



Town of Ross

Planning Department

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Staff Use Only

Received By: _____

Date: _____

Fees Paid: _____

Date: _____

VARIANCE/DESIGN REVIEW/DEMOLITION APPLICATION

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

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:

Variance/ Design Review/ Demolition approvals expire 365 days after the granting thereof.

VARIANCE/DESIGN REVIEW/DEMOLITION FACT SHEET

Applicability

Variance

A variance is required in order to allow relief from physical standards established by the Town of Ross Zoning Ordinance.

Design Review

Design review *is not required* for repainting existing structures involving no exterior remodeling resulting in additions, extensions, or alteration. Whether or not a building permit is required, design review *is required* for:

- All new buildings and for all exterior remodeling resulting in additions, extensions, or enlargements to existing buildings exceeding two hundred (200) square feet, including enclosing existing open areas.
- All building relocations.
- All fences, gates, or walls, or a combination of these, greater than forty-eight inches (48") in height in any yard adjacent to a street or right-of-way. Fences, gates, or walls greater than seventy-two inches (72") in height within any required setback also require a variance.
- The construction of any retaining wall greater than forty-eight inches (48") in height as measured from bottom of footing to top of wall or any terraced retaining walls totaling more than forty-eight inches (48") in height.
- The construction of any retaining wall or retaining walls totaling more than 100 linear feet.
- Any project resulting in the removal or alteration of more than twenty five percent (25%) of the exterior walls or wall coverings of a residence, as determined by the Planning Department.
- Any activity or project resulting in more than fifty (50) cubic yards of grading or filling.
- Any construction, improvements, grading/filling, or other site work within twenty five feet (25') from the top of bank of a creek, waterway, or drainage way.
- Any project resulting in over 1,000 square feet of new impervious landscape surface, whether or not a building permit is required.

Demolition Permit

A demolition permit is required to demolish greater than 25% or 1,000 square feet (whichever is smaller) of any residence, commercial, or institutional building, or to alter more than 25% of the exterior walls of a structure.

Definitions

Basement means a space partly or wholly underground. A finished basement is defined as a space used in conjunction with daily household activities. It includes recreation rooms, wine cellars, laundry rooms and/or any space which is seven feet six inches (7'6") or more in height or has sheet rock or paneled walls. If the finished floor level directly above a basement is six feet (6') or more above natural grade for more than twenty-five percent (25%) of the basement perimeter, such basement shall be considered as a story.

Building Coverage means the land area covered by all buildings on a lot, including all projections (such as the roof overhang). The area of any wooden, concrete, or masonry deck, porch, or patio area that is at ground level or not over eighteen inches (18") from ground level shall not be so included provided such structure is not roofed.

Building Height means the vertical distance as measured in a straight line from any point of the roof to either existing or finished grade, whichever is lower.

Floor Area Ratio means the floor area of the building or buildings on a lot, divided by the area of that lot. For the purpose of determining the allowable floor area of a lot, the floor area is the sum of the gross horizontal areas of the several floors of the building or buildings measured from the exterior faces of the exterior walls. Floor area also includes mezzanines, finished basements and attics, garages, carports, porches which are screened or otherwise enclosed, the entirety of porches which have a depth greater than 10 feet, stairs and elevators on one floor, and other detached structures which are accessory to a dwelling.

Lot Area means the total area included within a lot excluding vehicular easements serving other property.

Lot Coverage See Building Coverage, above

Porch means a roofed structure projecting from the exterior wall of a dwelling for the purpose of providing shelter for an entrance. Porches provide an architectural transition between the interior of a residence and a yard and may not be used as living space.

Slope means percent slope determined by the difference between the minimum and maximum elevations, divided by the horizontal distance between these respective elevations measured along a line perpendicular to the natural contours, times 100. The measurement of slope shall be determined by the town engineer.

Story means that portion of a building included between the upper surface of any floor

and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above.

Walkway means a path less than or equal to four feet (4') in width, less than or equal to eighteen inches (18") above grade, serving a circulation function.

Time Frame for Processing

The Variance/Design Review/Demolition Application will first be reviewed for completeness. This review will not exceed 30 days. Once an 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 Town Council ordinarily meets the second Thursday of each month at 6:30 p.m.

Requests for variances and hillside lot applications require a public hearing and cannot be placed on the consent agenda. Staff may place n other planning items on the consent agenda. Matters listed under the Town Council meeting consent agenda may be acted upon by the Town Council without discussion. Any member of the Council or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during the meeting. Staff will place an item on the consent agenda if the following criteria are met:

- Staff supports the application
- All neighbor acknowledgments have been received and no neighbor objection is anticipated
- Staff is unaware of any controversy related to the item
- Staff does not expect an objection by the applicant to any proposed conditions

Submittal Requirements

The following items are required for all applications. Failure to provide all required materials in a timely manner will delay review and may result in administrative denial.

1. **A complete Variance/Design Review/Demolition Application, signed by the property owner.**
2. **Filing fee (may be determined by staff after review of the plans).**
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.

- 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. 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. 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. 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. 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>
- 4. Story poles connected by ribbon are required to indicate changes to ridgelines, building corners, and exterior walls along with any proposed fencing adjacent to a right-of-way. Story poles must be in place at least 10 days prior to the hearing date. A plan detailing the story pole locations and elevations is required. The planning department may request surveyor certification of story pole location and height. If required story poles are not installed on time, the Town may continue the item to a later meeting. *Story poles shall be removed within two weeks of a final Council decision on a project.***
- 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.