



Town of Tiburon
Community Development Department – Planning Division
1505 Tiburon Boulevard
Tiburon, California 94920
(415) 435-7390
www.townoftiburon.gov

SUPPLEMENTAL APPLICATION FORM FOR SITE PLAN & ARCHITECTURAL REVIEW: MINOR ALTERATIONS

MINOR ALTERATIONS

In accordance with Title IV, Chapter 16, Section 16-52.020(F) of the Tiburon Municipal Code, the following items qualify for Site Plan & Architectural Review (Design Review) as “Minor Alterations” and may be acted upon by the Planning Division Staff.

- ☐ Residential additions less than 500 square feet in floor area.
- ☐ Accessory buildings or structures less than 500 square feet in floor area.
- ☐ Fences, walls, and/or retaining walls.
- ☐ Minor exterior alterations such as windows, decks, skylights, awnings, satellite dishes, fire pits, and similar items as determined by the Planning Director.
- ☐ Re-roofs.
- ☐ Swimming pools/Spas.
- ☐ Installation or relocation of exterior air conditioning or heating (HVAC) units, generators or similar noise-generating mechanical equipment.
- ☐ Satellite dishes greater than one meter in diameter;
- ☐ Demolition of an existing main building on a lot and demolition of any structure on a property listed on a local historic inventory or eligible for listing on a state or federal historic registry.
- ☐ Grading, excavation, filling or earth movement that involves more than fifty cubic yards of material and is not otherwise an obvious and integral part of a larger project such as, but not limited to, a new structure or addition to an existing structure that would require a permit under this section..
- ☐ The placement, replacement or modification of utility distribution poles and facilities, including, without limitation, lines, wires and boxes;
- ☐ Modifications to the layout or design of parking lots located in a non-residential zone, or in any parking lot or parking area containing more than ten parking spaces that is located in an R-3 or RMP zone. This excludes simple repainting of existing stall lines absent any substantive modifications;
- ☐ The creation, installation, or establishment of any driveway or of any open parking space (or other area capable of being used as a parking space) on an improved parking surface;
- ☐ Sports court features, which include fences over forty-two inches in height, exterior lighting poles or mounts over forty-two inches in height, and nonportable (i.e. fixed in place) basketball standards or other similar structures;
- ☐ Modifications to approved Site Plan & Architectural Review permits when determined to be minor in nature.
- ☐ Other applications which the Planning Director determines to be appropriate for Staff action.

However, applications may be referred by Planning Division Staff to the Design Review Board for action if deemed appropriate. Any application involving a variance must be acted upon by the Design Review Board.

PROCEDURE

It is recommended you speak to a planner before submitting an application. To schedule a pre-submittal appointment, please email planning@townoftiburon.gov with a brief description of the proposed work and property address. References to the Tiburon Municipal Code (TMC) can be viewed online at: https://library.municode.com/ca/tiburon/codes/code_of_ordinances.

Applications shall be submitted electronically to the Town of Tiburon Planning Division through the eTrakit Portal (<https://trakit.townoftiburon.gov/eTRAKiT>) or by emailing all required documents to planning@townoftiburon.gov. All electronic submittals shall be in .pdf format. Paper submittals will not be accepted.

When an application is submitted, it will be reviewed for completeness by the Planning Division staff. If additional documentation or information is required to make the application complete, the applicant will be notified within thirty (30) days.

Once an application is deemed complete, a courtesy notice describing the application will be mailed to all property owners within one hundred feet (100') of the boundaries of the subject site and, if applicable, to other potentially affected property owners as determined by Staff. The notice will provide a minimum ten (10) day public comment period on the application, which is also made available for review on the Town's website and at the Planning Counter.

Under certain circumstances, such as an increase in roof height or other changes to a roof design, applicants shall also be required to erect story poles. Courtesy notices for such applications are to be mailed to all property owners within three hundred feet (300') of the boundaries of the subject site. Story poles shall be erected prior to the date courtesy notices are mailed for the application. After the comment period has concluded, Staff may act on the application. The application may be approved, approved subject to conditions or modifications, denied, or referred to the Design Review Board for action.

Appeals of a Staff decision on applications for Minor Alteration must be filed within five (5) working days of the decision. There is a \$500 filing fee deposit for applicants appealing a decision, and a \$300 filing fee for non-applicant appeals. The appeal will be heard by the Design Review Board, whose decision is final.

SUBMITTAL REQUIREMENTS

These standards describe how information should be provided to the Planning Division for all Planning Applications and will be used to assess the completeness of a planning application.

Please note, the information outlined below may not be applicable for all project types. For any questions or confirmation of level of review, please contact the Planning Division by phone at (415) 435-7390 or email at planning@townoftiburon.gov.

A. GENERAL REQUIREMENTS – ALL APPLICATIONS SHALL INCLUDE THE FOLLOWING ITEMS:

- 1. Land Development Application (General Application) form and Supplemental Applications.** Project applicant signature and property owner signature/authorization are required.
- 2. Fees.** A planner will review your online submittal and assess the appropriate processing fees. An invoice will be emailed to the applicant with instructions to pay through the online application portal. If the project is subject to a deposit for Planning and/or Engineering review, a deposit and Cost Recovery Agreement form shall be submitted prior to or concurrently with submittal of a Land Development Application and other required application materials. **The application will not be deemed officially submitted until the required payment is received.** See online Fee Schedule here.
- 3. Current title report.** All title reports should be current within 90 days, including the current ownership of the property, and must typically be procured from a title company. The report must include a legal description of the property, and all easements, covenants and deed restrictions.
- 4. Narrative Project Description. Submit a written project narrative that describes the proposed project. See Section C. below for detailed requirements.**
- 5. Project Plans.** For projects involving new construction, or physical modifications to existing structures or landscaping, submit one electronic plan set. See Sections B and C below.

B. GENERAL NOTES – ALL PLAN PAGES SHALL BE LEGIBLE AND ADHERE TO THE FOLLOWING STANDARDS:

- a. Include a Title Block with the project name, site address, assessor's parcel number (APN), revision date, title, preparer's name, preparer's contact info, and sheet number.
- b. Include a graphic scale and north arrow on each sheet showing overhead plan view.
- c. Label all dimensions and distances in feet or inches.
- d. Plans shall be legible and scaled.
- e. Ensure that all details and information necessary to demonstrate zoning conformance are provided.

C. WRITTEN PROJECT NARRATIVE

- 6. Proposed Scope of Work**
 - a. Description of existing and proposed structures to be added or modified, including list of existing buildings and their approximate size, height, and use.
 - b. All proposed grading and excavating, including estimated cubic feet of soil to be added or removed from the site.
 - c. Existing and proposed access and parking.
 - d. Existing natural features, including trees, rock outcroppings, cut banks, and creeks.

D. ARCHITECTURAL PLANS PROJECT PLANS, SURVEY, AND EXTERIOR MATERIALS:

- 7. Cover Sheet containing:**

A vicinity map that clearly shows the outline of the subject property, surrounding roads, abutting streets, alleys, and major cross streets, and the general footprints of buildings on adjacent properties and provided at no less than 1/16th or 1:20 scale for sites of less than one acre and no less than 1:40 for sites of greater than one acre.
- 8. Project Data Table containing:**
 - a. General Plan designation and Zoning district.
 - b. Adjacent land uses, General Plan designations, and Zoning districts.
 - c. Existing and proposed size of property; both gross and net lot area.
 - d. Existing and Proposed front, side, and rear Setbacks; identifying any encroachments or variances requested.
 - e. Existing and Proposed Building Height(s); including accessory structures.
 - f. Existing and proposed Lot Coverage calculations; both in square footage and as percentage of lot area.
 - g. Existing and proposed Floor Area and Floor Area Ratio (total building area/total lot area); Identify floor areas exempted from Floor Area Ratio calculation.
 - h. Existing and proposed parking space count; provide parking calculations for building, use, and zoning district code requirements.
 - i. Percent of lot area for each of the following: landscaping, impervious surfaces, common open space, and private usable space.
 - j. Lot.
 - k. Identify whether project is located in a FEMA Flood Hazard Zone.
 - l. Identify whether project is located in a Wildland-Urban Interface (WUI) zone or Fire Hazard Severity Zone.

9. Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, and/or surveyor.
10. Sheet index.
11. Name of person preparing plans.
12. Dates of preparation and revisions.
13. Project Address and Assessor Parcel Number(s)
14. North arrow.
15. Legend describing all symbols, notations, and abbreviations.
16. Construction Type.
17. **Boundary/Topographic Survey.** For substantial renovation, construction of any new main building, or for any construction located within four feet of a property line. The survey must meet the following requirements:
 - a. Wet-stamped, signed by a licensed CA surveyor or appropriately licensed civil engineer.
 - b. Minimum scale of 1/10" = 1'.
 - c. All property lines, curb and sidewalk, spot elevations, existing structures, building dimensions, and setbacks to all property lines.
18. **Existing Site Plan containing:**
 - a. Property lines and lot dimensions. If a boundary survey is required, the property lines shall be consistent with the boundary survey.
 - b. Setbacks – note required setbacks for zoning district.
 - c. Existing Site Conditions – show existing building and site conditions, including site slope(s), property lines, easements, adjacent street names, roadway and frontage improvements, parking conditions, outdoor improvements, accessory structures, exterior decks, fences and retaining walls, hillside natural state, significant trees and vegetation, pools/spas, A/C units/generators, any other mechanical equipment, and any other existing site features.
 - d. All natural features must be shown, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, natural habitat areas and all existing significant vegetation.
 - e. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a circumference exceeding sixty inches, measured twenty-four inches above the ground level. Any trees, regardless of size, proposed for removal must be indicated.
 - f. Areas of geological instability shall be identified, including faults and landslides.
 - g. Adjacent Properties – include primary buildings, accessory structures, and uses on parcels adjacent to the subject property
19. **Proposed Site Plan** containing the information listed below:
 - a. Property lines and lot size & dimensions, including any dedications and/or easements of record. If a boundary survey is required, the property lines shall be consistent with the boundary survey.
 - b. Indicate the footprints and use of all proposed structures and buildings, including any structures proposed to be removed. Clearly identify which improvements are new, existing to remain, or existing to be removed. The minimum setbacks from the exterior walls of all buildings to all property lines and access easements must be dimensioned. Indicate the high and low points of contact with existing or finished grade (whichever is lower) based upon the provided topographic datum.
 - c. Utilities: Identify all proposed water, sewer, gas, and electrical lines and services, and storm drains.
 - d. 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.
 - e. Outdoor Activities: Show Location of all outdoor activities including but not limited to common areas, dining and entertainment areas, and storage.
 - f. Site Improvements: Show location of walls, fences, open spaces, driveways, parking areas and all pedestrian entrances & exits, and walkways. Plans shall indicate the top and bottom of wall elevations, based on topographic datum, and material specifications shall be provided for all improved surfaces, fences, walls, and retaining walls
 - g. Setbacks – Clearly indicate required and proposed setbacks for zoning district.
 - h. Proposed Site Conditions – show any proposed building envelope expansion, roadway and frontage improvements, parking modifications, outdoor improvements, accessory structures, replacement or expansion of exterior decks, fences and retaining walls, hillside natural state, tree and vegetation removal or addition, pools/spas, A/C units/generators, any other mechanical equipment, and any other proposed site features.
 - i. Identify required open spaces, showing semi and private open space, community open space and public spaces pursuant to Municipal Code section 16-23.070 Open Space.

- j. Landscaped areas: All planted areas and areas to be planted (including location of existing and proposed trees)
 - k. Adjacent Properties - include primary buildings, accessory structures, and uses on parcels adjacent to the subject property.
 - l. The location of any ground-mounted mechanical equipment and utilities including swimming pool equipment, air conditioners, generators, transformer boxes, valves, fire department connections, backflow prevention assemblies, standpipes, etc. For equipment with pumps and motors, specifications including the size, height, and anticipated noise levels noted must be provided.
- 20. Roof Plan.** Provide a roof plan for each proposed building. Each roof plan shall include adjacent property lines, outline of building footprint, direction and slope of drainage, location of drainage collectors, labeled rooftop structures including vents, equipment, screening, access, material, ridge elevations, roof levels and slopes.
- 21. Lighting Plan:** For proposed exterior lighting, provide type of fixtures and indicate that the lighting complies with the Town's standards to be downward directed and shielded. Fixture types, locations, mounting height. Light trespass calculations, downward shield compliance. Must include the following:
- a. Location and type of fixed exterior lighting, both fixed to the building and free standing, for circulation, security, landscaping/building accent purposes.
 - b. Lighting should be dark sky compliant, with shields so that adjacent properties are not impacted.
 - c. Lighting (pole and fixture) cut sheets with specifications.
 - d. Include the following note on the plan: "All exterior lighting shall be shielded down lighting to meet town code section 16-30.070".
- 23. Parking and Circulation Plan:**
- a. For residential properties, show the number, location, and dimensions of all required off-street parking spaces.
- 24. Floor Area Ratio:** Provide a separate schematic diagram of the floor plan to indicate which areas were included in the floor area calculation, and which areas were exempted and why.
- 25. Lot Coverage:** Provide breakdown diagrams to illustrate the location and area of existing and proposed lot coverage.
- a. Lot coverage shall include buildings, accessory buildings, and carports; one-half the area of all decks higher than three feet above grade; cantilevered elements, porches, canopies, chimneys, fire escapes, balconies, and similar features that are higher than three feet above grade; and eaves that project more than four feet.
- 26. Existing and Proposed Elevations.** Provide front, side, and rear elevations (side-by-side on the same page) for all new or modified structures, that include the information outlined below:
- a. Labeled direction of each façade (e.g. north, south, east, west)
 - b. Topography with existing and proposed grades accurately represented to show building height and to indicate relationship of building to the site and adjacent properties.
 - c. Identify the height of all structures, as measured per Title IV Land Improvement and Use, Chapter 16, Section 16-30.050.
 - d. Show walls, eaves, roof slope(s), and the heights of rooflines and walls above existing or finished grade (whichever is lower) based on the provided topographic datum.
 - e. Location, dimension and style of doors, windows, chimneys, stairs, bays, and all major architectural appurtenances (Specification sheets are required for make & model of pre-made features) must be labeled on plans. Enlarged details must be provided for entry features and any special architectural features.
 - f. Proposed screening of all exterior equipment and mechanical equipment including rooftop and ground-mounted equipment, standpipes and backflow prevention devices, including cross sections of roof-mounted screening.
 - g. Location and type of building-mounted exterior lighting. Include specification sheets. See Exterior Lighting, below.
 - h. Notations identifying the exterior materials and finishes on elevations including colors, types, manufacturers.
 - i. Streetscape A rendered streetscape elevation diagram shows the proposed home in relation to the other homes in the neighborhood, from the perspective of someone on the street
 - j. **Building Sections:** Provide at least two cross sections to illustrate building and floor area details, grading, etc. Include references on relevant site, floor, and/or elevation drawings. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation,

base flood elevation (if applicable), and the existing and proposed grade of the property. The drawing should include at least one transverse section and one longitudinal section. At least one of the sections should go through the highest point of the building. Pad levels, floor levels, plate heights, and roof heights, must be indicated in relation to the provided topographic datum.

- 27. Exterior colors and materials:** Plans shall include a dedicated sheet with details of all proposed colors, finishes, and materials, including cut sheet/specifications for all exterior materials and exterior paints and treatments. Complete details, materials, and colors for all proposed retaining walls, hardscape surfaces, and fencing shall also be submitted. All proposed colors, finishes, and materials must be keyed to the plan elevations of all buildings and features. For additions to an existing structure that propose no changes a note shall be added that "materials will match existing" and a color photos of the existing conditions may be accepted in lieu of a materials sheet.

E. OTHER REQUIRED PLANS AND DOCUMENTS

- 28. Preliminary Landscape Plan:** Required for all projects that are making changes to landscaping/parking areas, as well as any other project that is subject to the Marin Municipal Water District [Water Efficient Landscaping Ordinance](#) . The Plans shall include all proposed trees, shrubs, shrub groupings, lawn, groundcover areas, existing trees and plant materials to be saved, stormwater treatment areas, special paving, hardscape, and cut sheet and specifications of site furnishings and provide the following information:
- Location of all required landscaping pursuant to Chapter 13-E Water Efficient Landscape and Chapter 16-23.080 Landscape Design.
 - Landscape legend with a list of plant materials (in Latin and common name), plant sizes and spacing
Plant Legend in table form for all trees, shrubs and ground cover. Include the following information in the Plant Legend:
 - Botanical & common name
 - Quantity
 - Size++
 - Spacing
 - Water usage (Low, Medium, High).
 - Total landscape coverage (square feet), and compliance with all landscape coverage, perimeter and parking lot landscape requirements as set forth in Chapter 16-23.070.
 - Size, species, trunk location, and canopy of all existing trees (6-inch diameter or larger) on site and adjacent properties that could be affected by the project, including street trees. Identify trees protected trees (per Tiburon Municipal Code Chapter 15A-2) to remain and to be removed.
 - Height and spread of mature growth of trees and shrubs. Replace height & width with typical spacing for ground cover. Include shading calculations for parking areas.
 - Enlarged details (minimum of 1:10 scale) for focal points and accent areas, i.e. courtyards, entry features, landscape walls, or special areas.
 - Location and details of all hardscapes including specifications of walls, fences, paving, trash enclosures, decorative planters, trellises, arbors, and other landscape features.
 - Indicate whether site landscaping will be irrigated, noting that the Water Efficient Landscape Ordinance (WELO) standards will be adhered to where applicable.
 - For projects located adjacent to a street intersection, show the required 35' visual safety triangle, required per Tiburon Municipal Code Chapter 16, Section 16-30.050 (E).
 - Provide a detailed Vegetation Management Plan (VMP) as required for review by local Fire Protection District.
- 29. Photographs.** Provide photographs of existing site and building(s), adjacent buildings, and any building across the street from the subject property.
- Identify the date, location, and aspect of the photograph.
 - Where possible, take wide-angle shots showing project site and adjacent buildings together.
 - Photographs may be submitted in .pdf, .jpg or .png format only.

- 30. Arborist Report:** Required for any Planning Application resulting in severe pruning, removal, and/or alteration of a protected tree (as defined by Municipal Code Section 13-A) due to construction activity (e.g. excavation, trenching, demolition, paving, storage of materials, parking of vehicles grading) within the dripline of a protected tree. The Arborist Report must include the following:
- Botanical and common name of protected tree(s) by trees, identified by an assigned tree number.
 - Diameter at Breast Height (DBH, 24 inches above grade) by tree number.
 - Dripline radius (measure longest radius) by tree number.
 - Condition of trees by tree number (e.g., health, vigor and structure).
 - Care recommendations of arborist by tree number (e.g., fertilizing, cabling, pruning, watering, etc.).
 - Specific and general recommendations for tree preservation measures, for construction and post-construction activities, by tree number.
- 32. Flood Elevation Certificate:** This Certificate is required for all projects taking place in an applicable Federal Emergency Management Agency (FEMA)-designated flood zone. Any proposed construction within a flood zone must comply with FEMA and City floodproofing regulations. Additional information on these requirements is available on the Public Works web site.
- 33. Story Poles :** Story poles are required for all board-reviewed applications, and as required by the director for commission-reviewed applications and staff-level design review applications, except where the town determines that erection of story poles would be a meaningless act. Story poles delineate the location, height, and bulk of new construction in the field. Story poles are generally located at the building edge, exterior corners, or eave of the proposed structures, and points along the finished roof ridges, or any other locations deemed necessary by staff. The poles are normally constructed of wood with a colored vinyl tape running between each pole to indicate the roofline. Tiburon requires a story pole plan in conjunction with application submittal and installation of story poles prior to public hearing as follows:
- Prior to installation, the applicant must submit a story pole plan that includes the following information:
 - The location and height of each pole.
 - The location of major plate heights and ridgelines to be identified in the field. Focus on major ridgelines and wall plate lines along the building edges. The goal is to show a simple "box" that outlines the mass of the building. It is not necessary or appropriate to include all of the articulations. Do not forget to account for proposed changes in grade with depictions of proposed finished height and elevation notations.
 - The location of any stakes or chalk/string lines used to outline the building footprint. A legend on the Story Pole Plan that shows the location of each story pole with a symbol for each story pole that includes its number, location and height. In addition, all stake locations and all chalk/string line locations shall be noted.
 - Story Pole Timing: Story poles should be installed twenty-four (24) calendar days prior to a public hearing. Staff will confirm with applicants when they may proceed with installation of story poles once the review of the project plans is complete. The poles must stay up through the appeal period, which is ten (10) business days after the final action taken on the project and must be removed no later than thirty (30) business days after the final action. In the event that required story poles are not installed, or they are inadequate, it will be requested that the applicant install or improve the story poles and the project hearing will be continued to a future date.
 - Story Pole Installation:
 - Materials: Story poles should be made of 2-inch lumber, PVC piping or other sturdy material and should be properly braced for safety purposes. The connections used to show ridgelines and plate heights should be made of bright construction tape or netting.
 - Placement: The major building corners, outer plate heights (not the outer edge of the eaves) and ridgelines should be shown. In addition, stake and string or chalk the property lines where they are not clear and outline the building footprint(s) with stakes and strings or chalk lines. Mark all trees to be removed. If there is substantial grading that will result in tall and/or long retaining walls, the Planning Division may request that their location and height be marked on the property. The number and placement of story poles may be reduced in order to reduce costs, subject to consultation with the Planning Division to assure that there will be sufficient story poles to illustrate the end product. Please note that a licensed professional, such as a surveyor, engineer, architect, landscape architect or contractor, must either carry out or certify installation.
 - Photographs: photographs of the story pole installation, including any angles from which it is visible to the public, to the Planning Division at least ten (10) days prior to the public hearing. Include a plan or map showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow); this is generally done by numbering the photos and photo points. It is recommended that at least one of the photos includes a person next to a story pole to provide scale.

SITE PLAN AND ARCHITECTURAL REVIEW- PROJECT INFORMATION

Please complete the tables below. **A copy of the information on this page shall also be included on the project plans.**

1. Impervious Surface Area Calculations (in square feet) & Grading Estimates (in cubic yards):

- a) Existing Impervious Surface Area: _____
- b) Completed Project Impervious Surface Area: _____
- c) Land Area (in square feet) to be disturbed/cleared during construction: _____
- d) Amount of Grading or Earth Movement involved (total in cubic yards): _____

2. Proposed use of site (example: single family residential, commercial, etc.):

Existing _____

Proposed _____

3. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.

TO BE COMPLETED BY APPLICANT					STAFF USE ONLY
DEVELOPMENT STANDARDS	Required Per Zone	Existing Calculation	Proposed Addition and/or Alteration	Proposed Calculation	Calculated After Review
Setbacks from property line (Section 16-100.020(Y))* Front	ft.	ft.	ft.	ft.	ft.
Rear	ft.	ft.	ft.	ft.	ft.
Right Side	ft.	ft.	ft.	ft.	ft.
Left Side	ft.	ft.	ft.	ft.	ft.
Maximum Height (Section 16-30.050)* Main	ft.	ft.	ft.	ft.	ft.
Accessory	ft.	ft.	ft.	ft.	ft.
Lot Coverage (Section 16-30.120(B))*	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.
Lot Coverage as Percent of Lot Area	%	%	%	%	%
Gross Floor Area (Section 16-100.020(F))*	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.

*Section numbers refer to specific provisions or definitions in the Tiburon Municipal Code, Title IV, Chapter 16 (Zoning)



Town of Tiburon

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7373 | www.townoftiburon.gov

LAND DEVELOPMENT APPLICATION

TYPE OF APPLICATION

Site Plan and Architectural
Review – Minor Alteration

Site Plan and Architectural
Review – Major Addition

Variance

Conditional Use Permit

Tree Permit

Sign Permit

Chicken and Honeybee
Keeping Permit

Condominium Use Permit

Temporary Use Permit

Tidelands Permit

Tentative Subdivision Map

Precise Development Plan

Parcel Map

Two-Unit Housing
Development

Urban Lot Split

Zoning Text Amendment

Floor Area Exception

Lot Line Adjustment

General Plan Amendment

Other:

APPLICANT REQUIRED INFORMATION

SITE ADDRESS: _____ **PROPERTY SIZE:** _____

PARCEL NUMBER: _____ **ZONING:** _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

APPLICANT (Other than Property Owner): _____

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

ARCHITECT/DESIGNER/ENGINEER: _____

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

Please indicate with an asterisk (*) persons to whom Town correspondence should be sent.

BRIEF DESCRIPTION OF PROPOSED PROJECT (attach separate sheet if needed):

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the Town Municipal Code, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge, with the defense counsel subject to the Town's approval. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third-party challenge.

Signature (required): * _____ Date: _____

I understand that the property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs), or similar instruments that may restrict the property's use and development. These deed restrictions are private agreements and are NOT enforced by the Town of Tiburon. Consequently, development standards specified in such restrictions are NOT considered by the Town when granting permits. I am hereby advised to determine if the property is subject to deed restrictions and, if so, contact the appropriate homeowner's association or affected parties about the proposed project prior to proceeding with the application. Following this procedure will minimize the potential for disagreement among parties and possible litigation.

Signature (required): * _____ Date: _____

**** If other than owner, you must submit an authorization letter from the owner or show evidence of de facto control of the property or premises for purposes of filing this application.***

NOTICE TO APPLICANTS

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of Tiburon of any general (non-parcel-specific), proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits.

If you wish to receive such notice, then you may make a written request to the Director of Community Development to be included on a mailing list for such purposes and must specify which types of proposals you wish to receive notice upon. The written request must also specify the length of time you wish to receive such notices (s), and you must provide to the Town a supply of stamped, self-addressed envelopes to facilitate notification. Applicants shall be responsible for maintaining the supply of such envelopes to the Town for the duration of the time period requested for receiving such notices.

The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send the notice on that basis. Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application. Requests should be mailed to:

**Town of Tiburon
Planning Division
1505 Tiburon Boulevard
Tiburon, CA 94920
(415) 435-7390
planning@townoftiburon.gov**



**COPYRIGHT MATERIALS RELEASE: LIMITED LICENSE TO REPRODUCE
ARCHITECTURAL/ENGINEERING PLANS**

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered, or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the Town must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. By signing below, you are granting the Town of Tiburon a limited license authorizing the Town to reproduce and publish plans and drawings submitted with your application packet for a period of time limited to the duration of the public review process, including making plans and drawings available on the Town's website for public review and providing electronic reproductions to the Town's review boards and commissions. The purpose of this limited license is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the Town for other purposes. By signing below, those individuals who have prepared plans and drawings submitted with this application agree to the limited license described herein for the publication or reproduction of any such plans or drawings by the Town. If you wish to revoke this license at any time, please contact the Planning Department.

Signature of Owner: _____ Date: _____

Signature of Architect (where applicable): _____ Date: _____

Signature of Engineer (where applicable): _____ Date: _____