



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

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HILLSIDE LOT/ HAZARD ZONE APPLICATION

Filing Fees:

Greater than or equal to 2,000 square feet- \$2,500, less than 2,000 square feet- \$1,250.

Parcel Address _____

Assessor's Parcel Number _____

Legal Owner of Parcel _____

Mailing Address _____

City _____ State _____ ZIP _____

Day Phone _____ Evening Phone _____

Fax _____ Email _____

Architect (Or applicant if not owner) _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____

Fax _____ Email _____

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

Parcel's Hazard Zone # _____ Lot Size _____ sq. ft.

Lot Slope _____% Building Site Slope _____%

Existing 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 _____% Proposed Floor Area Ratio _____%

Consultant Information

The following information is required for all project consultants.

Architect

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

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* _____

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 Hillside Lot/ Hazard Zone 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 Hillside Lot/ Hazard Zone Fact Sheet and understand the processing procedures and application submittal requirements described therein.

Signature of Owner

Date

Signature of Co-Owner

Date

Subdivision approval under the Hillside Ordinance expires 730 days after the granting thereof. Individual lot approval expires 365 days after the granting thereof.

Town Email List

If you would like to receive copies of upcoming Town Council agendas and other items of interest to Ross residents please give us your email address below.

Email(s) _____

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 the Ross Town Clerk at (415) 453-1453, extension 105.

HILLSIDE LOT/ HAZARD ZONE FACT SHEET

Applicability

The Hillside Lot/ Hazard Zone Application is required for the subdivision or development of hillside areas. Hillside areas are defined as unimproved parcels which have an overall natural or building site slope of 30% or greater. This application requirement shall also apply to any lot or portion thereof which lies within or contains Hazard Zones 3 or 4.

A Hillside Lot/ Hazard Zone Application is also required for additions to improved parcels having 30% or greater slope, or containing Hazard Zones 3 or 4, when the additional square footage totals 20% or more of the original primary structure.

Subdivision approval under the Hillside Ordinance expires in two years. An individual lot approval expires in one year.

Fees

The fees for Hillside Lot/ Hazard Zone applications are \$2,500 if more than 2,000 sq. ft. of new floor area is proposed and \$1,250 if less than 2,000 sq. ft. of new floor area is proposed, no part of which is refundable. Any continuation or modification of an application requires renoticing, for which a fee of \$300 will be charged. The review of applications by town consultants, including but not limited to planners, arborists, engineers, or landscape architects, will be billed to the applicant at cost.

Time Frame for Processing

The application, plans, and engineering reports will first be reviewed by town staff for completeness. The determination of completeness by town staff will not exceed thirty days. Any additional materials necessary to evaluate the project will be identified, and required for submittal before the application is determined to be complete.

Once a Hillside Lot/ Hazard Zone Application has been determined to be complete, the application will be placed on the next available agenda space for a hearing before the Ross Town Council. The Ross Town Council ordinarily meets the second Thursday of each month at 7 p.m. Hillside Lot Applications require a minimum of two hearings.

Submittal Requirements

When an applicant is applying for a hillside subdivision, individual hillside lot construction approval, or use permit for construction in a hazard zone, he or she shall submit the **necessary filing fees, 4 copies of the following reports and application forms, 3 full-sized copies of the following plans, and 6 half-sized copies of the following plans** as determined necessary by Town Staff to evaluate the project:

1. Complete Hillside Lot Application.

2. A topographic map by a licensed land surveyor or registered civil engineer, at a scale not less than one inch equals 40 feet, including the precise location of all existing trees six inches and over in diameter within the areas to be disturbed.
3. A grading and drainage plan by a licensed civil engineer utilizing the base topographic map. The map shall demonstrate the feasibility of driveway and required off-street parking construction for each of the respective building sites.
4. A report from a certified engineering geologist discussing, in detail, the suitability and geological feasibility of placing a building on the site or sites. The report shall discuss the effect of any construction, including, but not limited to, buildings, roads, water facilities, storm drainage facilities, utilities, and other accessory structures on the site, or sites. The report shall address, but not be limited to, the following:
 - (a) Slope stability on the site and on areas that may be affected by the site or which themselves affect the site.
 - (b) Identification of all drainage areas and assessment of all possible hazards associated with the drainage areas. This shall include, but not be limited to, the potential for damage from the source of or path of debris flow, avalanches and mudslides.
 - (c) Potentiality of surface erosion and its effect on existing ground cover and trees.
 - (d) Potentiality of damage due to removal of existing ground cover and trees, and the removal, storage and replacement of existing soil and/or bedrock.
 - (e) Evaluation of surface and subsurface water conditions and its effect on the stability on the site and surrounding areas.
 - (f) Evaluation of the site in relation to all mapped earthquake faults and possible stresses to the proposed construction from earthquake forces.
 - (g) Evaluation of the risk to adjoining property or structures by the proposed development, including the construction of roads and other improvements, or by the condition of the property after development has occurred. The review shall evaluate if the condition of adjacent property indicates any significant risk of future damage to proposed structures. The review shall discuss the need for earth repair to mitigate soils conditions on the site and the effects of this repair on environmental concerns such as vegetation removal or massive grading.
5. A report, from a licensed civil engineer to address the following:

- (a) Building foundations and other earth supported structures
 - (b) Earthquake resistance incorporating engineering geologist's recommendations.
6. For land subdivisions only: a proposal for dedication, improvement and maintenance of open space, circulation ways, view easements and recreation areas for all property included in the plan. Land to be preserved as open space shall be maintained as permanent open space by dedication to a private or public entity the fee title, or through the creation of scenic easements by deed restriction, by other methods acceptable to the Town.
7. A site plan which shows:
- a) name, address, and phone number of the owner of record, applicant, engineer, architect, and other project consultants;
 - b) north arrow (north should be at the top of the sheet) and scale;
 - c) date (revised copies should be clearly indicated with a new date and marked "revised");
 - d) all dimensions of the property and the footprint of the proposed structure in relation to the property;
 - e) distance of proposed structures/additions to the property line(s);
 - f) structures on the neighboring parcels that are closer than 25' to project property line(s);
 - g) 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);
 - h) inundated areas, streams, culverts, and drainage swales as well as their top of bank;
 - i) the location, length, and height, as well as materials, for each proposed retaining wall;
 - j) all existing and proposed easements;
 - k) the location, names and existing widths of all adjoining and contiguous streets and ways;
 - l) ingress, egress, and off-street parking sites;

- m) all existing trees with a diameter greater than or equal to six inches (6”), indicating those that are proposed for removal.
9. If tree removal, relocation, or alteration is proposed, a completed tree removal application and the payment of applicable fees.
 10. 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.
 11. 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.
 12. Building sections including a section sufficient to clearly show the building’s maximum height from *existing grade*.
 13. Marked-up floor plans showing existing and proposed floor area and verification of lot area.
 14. Calculations of the amount of proposed cut and/or fill in cubic yards.
 15. A material and color board.
 16. Proposed window types and specifications.
 16. A three dimensional cardboard model of the proposed development in relation to the topography of the subject parcel.
 17. A landscape plan by a landscape professional with plant species type and size clearly identified, and fencing details provided.
 18. **Story poles connected by ribbons indicating ridgelines, building corners, and exterior walls along with any proposed fencing adjacent to a right-of-way must be in place at least 10 days prior to the hearing date. *If required story poles are not installed on-time, the application may be deemed incomplete and removed from the Council agenda.***
 19. **Written acknowledgement of the proposed development is required from the owners, lessees, and occupants of all abutting property, including property across any street, lane, roadway, or highway. Names and addresses may be obtained from the Clerk's office. These acknowledgements are to be submitted to the Town Clerk no later than 10 days preceding the regular meeting of the Town Council at which the application is to be heard. If written acknowledgements are not obtained, a statement stating the reason**

or reasons therefor must be submitted. *If required neighbor acknowledgements are not submitted on-time, the application may be deemed incomplete and removed from the Council agenda.*

20. The house address must be clearly marked and visible from the street in order to facilitate onsite review by Town staff and Councilmembers.
 21. 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.
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