



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

Phone (415) 453-1453, Ext. 121

Fax (415) 453-1950

Web www.townofross.org

Email esemonian@townofross.org

Staff Use Only

Received By: _____

Date: _____

Fees Paid: _____

Date: _____

BASEMENT/ATTIC EXCEPTION APPLICATION

\$600 Application Fee

Parcel Address and Assessor's Parcel No. _____

Owner(s) of Parcel _____

Mailing Address (PO Box in Ross) _____

City _____ State _____ ZIP _____

Day Phone _____ Evening Phone _____

Email _____

Architect (Or applicant if not owner) _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____

Existing and Proposed Conditions (For definitions please refer to attached fact sheet.)

Gross Lot Size _____ sq. ft. Lot Area _____ sq. ft.

Existing Lot Coverage _____ sq. ft. Existing Floor Area _____ sq. ft.

Existing Lot Coverage _____% Existing Floor Area Ratio _____%

Coverage Removed _____ sq. ft. Floor Area Removed _____ sq. ft.

Coverage Added _____ sq. ft. Floor Area Added _____ sq. ft.

Net Change- Coverage _____ sq. ft. Net Change- Floor Area _____ sq. ft.

Proposed Lot Coverage _____ sq. ft. Proposed Floor Area _____ sq. ft.

Proposed Lot Coverage _____% Proposed Floor Area Ratio _____%

Existing Impervious Areas _____ sq. ft. Proposed Impervious Areas _____ sq. ft.

Existing Impervious Areas _____% Proposed Impervious Areas _____%

Proposed New Retaining Wall Construction _____ ft. (length) _____ ft. (max height)

Proposed Cut _____ cubic yards Proposed Fill _____ cubic yards

Required Findings for Exception Application

In order for an exception to be granted, the following mandatory findings must be made:

- | | |
|---|---|
| (1) Area to be improved is an existing area created prior to September 12, 2011, in an existing residence built prior to September 12, 2011. | <i>Not Applicable - Amnesty period in effect until September 12, 2012</i> |
| (2) Basement area to be improved has a ceiling height 5.5 feet or greater. | <input type="checkbox"/> Existing basement area has ___ foot ceiling height (provide floor plan with ceiling heights identified, if height varies)
<input type="checkbox"/> Not an attic |
| (3) For attic improvements only: the improvements proposed do not change the exterior appearance of the structure by adding dormers, raising the roof ridge, addition of windows, or any other exterior modifications. | or
<input type="checkbox"/> No change to exterior |
| (4) For basements: | |
| a. If the structure is in a Special Flood Hazard Area (SFHA) identified on the town Flood Insurance Rate Map and/or in an area that is known for flooding, the finished floor level of the improvements must be above the base flood elevation. | <input type="checkbox"/> Not in SFHA
<input type="checkbox"/> In SFHA
<input type="checkbox"/> In SFHA
BFE: _____
Proposed floor elevation:
_____ |
| b. Modifications proposed to the building exterior cannot materially increase the visible mass of the building and modifications, such as new windows, must be compatible with the design of the existing improvements and shall not create privacy issues. The Council may limit the size of light wells to the minimum size necessary to satisfy California Building Code requirements for light, ventilation and emergency egress. | <input type="checkbox"/> Attach description of exterior changes |
| c. Any modifications to site drainage must be designed by a licensed engineer and shall result in no net increase to the rate or volume of peak runoff from the site compared to pre-project conditions. Any new mechanical pumps or equipment shall not create noise that is audible off site. | <input type="checkbox"/> No change proposed.
<input type="checkbox"/> Preliminary drainage plan included.
<input type="checkbox"/> Spec's on mechanical equipment included. |
| (5) The fire chief must confirm that there is adequate water supply for firefighting purposes for the site, | <input type="checkbox"/> <i>staff will confirm</i> |

or that the project includes measures to provide adequate water supply for firefighting purposes.

- (6) The site has adequate parking. For purposes of this section, adequate parking shall mean that the site complies with at least the minimum number of parking spaces required for the zoning district (covered or not covered). If the site does not comply with the covered parking requirement, the Town Council may require covered parking to be provided. The Town Council may consider the size of the residence, number of bedrooms, and the size and use of the proposed attic and/or basement area and may require additional parking up to the following:

<i>Total site floor area (excluding covered parking)</i>	<i>Required off street parking</i>
1,300 square feet to 3,300 square feet	3 spaces
Over 3,300 square feet	4 spaces

- (7) The project complies with the most recent California Residential Code adopted by the Town.
- (8) Excavation, grading or cutting shall not exceed 35 cubic yards. If the project involves excavation, grading or cutting for a basement space, new floor area shall not exceed 20% of the existing floor area.

Complies with minimum parking reqts. – show parking spaces on site plan

No. of bedrooms: _____

No. of covered and uncovered spaces available on site:

_____ covered spaces

_____ uncovered spaces

Submit details on light, ventilation and egress requirements for any habitable space

Project involves _____ cubic yards of grading.

If grading involved:
Existing floor area
(excluding covered parking)
_____sq. ft. New floor
area is _____ sq. ft.

Consultant Information

The following information is required for all project consultants.

Landscape Architect

Firm _____
Project Landscape Architect _____
Mailing Address _____
City _____ *State* _____ *ZIP* _____
Phone _____ *Fax* _____
Email _____
Town of Ross Business License No. _____ *Expiration Date* _____

Civil/ Geotechnical Engineer

Firm _____
Project Engineer _____
Mailing Address _____
City _____ *State* _____ *ZIP* _____
Phone _____ *Fax* _____
Email _____
Town of Ross Business License No. _____ *Expiration Date* _____

Arborist

Firm _____
Project Arborist _____
Mailing Address _____
City _____ *State* _____ *ZIP* _____
Phone _____ *Fax* _____
Email _____
Town of Ross Business License No. _____ *Expiration Date* _____

Other

Consultant _____
Mailing Address _____
City _____ *State* _____ *ZIP* _____
Phone _____ *Fax* _____
Email _____
Town of Ross Business License No. _____ *Expiration Date* _____

Other

Consultant _____
Mailing Address _____
City _____ *State* _____ *ZIP* _____
Phone _____ *Fax* _____
Email _____
Town of Ross Business License No. _____ *Expiration Date* _____

Project Architect's Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I understand that any permit issued in reliance thereon may be declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I further certify that I have read the attached Variance/ Design Review/ Demolition Fact Sheet and understand the processing procedures, fees, and application submittal requirements.

Signature of Architect

Date

Owner's Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I further certify that I have read the attached Variance/ Design Review/ Demolition Fact Sheet and understand the processing procedures, fees, and application submittal requirements.

Signature of Owner

Date

Signature of Co-Owner (if applicable)

Date

Notice of Ordinance/Plan Modifications

- Pursuant to Government Code Section 65945(a), please indicate, by checking this box, if you would like to receive a notice from the Town of any proposal to adopt or amend the General Plan, a specific plan, zoning ordinance, or an ordinance affecting building permits or grading permits, if the Town determines that the proposal is reasonably related to your request for a development permit:

Exception approvals expire 365 days after the granting thereof.

Submittal Requirements

The following items are requested for all applications. Failure to provide all required materials in a timely manner will delay review and may result in administrative denial. If you question whether any particular item will be required for your exception application, please contact the Planning Department.

1. **A complete Attic/Basement Exception Application, signed by the property owner.**

2. **Filing fee \$600.**

3. **One full-size copy and six half-sized copies**, drawn to scale, of the following items:

a. A site plan (survey may be required) that shows:

name, address, and phone number of the owner of record, applicant, engineer, architect, and other project consultants;

north arrow (north should be at the top of the sheet) and scale;

date (*revised copies must be clearly indicated with a new date and marked "revised"*);

all dimensions of the property and the footprint of the proposed structure in relation to the property;

all required setback lines;

distance of proposed structures/additions to the property line(s);

overview map or photo showing structures on adjacent parcels (such as Google Earth photo);

structures on the neighboring parcels that are closer than 25' to project property line(s);

existing and proposed topography in two foot contours (If excavation, grading or filling are to be performed, include a section which shows the percentage of slope of the property and the extent of the proposed excavation, grading or fill);

inundated areas, streams, culverts, and drainage swales as well as their top of bank;

the location, length, and height from existing grade, of existing and proposed fences, gates, walls, and retaining walls;

all existing and proposed easements;

the location, names and existing widths of all adjoining and contiguous streets and ways;

ingress, egress, and off-street parking sites;

all existing trees with a diameter greater than or equal to six inches (6"), indicating those that are proposed for removal. If any new work is proposed, indicate the dripline of all trees.

- b. If tree removal, relocation, or alteration is proposed, a completed tree removal application and the payment of applicable fees.
- c. Floor plans showing existing and proposed floor areas for each level with complete dimensions. The plan must clearly identify existing walls to remain, as well as new construction.
- d. If any exterior changes are proposed, provide a full set of existing and proposed building elevations including complete dimensions, exterior materials, and colors. Existing and proposed elevations should be arranged such that existing and proposed elevations for each side are shown on the same sheet.
- e. Building sections including a section sufficient to clearly show the building's maximum height *from existing grade*.
- f. Floor plans detailing existing and proposed floor area, lot coverage, and verification of floor area. Identify any areas excluded from the calculation of floor area.
- g. Calculations of the amount of proposed cut and/or fill in cubic yards.
- h. If any exterior changes are proposed, an 8½ by 11 inch material and color board suitable for filing with official town records; a larger presentation-sized board may also be submitted if deemed necessary by the applicant.
- i. If any exterior changes are proposed, details on the windows and doors clearly indicating materials and design of all proposed new or replacement windows and/or doors (including garage doors), and those to be retained.
- j. Elevations, clearly indicating materials, for all proposed new or replacement retaining walls, fences, gates, and gateposts.
- k. If a new basement or any changes to drainage is proposed, a preliminary drainage plan designed to produce a no net increase in peak runoff from the site compared to pre-project conditions. Applicants are encouraged to submit a preliminary drainage plan designed to reduce runoff to the site, or to produce

peak runoff that is the same or less than estimated natural, predevelopment, conditions at the site. Applicants are encouraged to consult the Start at the Source design guidance manual and other materials prepared by the Marin County Stormwater Pollution Prevention Program (MCSTOPPP):
<http://mcstoppp.org/acrobat/StartattheSourceManual.pdf>

- 5. Written acknowledgement of the proposed development is required from the owners, lessees, and occupants of all abutting property, including property across any street, lane or roadway on the Neighbor Acknowledgment form. Names and addresses may be obtained from the Planner or Administrative Manager. If written acknowledgements are not obtained, a statement stating the reason or reasons therefore must be submitted. The Planning Department will mail notice of the proposed variance to property owners within 300 feet of the subject property. *If required neighbor acknowledgements are not submitted, the application may be deemed incomplete and removed from the Council agenda.***
6. The house address must be clearly marked and visible from the street in order to facilitate onsite review by Town staff and Council members.
7. Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town. A license is required even if the primary place of business is not located within the Town of Ross. All professionals associated with planning applications must obtain required business licenses in conjunction with the planning review of their application.

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact us at (415) 453-1453, extension 105.