



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

USE PERMIT APPLICATION

Filing Fee: \$1,000

Legal Owner of Parcel _____

Mailing Address _____

City _____ *State* _____ *ZIP* _____

Home Phone _____ *Business Phone* _____

Fax _____ *Email* _____

Assessor's Parcel Number _____

Parcel Address _____

Applicant (If not owner) _____

Mailing Address _____

City _____ *State* _____ *ZIP* _____

Phone _____

Fax _____ *Email* _____

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

Lot Size _____ sq. ft.

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

Existing Lot Coverage _____ % *Existing Floor Area Ratio* _____ %

Proposed Coverage _____ sq. ft. *Proposed 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* _____

Other

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

Mandatory Findings

Before granting any use permit, the Council must find that the establishment, maintenance, or conducting of the use for which the use permit is sought will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

In granting any use permit under the provisions of this chapter, the Town Council shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives of protection to the public welfare and property or improvements as hereinbefore set forth.

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 HEREBY FURTHER CERTIFY and agree that if a use permit is granted by the Town Council, under the provisions of the Ross Municipal Code, I shall abide by the conditions set forth in such use permit, and all other applicable rules, regulations, ordinances, and laws governing such use and/or buildings; that if such use permit is for a guest house or servants' quarters, no rental use thereof will ever be made by applicant, or any successor owner, or occupant, of the property; and that this use permit application, if granted, may be recorded by the Town of Ross.

I HEREBY FURTHER CERTIFY that I have read the Use Permit Fact Sheet and understand the use permit processing procedures and application submittal requirement.

Signature of Owner

Date

Signature of Co-Owner or Applicant if not Owner

Date

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) _____

Applicant will be billed for any additional Town Consultants' time in excess of base fee amounts. A completed application accompanied by the filing fee is necessary for consideration of the use permit request. In any case where a permit has not been used within one year after the date of granting thereof, then without further action by the Town Council the use permit shall be null and void.

USE PERMIT FACT SHEET

Applicability

A use permit is required in order to permit guest houses, servants' quarters, and other uses conditionally permitted under the Ross Zoning Code.

Fees

One thousand dollars (\$1,000), no part of which is refundable. A fee of three hundred dollars (\$300) will be charged for renoticing a hearing. Any continuation or modification of a use permit requires renoticing. The review of the application by Town Consultants, including but not limited to a planner, engineer or landscape architect, will be billed to the applicant at cost.

Time Frame for Processing

The Use Permit application will first be reviewed for completeness. This review will not exceed thirty (30) days. Once an application has been determined to be complete, the application will be placed on the next available agenda space of the Ross Town Council. The Town Council ordinarily meets the second Thursday of each month at 7 p.m.

Submittal Requirements

1. One complete Use Permit Applications.
2. \$1,000 Filing Fee.
3. One full-size copy and six half-sized copies, drawn to scale, of the following items:
 - a. A site plan which 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 should 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;
 - distance of proposed structures/additions to the property line(s);
 - 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, as well as materials, for each proposed retaining wall;

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.

- 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. 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. Marked-up floor plans showing existing and proposed floor area and verification of lot area.
- g. Calculations of the amount of proposed cut and/or fill in cubic yards.
- h. A material and color board.
- i. Proposed window types and specifications.
- j. A landscape plan by a landscape professional with plant species type and size clearly identified, and fencing details provided.

Further Requirements

1. The house address must be marked clearly and visible from the street. Council members will conduct an onsite review.
2. **Story poles connected by ribbons indicating ridgelines, building corners, and exterior walls 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.***
3. To obtain written acknowledgement of the proposed use permit 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 fifteen (15) days preceding the regular meeting of the Town Council at which the application for use permit is to be heard. If written acknowledgements are not obtained, a statement stating the reason or reasons therefor must be submitted. Notice of the proposed use permit will be mailed by the Planning Department to property owners within five-hundred feet (500') of the subject property. ***If required neighbor acknowledgements are not submitted on-time, the application may be deemed incomplete and removed from the Council agenda.***
4. 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 business is not located within the Town of Ross. All professionals associated with planning applications must obtain their 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 the Ross Town Administration office at (415) 453-1453, extension 105.