

Staff Use Only  
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Date: \_\_\_\_\_



## Town of Ross

### Planning Department

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## ADVISORY DESIGN REVIEW GROUP APPLICATION

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**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** \_\_\_\_\_

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### 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** \_\_\_\_\_ %

**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** \_\_\_\_\_ %

**Proposed New Retaining Wall Construction** \_\_\_\_\_ ft. (length) \_\_\_\_\_ ft. (max height)

**Proposed Cut** \_\_\_\_\_ cubic yards **Proposed Fill** \_\_\_\_\_ cubic yards

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**Project Description**

A complete description of the proposed project (attach separate sheet if necessary).

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**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.

\_\_\_\_\_  
Signature of Architect

\_\_\_\_\_  
Date

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**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.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

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**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)* \_\_\_\_\_

## ADVISORY DESIGN REVIEW GROUP FACT SHEET

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### Objective

The Advisory Design Review Group provides professional review of design-related issues, including site planning, building massing, setbacks, light/air, privacy, etc., as well as material selection in architectural and landscape design. The objective of the process is to provide applicants with helpful advice early in the review process and to offer early opportunity for neighbor input and feedback. The professional design suggestions and solutions are provided in an informal setting conducive to dialogue and collaborative problem-solving.

### Advisory Design Review Group

The Advisory Design Review Group is a volunteer committee appointed by the Ross Town Council. The group is composed of five Ross residents, including residents that have professional design backgrounds in architecture, landscape design or other comparable fields.

### Process

- The advisory design review process is voluntary for applicants.
- No fee will be charged for review.
- The applicant will submit this application to request advisory design review. The application will be considered at the next available meeting date.
- Advisory Design Review Group meetings will be held once per month at Ross Town Hall, at a regularly scheduled day and time as established by the Advisory Design Review Group. The meetings are currently scheduled for the fourth Thursday of the month at 5:00 p.m.
- Meetings will comply with Brown Act requirements and be open to the public. An agenda shall be prepared and posted in advance of the meeting.
- Site visits may be incorporated into the beginning of the meeting or occur separately as established by the Advisory Design Review Group.
- A representative of the Planning Department will attend the meeting and take minutes.
- A copy of the application, plans, and any other materials submitted will be provided by Planning Department staff to the group for review prior to their meeting.
- Applicants are encouraged, but not required, to invite neighbors to the Advisory Design Review Group meeting. The Town will not mail notices to surrounding property owners. The Planning Department may provide applicants with contact information for neighbors. Agendas will be electronically distributed to Town email list.

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### Submittal Requirements

- A completed Design Review Group Application.

Applicants may submit as little or as much information as they desire for the meeting, including sketches and site plans. The planning department suggests that applicants submit the following information along with their completed Design Review Group Application:

**One full size and seven half-sized copies**, drawn to scale, of the following items:

- A site plan that shows information relevant to project, including:
  - north arrow and scale
  - all dimensions of the property
  - all easements and adjacent streets or ways
  - the footprint of the proposed structure/addition in relation to the property lines
  - structures on the neighboring parcels that are within 25' of project property lines
  - existing and proposed topography
  - inundated areas, streams, culverts, and drainage swales as well as their top of bank
  - proposed fences, gates, walls, and retaining walls
  - ingress, egress, and off-street parking areas
  - trees with a diameter greater than or equal to six inches (6"), indicating those that are proposed for removal, as well as any trees on the site within 15 feet of the property lines
  - any work proposed within right-of-way
- Floor plans showing existing and proposed floor areas for each level. The plan should identify existing walls to remain, as well as new construction.
- Relevant existing and proposed building elevations (photos may substitute for existing elevations) showing maximum height from existing grade.

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### 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.*