



**Town of Ross
Planning Department**

Post Office Box 320, Ross, CA 94957

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Web www.townofross.org

Email hscoble@townofross.org

Staff Use Only

Received By: _____

Date: _____

Fees Paid: _____

Date: _____

PLANNING PERMIT APPLICATION

Type of Application (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Residential Second Unit |
| <input type="checkbox"/> Variance(s) | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Hillside Lot Application | <input type="checkbox"/> Minor Exception |
| <input type="checkbox"/> Basement or Attic Exception | <input type="checkbox"/> Demolition Permit |
| <input type="checkbox"/> Other: _____ | |

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 _____

Primary Contact for Application (name) _____

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

Written Project Description – may be attached.

A complete description of the proposed project, including all requested variances, is required. The description may be reviewed by those who have not had the benefit of meeting with the applicant, therefore, be thorough in the description. For design review applications, please provide a summary of how the project relates to the design review criteria in the Town zoning ordinance (RMC §18.41.100).

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* _____

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.

Mandatory Findings for Variance Applications

In order for a variance to be granted, the following mandatory findings must be made:

Special Circumstances

That because of special circumstances applicable to the property, including size, shape, topography, location, and surroundings, the strict application of the Zoning Ordinance deprives the property of privileges enjoyed by other properties in the vicinity and under identical zoning classification. **Describe the special circumstances that prevent conformance to pertinent zoning regulations.**

Substantial Property Rights

That the variance is necessary for the preservation and enjoyment of substantial property rights. **Describe why the project is needed to enjoy substantial property rights.**

Public Welfare

That the granting of a variance will not be detrimental to the public welfare or injurious to other property in the neighborhood in which said property is situated. **Describe why the variance will not be harmful to or incompatible with other nearby properties.**

Special Privilege

That the granting of this variance shall not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated.

Describe why the variance would not be a grant of special privilege.

Design review supplemental application

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. Two full-size copies and nine 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 must include photos of color chips and exterior building material samples for the painting, roofing, siding, window casings, and trim. The plans may indicate elevations to match existing colors and materials. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing must be submitted. Cut sheets showing the exterior lighting fixtures and other site design elements must be shown on the plans. A larger presentation-sized

board is required if changes to materials or the color or finish of materials is proposed.

- 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>
- l. A landscape plan is required. Most landscape plans will be required to meet the Marin Municipal Water District Water Conserving Landscape Ordinance <http://www.marinwater.org/170/Landscape-Plan-Review-Requirements>. Landscape plans shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate the existing size or container size at the time of planting and the height at maturity; and 3) 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.
- i. Most projects must comply with Ross Valley Fire Department Standard 220 and will need a Vegetation Management Plan for minimum brush and tree clearance to create defensible space around the structure. This must be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area and every tree within the Defensible Space with a trunk that is greater than six (6) inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and

canopy location, diameter, and tree species. The plan shall also include vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

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.**
http://www.townofross.org/pdf/resource_center/Neighbor%20Acknowledgement%20Form%20Oct%202013.pdf
Names and addresses may be obtained from the Planner. 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.**

Additional requirements for Hillside Lot Applications

8. **Provide the area of existing and proposed elevated decks over *18 inches in height (including car decks).***
9. ***If required by staff, a review by a certified engineering geologist with an 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.

For Design Review Applications, describe how the project complies with the following Design Review criteria:

(a) Preservation of Natural Areas and Existing Site Conditions.

(1) The existing landscape should be preserved in its natural state by keeping the removal of trees, vegetation, rocks and soil to a minimum. Development should minimize the amount of native vegetation clearing, grading, cutting and filling and maximize the retention and preservation of natural elevations, ridgelines and natural features, including lands too steep for development, geologically unstable areas, wooded canyons, areas containing significant native flora and fauna, rock outcroppings, view sites, watersheds and watercourses, considering zones of defensible space appropriate to prevent the spread of fire.

(2) Sites should be kept in harmony with the general appearance of neighboring landscape. All disturbed areas should be finished to a natural-appearing configuration and planted or seeded to prevent erosion.(3) Lot coverage and building footprints should be minimized where feasible, and development clustered, to minimize site disturbance area and preserve large areas of undisturbed space. Environmentally sensitive areas, such as areas along streams, forested areas, and steep slopes shall be a priority for preservation and open space.

(b) Relationship Between Structure and Site. There should be a balanced and harmonious relationship among structures on the site, between structures and the site itself, and between structures on the site and on neighboring properties. All new buildings or additions constructed on sloping land should be designed to relate to the natural land forms and step with the slope in order to minimize building mass, bulk and height and to integrate the structure with the site.

(c) Minimizing Bulk and Mass.

(1) New structures and additions should avoid monumental or excessively large size out of character with their setting or with other dwellings in the neighborhood. Buildings should be compatible with others in the neighborhood and not attract attention to themselves.

(2) To avoid monotony or an impression of bulk, large expanses of any one material on a single plane should be avoided, and large single-plane retaining walls should be avoided. Vertical and horizontal elements should be used to add architectural variety

and to break up building plans. The development of dwellings or dwelling groups should not create excessive mass, bulk or repetition of design features.

(d) Materials and Colors.

(1) Buildings should use materials and colors that minimize visual impacts, blend with the existing land forms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Colors and materials should be compatible with those in the surrounding area. High-quality building materials should be used.

(2) Natural materials such as wood and stone are preferred, and manufactured materials such as concrete, stucco or metal should be used in moderation to avoid visual conflicts with the natural setting of the structure.

(3) Soft and muted colors in the earthtone and woodtone range are preferred and generally should predominate.

(e) Drives, Parking and Circulation.

(1) Good access, circulation and off-street parking should be provided consistent with the natural features of the site. Walkways, driveways, curb cuts and off-street parking should allow smooth traffic flow and provide for safe ingress and egress to a site.

(2) Access ways and parking areas should be in scale with the design of buildings and structures on the site. They should be sited to minimize physical impacts on adjacent properties related to noise, light and emissions and be visually compatible with development on the site and on neighboring properties. Off-street parking should be screened from view. The area devoted to driveways, parking pads and parking facilities should be minimized through careful site planning.

(3) Incorporate natural drainage ways and vegetated channels, rather than the standard concrete curb and gutter configuration to decrease flow velocity and allow for stormwater infiltration, percolation and absorption.

(f) Exterior Lighting. Exterior lighting should not create glare, hazard or annoyance to adjacent property owners or passersby. Lighting should be shielded and directed downward, with the location of lights coordinated with the approved landscape plan. Lamps should be low wattage and should be incandescent.

(g) Fences and Screening. Fences and walls should be designed and located to be architecturally compatible with the design of the building. They should be aesthetically attractive and not create a "walled-in" feeling or a harsh, solid expanse when viewed from

adjacent vantage points. Front yard fences and walls should be set back sufficient distance from the property line to allow for installation of a landscape buffer to soften the visual appearance. Transparent front yard fences and gates over four feet tall may be permitted if the design and landscaping is compatible and consistent with the design, height and character of fences and landscaping in the neighborhood. Front yard vehicular gates should be transparent to let light and lines of sight through the gate. Solid walls and fences over four feet in height are generally discouraged on property lines adjacent to a right-of-way but may be permitted for properties adjacent to Poplar Avenue and Sir Francis Drake Boulevard based on the quality of the design, materials, and landscaping proposed. Driveway gates should be automatic to encourage use of onsite parking. Pedestrian gates are encouraged for safety, egress, and to encourage multi-modal transportation and pedestrian-friendly neighborhood character.

(h) Views. Views of the hills and ridgelines from public streets and parks should be preserved where possible through appropriate siting of improvements and through selection of an appropriate building design including height, architectural style, roof pitch and number of stories.

(i) Natural Environment.

(1) The high-quality and fragile natural environment should be preserved and maintained through protecting scenic resources (ridgelines, hillsides, trees and tree groves), vegetation and wildlife habitat, creeks, drainageways threatened and endangered species habitat, open space and areas necessary to protect community health and safety.

(2) Development in upland areas shall maintain a setback from creeks or drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards.

(3) Development in low-lying areas shall maintain a setback from creeks or drainageways consistent with the existing development pattern and intensity in the area and on the site, the riparian value along the site, geologic stability, and the development alternatives available on the site. The setback should be maximized to protect the natural resource value of the riparian area and to protect residents from geologic and flood hazards.

(4) The filling and development of land areas within the one-hundred-year flood plain is discouraged. Modification of natural channels of creeks is discouraged. Any modification shall retain and protect creekside vegetation in its natural state as much as possible. Reseeding or replanting with native plants of the habitat and removal of broom and other aggressive exotic plants should occur as soon as possible if vegetation removal or soil disturbance occurs.

(5) Safe and adequate drainage capacity should be provided for all watercourses.

(j) Landscaping.

(1) Attractive, fire-resistant, native species are preferred. Landscaping should be integrated into the architectural scheme to accent and enhance the appearance of the development. Trees on the site, along public or private streets and within twenty feet of common property lines, should be protected and preserved in site planning. Replacement trees should be provided for trees removed or affected by development. Native trees should be replaced with the same or similar species. Landscaping should include planting of additional street trees as necessary.

(2) Landscaping should include appropriate plantings to soften or screen the appearance of structures as seen from off-site locations and to screen architectural and mechanical elements such as foundations, retaining walls, condensers and transformers.

(3) Landscape plans should include appropriate plantings to repair, reseed and/or replant disturbed areas to prevent erosion.

(4) Landscape plans should create and maintain defensible spaces around buildings and structures as appropriate to prevent the spread of wildfire.

(5) Wherever possible, residential development should be designed to preserve, protect and restore native site vegetation and habitat. In addition, where possible and appropriate, invasive vegetation should be removed.

(k) Health and Safety. Project design should minimize the potential for loss of life, injury or damage to property due to natural and other hazards. New construction must, at a minimum, adhere to the fire safety standards in the Building and Fire Code and use measures such as fire-preventive site design, landscaping and building materials, and fire-suppression techniques and resources. Development on hillside areas should adhere to the wildland urban interface building standards in Chapter 7A of the California Building Code. New development in areas of geologic hazard must not be endangered by nor contribute to hazardous conditions on the site or on adjoining properties.

(l) Visual Focus.

(1) Where visibility exists from roadways and public vantage points, the primary residence should be the most prominent structure on a site. Accessory structures, including but not limited to garages, pool cabanas, accessory dwellings, parking pads, pools and tennis courts, should be sited to minimize their observed presence on the site, taking into consideration runoff impacts from driveways and impervious surfaces. Front yards and street side yards on corner lots should remain free of structures unless they can be sited where they will not visually detract from the public view of the residence.

(2) Accessory structures should generally be single-story units unless a clearly superior design results from a multilevel structure. Accessory structures should generally be small in floor area. The number of accessory structures should be minimized to avoid a feeling of overbuilding a site. Both the number and size of accessory structures may be regulated in order to minimize the overbuilding of existing lots and attain compliance with these criteria.

(m) Privacy. Building placement and window size and placement should be selected with consideration given to protecting the privacy of surrounding properties. Decks, balconies and other outdoor areas should be sited to minimize noise to protect the privacy and quietude of surrounding properties. Landscaping should be provided to protect privacy between properties.

(n) Consideration of Existing Nonconforming Situations. Proposed work should be evaluated in relationship to existing nonconforming situations, and where determined to be feasible and reasonable, consideration should be given to eliminating nonconforming situations as a condition of project approval.

(o) Relationship of Project to Entire Site.

(1) Development review should be a broad, overall site review, rather than with a narrow focus oriented only at the portion of the project specifically triggering design review. All information on site development submitted in support of an application constitutes the approved design review project and, once approved, may not be changed by current or future property owners without town approval.

(2) Proposed work should be viewed in relationship to existing on-site conditions. Pre-existing site conditions should be brought into further compliance with the purpose and design criteria of this chapter as a condition of project approval whenever reasonable and feasible.

(p) Relationship to Development Standards in Zoning District. The town council may impose more restrictive development standards than the standards contained in the zoning district in which the project is located in order to meet these criteria.

(q) Project Reducing Housing Stock. Projects reducing the number of housing units in the town, whether involving the demolition of a single unit with no replacement unit or the demolition of multiple units with fewer replacement units, are discouraged; nonetheless, such projects may be approved if the council makes findings that the project is consistent with the neighborhood and town character and that the project is consistent with the Ross general plan.

(r) Maximum Floor Area. Regardless of a residentially zoned parcel's lot area, a guideline maximum of ten thousand square feet of total floor area is recommended. Development above guideline floor area levels may be permitted if the town council finds

that such development intensity is appropriate and consistent with this section, the Ross municipal Code and the Ross general plan. Factors which would support such a finding include, but are not limited to: excellence of design, site planning which minimizes environmental impacts and compatibility with the character of the surrounding area.

(s) Setbacks. All development shall maintain a setback from creeks, waterways and drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards. A minimum fifty-foot setback from the top of bank is recommended for all new buildings. At least twenty-five feet from the top of bank should be provided for all improvements, when feasible. The area along the top of bank of a creek or waterway should be maintained in a natural state or restored to a natural condition, when feasible.

(t) Low Impact Development for Stormwater Management. Development plans should strive to replicate natural, predevelopment hydrology. To the maximum extent possible, the post-development stormwater runoff rates from the site should be no greater than pre-project rates. Development should include plans to manage stormwater runoff to maintain the natural drainage patterns and infiltrate runoff to the maximum extent practical given the site's soil characteristics, slope, and other relevant factors. An applicant may be required to provide a full justification and demonstrate why the use of Low Impact Development (LID) design approaches is not possible before proposing to use conventional structural stormwater management measures which channel stormwater away from the development site.

(1) Maximize Permeability and Reduce Impervious Surfaces. Use permeable materials for driveways, parking areas, patios and paths. Reduce building footprints by using more than one floor level. Pre-existing impervious surfaces should be reduced. The width and length of streets, turnaround areas, and driveways should be limited as much as possible, while conforming with traffic and safety concerns and requirements. Common driveways are encouraged. Projects should include appropriate subsurface conditions and plan for future maintenance to maintain the infiltration performance.

(2) Disperse Runoff On Site. Use drainage as a design element and design the landscaping to function as part of the stormwater management system. Discharge runoff from downspouts to landscaped areas. Include vegetative and landscaping controls, such as vegetated depressions, bioretention areas, or rain gardens, to decrease the velocity of runoff and allow for stormwater infiltration on-site. Avoid connecting impervious areas directly to the storm drain system.

(3) Include Small-Scale Stormwater Controls and Storage Facilities. As appropriate based on the scale of the development, projects should incorporate small-scale controls to store stormwater runoff for reuse or slow release, including vegetated swales, rooftop gardens or "green roofs", catch-basins retro-fitted with below-grade storage culverts, rain barrels, cisterns and dry wells. Such facilities may be necessary to

meet minimum stormwater peak flow management standards, such as the no net increase standard. Facilities should be designed to minimize mosquito production. (Ord. 641 (part), 2013; Ord. 619 (part), 2010; Ord. 611 (part), 2008; Ord. 575 (part), 2003; Ord. 555, 2000; Ord. 543-1 (part), 1998; Ord. 514 §1 (part), 1993).