses including tide water must be shown on the Tentative Map.
- All proposed phasing boundaries, with phases numbered in sequence to be developed must be shown.
- Typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must accompany the Tentative Map.
- If a Vesting Tentative Map is proposed, “Vesting Tentative Map” must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map include: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested.

**Certificate of Compliance** applications may be required to include a site plan that shows the parent legal lot of record and the boundaries of the subject unit of land within the parent lot, with metes and bounds descriptions clearly labeled.

8.

**Floor Plans**

Existing and proposed fully dimensioned floor plans for all levels of a structure must be submitted. All interior rooms must be labeled to indicate their use. The garage and all windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched. Floor area calculations must be based upon the dimensioned floor plans and the definition of floor area as contained in Section 22.130.030 (Definitions) of the Marin County Code. Certification from the project engineer or surveyor confirming that the floor area of the building conforms to the approved building permit plans may be required at the Close-in Inspection stage of construction.

9.

**Building Elevations**

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including but not limited to siding, roofing, and glazing, must be indicated. If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines. The elevation drawings should show the height of all sides of the structure in relation to the topography of the

adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans. All exterior lighting, including the location and type of lights, must be shown on the plans.

**Floating Home Adjustments** and **Architectural Deviations** must include an accurate delineation of the water line at high tide with the floating home elevations.

10.

**Cross Sections**

A cross section through the highest roof ridge of the proposed structure that is based on accurate topography and indicates the finished floor, foundation line, and roof ridge elevations must be submitted. Existing and finished grades must be indicated. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways and impacts to surrounding properties. Certification by a licensed surveyor or qualified civil engineer that the height, as shown on the plans, has been accurately met may be required at the Close-in Inspection stage of construction.

**Floating Home Adjustments** and **Architectural Deviations** must include an accurate delineation of the water line at high tide.

11.

**A Grading Plan**

A preliminary grading plan that indicates existing and proposed contours across the building site must be submitted. Approximate contours should extend a minimum distance of 25 feet beyond the property lines of the property. Existing contours shall be shown with dashed lines and proposed contours shall be shown with solid lines. The amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of disturbance proposed for the project and the limits of grading. The grading plan shall be drawn at the same scale as the site plan.

12.

**A Drainage Plan**

A preliminary drainage plan, prepared by a qualified civil engineer, showing existing and proposed drainage for the site, structures, driveway and other improvements must be submitted. The plan must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces. Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan.

13.

**A Landscape/Revegetation Plan**

A landscape or revegetation plan must be submitted. This plan shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate whether each proposed tree or plant is native to California, the Bay Area or Marin; 3) indicate the existing size or container size at the time of planting and the height at maturity; and 4) indicate the method and general location of irrigation. The landscape plan shall identify the trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade. For more densely vegetated or wooded areas or in tree clusters, only the perimeter outline of the dripline needs to be shown. However, significant trees within the clusters must be shown if they are proposed for removal. Plans must make existing versus proposed vegetation

graphically distinguishable by connecting proposed plants and trees, on center, with a solid line leading to the label. Only those elements of the proposed landscaping that are related to the project must be shown. The landscape plan shall be drawn at the same scale as the site plan.

14.  **A Vegetation Management Plan**

A vegetation management plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- A. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area. (See County WUI Ordinance for definition of Defensible Space.) Every tree within the Defensible Space with a trunk that is greater than three inches in diameter at breast height (dbh) should be accurately depicted as to trunk and canopy location, trunk dbh, and tree species.
- B. Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed pruning/removal must be detailed for every tree shown.

15.  **A Utilities Plan**

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated.

16.  **Evidence of Water Supply (2 copies of reports)**

Where water is to be supplied by an existing water district, indicate the name of the water district on the site plan. Where water is to be supplied by the establishment of a mutual company, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data regarding the quantity, quality and safety of the proposed water supply.

Where water is to be supplied by wells, springs or other sources of water, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data to indicate whether adequate water can be obtained from wells, springs or other sources of water for each lot involved in the project and for fire protection. Water connections and other means of conveyance for each lot involved in the project and for fire protection shall be shown on the site plan.

17.  **A Septic System Plan**

If the subject property is not served by a sanitary sewer district, the location of any existing or proposed septic system, including dimensions and sizes of the septic tank, disposal fields, reserve area, wells and water systems on the subject and adjoining lots, springs or waterbodies (if any) must be clearly and accurately depicted on a septic system plan. The applicant must submit sufficient evidence regarding the ability of each of the lots involved in the project to accommodate such a system. The septic system plan must include a calculation of the existing and proposed floor area for the project, by structure and by occupancy code, as defined by the most recently approved version of the California Uniform Building Code. Where sewage is to be disposed of by a Sanitary District, the applicant should contact the district to make arrangements for such disposal.

18.  **Development Envelopes**

Proposed envelopes for existing and future structures, locations of road and utility alignments, and septic leachfield areas must be shown on the site plan.

19.  **A Site Boundary Survey**

A site survey must be prepared and signed by a registered civil engineer or licensed surveyor whose name, address and phone number are indicated. (A qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965.) Surveys shall show all property lines, boundaries, rights-of-way, easements, topographic contour information, natural features, location of structures and other improvements. NOTE: Verification of a structure's setback from property lines is required during construction when the structure is located up to or within one foot of the minimum required setback for conventionally-zoned properties, and when the structure is located within 5 feet of a property line for planned-district zoned properties.

20.  **A Site Topography Survey**

The topographic survey information must be prepared by a qualified registered civil engineer or licensed surveyor whose name, seal, and signature appear on the plans. (A qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965.) For property with an average slope of 15% or less, two (2) foot contour intervals must be indicated, except for Master Plan and Precise Development Plans, where a five (5) foot contour interval is acceptable. For property with an average slope greater than 15%, five (5) or ten (10) foot contour intervals are acceptable. All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties which contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet). All elevations referred to shall be based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD. The existing and proposed average lot slope consistent with Section 22.82.050.C.1 of the Marin County Code shall be provided.

21.  **Second Units**

A copy of a Homeowners' Exemption that has been filed with the Marin County Assessor's Office must be submitted.

The results of a Uniform Housing Inspection from the Building and Safety Division must be included with applications for second units that were in existence at the time of the County's first second unit ordinance (prior to January 10, 1984 for the Tamalpais Planning Area, prior to September 29, 1983 for Bolinas, prior to June 25, 1985 for Stinson Beach, and prior to March 27, 1987 for all other unincorporated areas).

For existing second units, evidence must be provided indicating that the second unit was constructed before the above dates, including, but not limited to, affidavits signed under penalty of perjury from previous owners/renters, construction receipts, and/or utility bills.

22.  **Telecommunications Facilities**

A completed *Guide to the Marin County Telecommunications Facilities Policy Plan Application Requirements and Checklist* and all the information listed therein must be submitted.

23.  **Historic Checklist**

For properties in the coastal zone, the Local Coastal Program's Historic Review Checklist must be completed for all new construction, alterations, and additions in historic areas designated in the Local Coastal Program and for individual pre-1930 structures located in the coastal zone but outside of the boundaries of the historic areas. The checklist applies to all structures, including signs.

24.  **Operational Characteristics (for non-residential uses)**

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- A. The maximum number of staff on site at any one time.
- B. The hours of operation, including hours open to the public and hours when staff would be working at the facility.
- C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
- D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- E. The schedule, frequency and nature of expected deliveries to the site.
- F. Noise levels proposed for the operation of the project.
- G. The path of travel for pedestrians and vehicles at the site.

25.  **Property Information**

The applicant shall submit the following information:

- A. A complete chain of title extending back to the "parent" legal lot of record from which the subject unit of land was created in its current size and configuration, as well as all recorded subdivisions and recorded surveys and adjudicated settlements that affect the subject property.
- B. A signed statement from a title officer or qualified surveyor indicating the date as well as the deed or other instrument number, which created the subject unit of land.
- C. The owner's written permission to copy the Assessor's Records for the subject property.

*Please note that additional information may be required by staff upon review of the proposed project plans and supplemental information submitted with the application. The Community Development Agency reserves the right to request additional information on the project before deeming the application complete. This Submittal Checklist is used as a guide in preparation of the application submittal to the Planning Division. Depending on the exact scope of the proposed project and complexity of environmental review, additional information may be requested, including but not limited to the following items.*

26.  **Story Poles**

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. The schedule for installing the story poles must be coordinated with the Planning Division staff and should generally not be done until all other necessary items of information for the project have been submitted. The applicant shall submit written notification that the story poles have been installed.

The story poles must be connected by orange construction netting and shall clearly and accurately demonstrate the maximum roof height and perimeter of the structure. The construction netting must be at least 1.5 feet wide and must be installed at the base perimeter and at the ridgeline of the poles to represent the height, mass, and bulk of the structure to the maximum extent feasible. The story poles must be constructed in such a manner that they will be able to withstand the elements through the public noticing and hearing process. If high winds make it unsafe to install construction netting showing the roof ridges, then the tops of the poles may be painted orange, and orange tape may be substituted for the netting. Community Development Agency staff has the discretion to require that the story poles be placed or certified by a licensed surveyor or qualified civil engineer.

27.  **Site Staking**

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, swimming pools, water tanks, the edge of building envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed. The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning Division staff. The applicant shall submit written notification that the stakes have been installed. Community Development Agency staff has the discretion to require that the staking be placed by a licensed surveyor or qualified civil engineer.

28.  **Photo-Simulations (2 copies)**

Photo-simulations of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. The photo-simulations shall be based on a Digital Terrain Model that accurately reflects the existing and proposed grades and shall show the mass of the proposed residence and the location of the proposed driveway. A “normal” camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain

to scale on the images. Two photo-simulations shall be prepared for each vantage point required and approved by the Planning Division to show the impact of the development without any proposed landscaping and also to show the impact of the development with the proposed landscaping (assuming five years of average growth). The applicant shall submit documentation providing information on the scope of work, the location of the proposed vantage points, the time that photographs would be taken, and the firm chosen for the project for planning staff's review and approval prior to the analysis being initiated. The photo-simulations are subject to peer review at the Director's discretion.

29.  **Photometric Study**

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

30.  **Acoustical Study**

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would result from the proposed operation of the project or any noise generators identified in Item 8F. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project (see Goal NO-1 of the Marin Countywide Plan).

31.  **Preliminary Soils Report (2 copies)**

A preliminary soils report based upon adequate test borings and prepared by a registered civil engineer or registered engineering geologist may be required if it is determined that a potential soils problem or soils related hazard exists.

A. Soils Reconnaissance. The first segment of the preliminary soils report is a soils reconnaissance. The reconnaissance shall include but not be limited to a complete description of the site based on a field investigation as related to soils matters such as stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing such hazards and problems.

B. Detailed Soils Investigation and Report. The second segment of the preliminary soils report is a detailed soils investigation and report. This investigation and report must include field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage. The report must also recommend any required corrective action for the purpose of preventing structural damage to the subdivision improvements and the structures to be constructed on the lots and, in addition, must also recommend any special precautions required for erosion control and the prevention of sedimentation or damage to off-site property. If such preliminary soils report indicates the presence of critically expansive soils or other soils problems which, if not corrected, would lead to structural defects, a soils investigation of each lot involved with in a project may be required and submitted to the Department of Public Works prior to approval of a final map or parcel map.

32.  **Soils Stability Report (2 copies)**

A soils stability report, prepared by a registered soils or civil engineer, is typically required if a new structure is proposed within a constrained property with slope conditions that are greater than 2 to 1, has a drainage or water course located within 50 feet of the structure, has drainage constraints that need to be addressed, or is located in an area that is identified with a high geologic risk. The report must include an assessment of the extent of potential geologic hazards and include construction, siting, and other recommended techniques to address potential geologic hazards.

33.  **Hydrological Report (2 copies)**

A hydrological report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. The report shall also assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The hydrology report may be subject to peer review at the Director's discretion.

34.  **Stormwater Control Plan**

A Stormwater Control Plan (SCP) shall be prepared by a certified by a registered civil engineer, architect, or landscape architect. For detailed guidance on how to prepare the SCP, please refer to the publication entitled, "Guidance for Applicants: Stormwater Quality Manual for Development Projects in Marin County." This publication is available at the Planning Services Counter and at [www.mcstoppp.org](http://www.mcstoppp.org) (please refer to the Marin County Stormwater Pollution Prevention Program's [MCSTOPPP] website under "Resources for New Development"). A Stormwater Control Plan template is available on the webpage as well. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan may also be required.

35.  **Arborist's Report**

An arborist's report that has been prepared by a qualified arborist must be submitted. The arborist's report shall provide an evaluation of the trees that meet the definition of a "protected" tree in Chapter 22.27 of the Marin County Development Code or could otherwise be considered significant vegetation (as indicated in the Coastal Zone), and which could potentially be effected by the development or fuel reduction requirements. The arborist's report shall, at a minimum, indicate the health of the trees in this area, and evaluate any adverse effects to the trees that would occur due to the project. Specifically, the arborist's report shall recommend appropriate Tree Protection Zones for trees that would remain on the property and appropriate locations for replacement trees to be planted. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The report shall also indicate whether there are exotic trees on the site and whether any exotic trees are invasive. The arborist's report is subject to peer review at the Director's discretion.

36.  **Agricultural Management Plan**

An agricultural management plan to address the on-going agricultural use of the property must be prepared by the applicant. The plan must: (1) identify and assess useable agricultural land on the property; (2) identify and assess the potential, existing, and proposed agricultural uses suitable for the site; (3) provide for long-term management and preservation of the agricultural lands and outline a plan for sustainable agricultural use(s); (4) analyze water supply and water demand; (5) analyze the extent to which proposed development supports and affects the continued and future agricultural use of the land; and (6) provide a marketing/business plan. The plan shall also provide a brief description of the farmer or rancher's background in agricultural operations.

37.  **Biological Site Assessment**

The biological site assessment must be prepared by a qualified biologist and provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. In addition, the biological assessment shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. If there are wetlands adjacent to the project, then a wetland delineation shall be submitted, and the boundary of any riparian vegetation shall be clearly identified in the report. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The biological assessment is subject to peer review at the Director's discretion.

NOTE: in those cases when a biological site assessment is required, Marin County reserves the right to directly hire a biologist of the Planning Division's choice. The cost of the contract and the Division's standard contract administration fee shall be submitted by the applicant.

38.  **Constraints Map**

A composite constraints map that shows the proposed site boundaries and improvements overlain by environmental constraints and adequate buffers surrounding significant environmental features shall be prepared by the project architect or civil engineer. These buffers shall be based on Countywide Plan polices, where appropriate, and on the environmental studies required for the application. Buffers shall be accurately mapped and may include, but are not limited to Tree Protection Zones, Wetland Conservation Areas, Streamside Conservation areas, Ridgeland and Upland Greenbelt Areas, flood zones, geologically unstable or otherwise hazardous areas, and adequate distances from special status species or hazardous areas. Slope percentages for different portions of the site shall be provided in the following increments: 0 to 15%, 16% to 24%, 25% to 34%, >34%.

39.  **Archaeology Report**

An archaeology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the archaeology report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further

evaluation of potential mitigation measures may be required. The archaeology report is subject to peer review at the Director's discretion.

40.  **Historical Study**

A historical study prepared by a qualified architectural historian must be submitted. At a minimum, the historical study shall assess whether the location of the project site or the existing structures on the project site could be considered a significant historical resource. The report should evaluate the project based on Countywide Plan policies regarding historical significance and on the Local Coastal Plan Historic Review Checklist in the Coastal Zone. If the study finds that a structure or location is a significant historical resource, a further evaluation of potential preservation measures may be required. The historical study is subject to peer review at the Director's discretion.

41.  **Transportation Management Plan (2 copies)**

A Transportation Management Plan (TMP) that addresses all modes of transportation as well as parking for the proposed project shall be prepared by a qualified traffic engineer or traffic planner. The TMP shall provide objectives and strategies for normal operations as well as special events, and show improvements that would be necessary to achieve these objectives and strategies. The TMP shall provide details for traffic management including methods such as using single-occupancy vehicles, bicycles, pedestrian travel, school buses, public transit, and car-pooling. Quantifiable rates of the different methods shall be provided for both regular activities and special events. Pick-up and drop-off locations and routes for all vehicular travel shall be identified. Pick-up and drop-off times shall also be identified and coordinated with regular and special event schedules. Staff activities regarding traffic and parking management shall be described. Detailed requests for any waivers of standard requirements necessary shall be requested with adequate material to support the request.

42.  **Affordable Housing Plan**

The Affordable Housing Plan must include the following information:

- a. Number, affordability level, unit type, tenure, number of bedrooms, location, size, and design of all inclusionary units;
- b. Construction schedule and phasing of inclusionary units in relation to market-rate units;
- c. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration;
- d. Any incentive requested pursuant to Chapter 22.24 (Affordable Housing Incentives), including the additional information specified in that Chapter; and,
- e. Such additional information as may be required by the Director to ensure conformance of the project with Marin County's affordable housing requirements and the Countywide Plan.



