



Town of Ross
Planning Department
 Post Office Box 320
 Ross, CA 94957
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 gbroad@townofross.org

email

USE PERMIT APPLICATION

Filing Fee: \$1,000

Legal Owner of Parcel _____
Home Phone _____ *Business Phone* _____
Fax _____ *Email* _____
Address _____

Assessor's Parcel Number _____
Parcel Address _____

Applicant (If not owner) _____
Home Phone _____ *Business Phone* _____
Fax _____ *Email* _____
Address _____

Existing and Proposed Conditions

(For definitions please refer to Appendix B)

Lot Size _____ sq. ft.
Existing Coverage _____ sq. ft. *Existing Floor Area* _____ sq. ft.
Existing Lot Coverage _____ % *Existing Floor Area Ratio* _____ %
Additional Coverage Proposed _____ sq. ft.
Additional Floor Area Proposed _____ sq. ft.
Proposed Lot Coverage _____ % *Proposed F.A.R.* _____ %
Allowable Lot Coverage _____ % *Allowable F.A.R.* _____ %

Proposed Use

A Use Permit is hereby requested to permit the following:

Please see fee schedule). 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.

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.

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 Applicant

Date

Appendix A

USE PERMIT FACT SHEET

Definition

A use permit is required in order to permit guest houses, servants' quarters, second units, and home occupations.

Fees

One thousand dollars (\$1,000), no part of which is refundable. A fee of two hundred and fifty dollars (\$250) 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.

Use Permit Submittal Requirements

1. Three complete Use Permit Applications.
2. \$1,000 Filing Fee.
3. A legal description of the subject property.
4. Three copies, drawn to scale, of the following items:
 - a. A location map showing the subject property in relation to the immediately surrounding properties.
 - b. A site plan which shows:

name, address, and phone number of the owner of record, applicant, engineer, architect;

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 your property line(s); parking locations;

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, drainage swales; all existing and proposed easements.

c. Floor plans showing existing and proposed floor areas for each level with complete dimensions.

d. Building elevations including complete dimensions, exterior materials and colors.

e. Building sections.

Further Requirements

1. The house address must be marked clearly and visible from the street. Council members will conduct an onsite review.
2. Applicant must mark by stakes and ribbons, the outline of any proposed buildings, additions or structures and the property lines which are pertinent to the use permit requested. Applicant must also have in place, story poles indicating ridge lines, story tops and the highest point of the structure.
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.

Appendix B
DEFINITIONS

18.12.050 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.

18.12.070 Building Coverage means the land area covered by all buildings on a lot, including all projections. 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.

13.12.080 Building Height means the vertical distance as measured in a straight line from any point of the roof to the existing grade.

18.12.130 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, and includes unenclosed horizontal surfaces, such as balconies, decks, porches, as well as any mezzanines, finished basements and attics, garages, carports, and other detached structures which are accessory to a dwelling.

- (a) 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 included in the FAR calculation provided such structures are not roofed.

18.12.315 Slope means percent slope determined by the difference between the minimum and maximum elevations, divided by the horizontal distance between these respective elevations, times one-hundred (100).

18.12.350 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.

18.12.387 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.