



# PLANNING APPLICATION SUBMITTAL CHECKLIST

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TOWN OF ROSS

Prepared March, 2019

Version 8

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# APPLICATION SUBMITTAL

Submitting a complete application is the key to finishing the planning process quickly. This checklist describes all the plans, documents, and other information necessary to prepare a complete application. To begin, you must know what planning application(s) you are submitting and then review the checklist table below to find the basic submittal items (**marked with an X**). You must include all the basic submittal items in your application packet, or it will not be accepted for review. After reviewing your initial submittal package, the project planner will determine whether additional items (**marked with a □**) will be required before your application can be deemed complete. Items required on the checklist may be combined on the submitted plans so long as the plans are easy to read. Structural drawings and calculations are not required for most planning permit applications. Terms used in this checklist are defined in the applicable sections of the Ross Zoning Ordinance (Title 18 of the Ross Municipal Code).

## Plans

Most planning applications require the **submittal of five (5) copies of the complete set of plans, plus six**

**(6) half size sets of plans, a reduced plan set no larger than 8 ½ inches by 14 inches in size, and a flash drive with a digital copy of all submittal documents, including the application forms, neighborhood outreach and any special studies.** Each full sized set of plans should not exceed 24 inches by 36 inches, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated. If you are submitting revisions to an existing application, the revisions must be clouded and properly identified with each revised sheet marked “revised” and the revision date clearly indicated. Please consult with your planner when submitting revisions to see if you will be required to submit complete sets of revised plans. All plans must be accurate and internally consistent.

## Application Forms and Fees

A completed and signed Planning Permit Application must be submitted along with the application packet. Please provide a brief written description of the project on the application form. All applications must be signed by the property owner.

Please refer to the Planning Department's current fee schedule. All checks must be payable to the “Town of Ross”. The Planning Department does not accept credit cards at the present time.

# Town of Ross Planning Application Checklist

Engineering and Surveying														
	Legislative		Developments						Land Uses and Businesses		Property Modifications			
	PA (5)	RZ (5)	DR (5)	VR (5)	HLP (5)	NCP (5)	DMP (5)	BAE (5)	UP (5)	ADU (5)	TM (5)	TW (5)	LL (5)	CC (2)
<b>Application Type</b> (# of sets of plans required plus 6 half size plans, a reduced 8½ x 11" set of plans, and a flash drive of all submittal documents)														
1. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/>
2. Grading Plan			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Drainage Plan			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Utilities Plan			X	X	X	X	X	X	<input type="checkbox"/>	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Boundary Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Topographic Survey			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Site Staking			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	
8. Story poles			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9. Stormwater Control Plan			X	X	X	X	X	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Constraints Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Key:**

PA = Plan Amendment  
 RZ = Rezoning  
 DR = Design Review  
 VR = Variance  
 HL = Hillside Lot Permit

NCP = Nonconformity Permit  
 DMP = Demolition Permit  
 BAE = Basement & Attics Exception  
 UP = Use Permit  
 ADU = Accessory Dwelling Unit

TM = Tentative Map  
 TW = Tentative Map Waiver  
 LL = Lot Line Adjustment  
 CC = Certificate of Compliance

X Information required     Information may be required based on project-specific circumstances

Architecture														
Application Type	Legislation		Developments						Land Uses and Businesses		Property Modifications			
	PA	RZ	DR	VR	HL	NCP	DMP	BAE	UP	ADU	TM	TW	LL	CC
11. Project Information			X	X	X	X	X	X	X	X	X	X	X	
12. Floor Plans			X	X	X	X	X	X	X	X				
13. Building Demolition Plans			X	X	X	X	X	X						
14. Building Elevations			X	X	X	X	X	X	<input type="checkbox"/>	X				
15. Cross Sections			X	X	X	X	X	X	<input type="checkbox"/>	X				
16. Materials, Colors, and Details			X	X	X	X	X	X	X	X				
17. Landscape Plan			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. Vegetation Management Plan			<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Special Studies and Documents														
Application Type	Legislation		Developments						Land Uses and Businesses		Property Modifications			
	PA	RZ	DR	VR	HL	NCP	DMP	BAE	UP	ADU	TM	TW	LL	CC
19. Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X	X	X	X	X	X	X
20. Neighborhood Outreach			X	X	X	X	X	X	X	X				
21. Accessory Dwelling Unit Information										X				
22. Operational Characteristics									X		<input type="checkbox"/>	<input type="checkbox"/>		
23. Property Deed Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
24. Property Status Information			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25. Photo-Simulations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
26. Acoustical Study			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
27. Arborists Report			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
28. Photometric Study			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
29. Preliminary Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
30. Hydrological Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Biological Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Archaeology Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Historical Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
34. Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
35. Construction Management Program			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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X Information required  Information may be required based on project-specific circumstance

# PREPARING FOR THE APPLICATION MATERIALS

To assist you in preparing the application materials, the following information has been grouped into three categories: Engineering and Surveying, Architecture, and Special Studies and Documentation.

**ENGINEERING AND SURVEYING** – The following items are often best completed by a civil engineer or surveyor.

## 1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

## A. Vicinity Map and Directions

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

## B. Boundaries

The site plan must show all existing and proposed lot lines, labeled with their metes and bounds, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning

boundary must be indicated. If the property is governed by a planned zoning district, then all contiguous legal lots of record under a single ownership must be shown.

## C. Structures

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans. The maximum extent of each proposed building footprint shall be shown in a relative line weight that is heavier than those lines that show other project components. Site improvements proposed for demolition shall be indicated.

Plans for retaining walls shall indicate the top and bottom of wall elevations. The footprint and height of any existing or proposed structure on adjacent properties may be required to be provided in some instances.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

## D. Roofs and Building Height

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. The roof plans



must be overlaid on the topographic contours and include roof corners and ridgeline elevations. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

### **E. Lighting**

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

### **F. Noise Generators**

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and anticipated noise levels shall be provided.

### **G. Natural Features**

All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown. 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 at breast height measured at a height of 4.5 feet above grade must be shown. Any

trees proposed for removal must be indicated. Areas of geological instability shall be identified, including faults and landslides.

### **H. Topography**

Existing and proposed site contours must be shown at 5-foot intervals, and their respective elevations must be labeled. The contour information may not be absolutely precise unless a topographical survey is required, but must be generally accurate. All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required. Slope percentages for different portions of the site shall be provided in the following increments: 0 to 15%, 16% to 24%, 25% to 34%, >34%. The constraints map shall have the same scale as the site plan.

### **I. Parking and Access**

Proposed off-street parking including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for back-out maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

### **J. On-Site Water Provision**

Show the location of all existing or proposed private water wells and water supply systems (such as wells and springs), as well as the location of any existing/proposed water storage tank(s) on the subject and adjoining properties.

### **K. Associated Site Design Elements**

The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), retaining walls, bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.

***The following types and components of applications have special requirements, as indicated below.***

**Sign Review** related to Design Review applications must include the following information:

- The location of all existing and proposed signs.
- Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Please note any signs that will be altered or moved.

**Lot Line Adjustment** applications must be prepared by a licensed surveyor and include the following information:

- Existing and proposed property lines and Assessor's Parcel Numbers.
- Area of lots before and after the adjustment.
- Names of property owner(s) for each lot.

### **Tentative Map (Land Division or Subdivision)**

Applications must include the following information:

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps must be limited to a maximum size of 24 inches by 36 inches.
- The title of the tract must be shown on the Tentative Map
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses including tide water must be shown on the Tentative Map.

- If a Vesting Tentative Map is proposed, “Vesting Tentative Map” must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map includes: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested

**Certificate of Compliance** applications may be required to include a site plan that shows the parent legal lot of record and the boundaries of the subject unit of real property within the parent lot, with metes and bounds descriptions clearly labeled.

## **2. A Grading Plan**

A preliminary grading plan that indicates existing and proposed contours across the building site and the limits of grading must be submitted. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines.

The amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of disturbance proposed for the project and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul shall be identified in cubic yards.

## **3. A Drainage Plan**

A preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect or landscape architect, showing existing and proposed drainage for the site, structures, driveway and other improvements must be submitted. The plan must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces.

Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan.

## **4. A Utilities Plan**

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

## **5. A Site Boundary Survey**

A site survey must be prepared and signed by a licensed surveyor whose name, address and phone number are indicated. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of structures and other improvements.

## 6. A Site Topography Survey

The topographic survey information must be prepared by a licensed surveyor whose name, seal, and signature appear on the plans. For property with an average slope of 30% or less, two foot contour intervals must be indicated. For a property with an average slope greater than 30%, five foot contour intervals are acceptable.

All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD.

## 7. Site Staking

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, swimming pools, water tanks, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning staff. The applicant shall submit written notification that the stakes have been installed. The Planning Department has the discretion to require that the staking be placed by a licensed surveyor.

## 8. Story Poles

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. The schedule for installing the story poles must be coordinated with the Planning staff and should generally not be done until all other necessary items of information for the project have been submitted. The applicant shall submit written notification that the story poles have been installed and provide certification by a registered land surveyor or civil engineer to ensure the story poles have been installed per plan. **Story poles shall be installed at least fourteen days before a noticed public meeting and be removed 10 days after final action of the application, or within 60 days of no action by the review authority.**

The story poles must be connected by orange construction netting and shall clearly and accurately demonstrate the maximum roof height and perimeter of the structure. The construction netting must be at least 1.5 feet wide and must be installed at the perimeter of the building and at the ridgelines of the roof to represent the height, mass, and bulk of the structure to the maximum extent feasible. The story poles must be constructed in such a manner that they will be able to withstand the elements until the end of the planning permit process. If high winds make it unsafe to install construction netting showing the roof ridges, then the tops of the poles may be painted orange, and orange tape may be substituted for the netting.

## 9. Stormwater Control Plan

A Stormwater Control Plan shall be prepared by a registered civil engineer, architect, or landscape architect. For detailed guidance on how to prepare the

Stormwater Control Plan, please refer to the publication entitled, "BASMAA Post-Construction Manual" (published July, 2014) This publication is available at [www.mcstoppp.org](http://www.mcstoppp.org) (please refer to the Marin County Stormwater Pollution Prevention Program's [MCSTOPPP] website under "Development Projects/Post Construction Stormwater Management"). A Stormwater Control Plan template is available on the webpage as well. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan may also be required.

## 10. Constraints Map

A composite constraints map that shows the proposed site boundaries and improvements overlain by environmental constraints and adequate buffers surrounding significant environmental features shall be prepared by the project architect or civil engineer in consultation with other technical specialists working on the project. These buffers shall be based on the environmental studies required for the application.

Buffers shall be accurately mapped and may include, but are not limited to Tree Protection Zones, Wetland Areas, Ridgelines, flood zones, geologically unstable or otherwise hazardous areas, and adequate distances from special status species or hazardous areas. Appropriate Tree Protection Zones may be determined by an arborist, or an assumed distance of one foot diameter per each inch of trunk diameter at breast height may be used.

**ARCHITECTURE** – The following items are typically completed by architects and landscape architects.

## 11. Project Information

A written description must be included that summarizes the key components of the project.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- ✓ North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- ✓ Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- ✓ Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in Ross Municipal Code, including the following information:

1. Existing and proposed lot area (both the dry land area and the total area must be provided for lots that are partially submerged)
2. Existing and proposed Lot/Building Coverage
3. Existing and proposed Floor Area
4. Proposed Area of additional disturbance
5. Existing impervious and pervious coverage
6. Proposed impervious and pervious coverage
7. Grading calculations (cubic yards)
  - ✓ Cut
  - ✓ Fill
  - ✓ Off-haul
8. Existing and proposed parking

9. Minimum setbacks for exterior walls of proposed building area
10. Maximum height of the structure(s)

## **12. Floor Plans**

Fully dimensioned floor plans for all levels of existing and proposed structures must be submitted. The garage and all food preparation facilities, windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans.

For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

## **13. Building Demolition Plans**

All building area proposed for demolition shall be shown as hatched with dashed lines indicating walls to be demolished. Calculations of the linear distance of existing exterior walls and the linear distance of exterior walls to be demolished shall be provided.

## **14. Building Elevations**

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including but not

limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans.

If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines.

## **15. Cross Sections**

A cross section through the proposed structure that is based on accurate topography and indicates the finished floor, foundation line, and roof ridge elevations must be submitted. Existing and finished grades must be indicated. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways and impacts to surrounding properties.

## **16. Materials, Colors, and Details**

All building elevations shall show the existing and proposed building materials and colors of all existing building and structures, including retaining walls, fences, and gates.

A material sample board shall also be required for all projects. The Material Sample Board must contain samples of the actual project materials and colors. Examples of materials/colors that shall be shown are paint chips, wood siding, cementitious siding, awning materials, stone masonry, windows and sign components. The materials sample board shall also include details for retaining walls, fencing, and gates. Specification sheets showing the exterior lighting fixtures and other site design elements shall also be shown.

All proposed building materials and color samples shall also be available at the project site for review.

## **17. A Landscape/Revegetation Plan**

A landscape or revegetation plan must be submitted. This plan shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate whether each proposed tree or plant is native to California, the Bay Area or Marin; 3) indicate the existing size or container size at the time of planting and the height at maturity; and 4) 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. In general, it is not necessary or advisable to show ornamental landscaping in interior portions of sites. The landscape plan shall be drawn at the same scale as the site plan.

### **18. A Vegetation Management Plan**

A vegetation management plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- A. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area. (Contact the Ross Valley Fire Department for Defensible Space requirements.) Every tree within the Defensible Space with a trunk that is greater than six inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.
- B. Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

**SPECIAL STUDIES AND DOCUMENTS** – The following information can be compiled by the applicant in consultation with a qualified professional.

### **19. A Current Preliminary Title Report**

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

### **20. Neighborhood Outreach**

A neighborhood outreach description shall be prepared by the applicant. The description shall include how neighborhood outreach was conducted, dates neighbors were contacted, any meetings held, the specific concerns of neighbors and how those concerns were mediated (through changes to the proposal, site visits, etc.).

### **21. Accessory Dwelling Unit Information**

A copy of a Homeowners' Exemption that has been filed with the Marin County Assessor's Office must be submitted.

For existing accessory dwelling units, evidence must be provided indicating when the second unit was constructed, including, but not limited to, Tax Assessor's records, affidavits signed under penalty of perjury from previous owners/renters, construction receipts, and/or utility bills. In addition, a housing inspection report, prepared by a Building Inspector based on a site



inspection, indicating whether there are Building Permits required for upgrades to meet minimum health and safety standards shall be submitted.

## **22. Operational Characteristics (for non-residential uses)**

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- A. The maximum number of staff on site at any one time.
- B. The hours of operation, including hours open to the public as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
- D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- E. The schedule, frequency and nature of expected deliveries to the site.
- F. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- G. The path of travel for pedestrians and vehicles at the site.

## **23. Property Deed Information**

The applicant shall submit the following information:

- A. A complete chain of title extending back to the "parent" legal lot of record from which the subject unit of real property was created in its current size and configuration, as well as all recorded subdivisions, recorded surveys and adjudicated settlements that affect the subject property. The chain of title shall be certified as complete by a qualified title officer, attorney, or surveyor.
- B. A signed statement from a title officer or qualified surveyor indicating the date as well as the deed or other instrument number, which created the subject unit of real property.

## **24. Property Status Information**

The applicant shall submit the following information:

- A. Copies of the Assessor's Records for the subject property.
- B. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- C. Copies of any permits issued by State or Federal agencies for the property.
- D. Property appraisals performed by a qualified appraiser.

## **25. Photo-Simulations (2 copies)**

Photo-simulations of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the Town. The photo-simulations shall be based on a Digital Terrain Model that accurately reflects the existing and proposed grades and shall show the mass of the proposed residence and the location of the proposed driveway. A "standard" camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain to scale on the images.

Two photo-simulations shall be prepared for each vantage point required and approved by the Planning Department to show the impact of the development without any proposed landscaping and also to show the impact of the development with the proposed landscaping (assuming five years of average growth).

The applicant shall submit documentation providing information on the scope of work, the location of the proposed vantage points, the time that photographs would be taken, and the firm chosen for the project for Planning Department's review and approval prior to the analysis being initiated. The photo-simulations are subject to peer review at the Planning Department's discretion.

## **26. Acoustical Study**

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project.

## **27. Arborist's Report**

An arborist's report that has been prepared by a qualified arborist must be submitted. The arborist's report shall provide an evaluation of the trees that could potentially be affected by the development

The arborist's report shall, at a minimum, indicate the health of the trees in this area, and evaluate any adverse effects to the trees that would occur due to the project. Specifically, the arborist's report shall assess non-intrusion zones as defined in section 12.24.020 (6) of the Ross Municipal Code and recommend appropriate tree protection zones for trees that would remain on the property and appropriate locations for replacement trees to be planted. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The report shall also indicate whether there are exotic trees on the site and whether any exotic trees are invasive. The arborist's report is subject to peer review at the Planning Department's discretion.

## **28. Photometric Study**

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

## **29. Preliminary Geotechnical Report (2 copies)**

A preliminary geotechnical report can be prepared by a certified engineering geologist, a soil engineer, a geotechnical engineer or a civil engineer practicing within the area of his or her competence, which identifies seismic and hazards, and recommends construction measures and other precautions to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

A. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems. The soils reconnaissance shall also estimate the retreat rate of

any bluff that could threaten improvements within 100 years.

B. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damages to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to offsite property.

## **30. Hydrological Report (2 copies)**

A hydrological report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The hydrology report may be subject to peer review at the Planning Department's discretion.

### **31. Biological Site Assessment**

The biological site assessment must be prepared by a qualified biologist and provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation or stream buffer areas must be clearly mapped.

In addition, the biological site assessment shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. If there are wetlands adjacent to the project, then a wetland delineation shall be submitted, and the boundary of any riparian vegetation shall be clearly identified in the report. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The biological assessment is subject to peer review at the Planning Department's discretion.

NOTE: In those cases when a biological site assessment is required, Town of Ross reserves the right to directly hire a biologist of the Planning Department's choice. The cost of the contract and the Department's standard contract administration fee shall be submitted by the applicant.

### **32. Archaeology Report**

An archaeology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the archaeology report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The archaeology report is subject to peer review at the Planning Staff's discretion.

### **33. Historical Resources Evaluation Report**

A Historical Resources Evaluation Report (HRER) prepared by a qualified architectural historian must be submitted. At a minimum, the HRER shall assess whether the location of the project site or the existing structures on the project site could be considered a significant historical resource pursuant to the California Environment Quality Act. If the HRER finds that a structure or location is a significant historical resource, a further evaluation of potential preservation measures may be required consistent with the Secretary of the Interior standards for the treatment of Historic properties. The HRER is subject to peer review at the Planning Department's discretion.

### 34. Traffic/Parking Study (2 copies)

A Traffic Study will evaluate existing levels of service at intersections around the project site, the proposed level of service including the project, calculate existing peak PM trips and PM peak trips added by the project, and determine cumulative traffic conditions.

A parking study may also be required, which analyzes existing parking demand and the parking demand created by the project.

### 35. Construction Management Program

A construction program shall contain a number of components related to development activities, including the following:

- A. A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown
- B. Dust reduction consistent with the Bay Air Quality Management District's basic control measures.
- C. An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works.

- D. A traffic control plan, as required by the Department of Public Works.
- E. On and off site construction related parking plan.
- F. The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
- G. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, and utilities installation.



All Town of Ross publications are available in alternative formats (Braille, Large Print, or CD), upon request. Requests for accommodations may be made by calling (415) 453-1453 Ext. 105 or by e-mail at [llopez@townofross.org](mailto:llopez@townofross.org) at least five days in advance of the event. Copies of documents are available in alternative formats, upon request.