

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. Three complete Use Permit Applications.
2. \$1,000 Filing Fee.
3. Three full-size copies 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 Clerk at (415) 453-1453, extension 105.