



Town of Tiburon

1505 Tiburon Boulevard

Tiburon, California 94920

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

SUPPLEMENTAL APPLICATION FOR AN AMENDMENT TO A PRECISE DEVELOPMENT PLAN

A Precise Plan Amendment or Precise Development Plan Amendments application is a proposal for an amendment to an adopted Precise Plan or Precise Development Plan.

The Town of Tiburon has adopted numerous Precise Plans/Precise Development Plans since the mid-1970s. There are also areas of Tiburon where County of Marin-approved Precise Plans have been transferred to the Town of Tiburon upon incorporation or annexation of formerly unincorporated territory.

Each Precise Plan/Precise Development Plan is unique. Therefore, it may require Planning Staff to devote considerable research in order to become familiar with a particular Precise Plan and its specific requirements. Because of the uniqueness of Precise Plans, and the infinite variety of Precise Plan Amendments that could be proposed, each application for Precise Plan Amendment must be tailored to fit the circumstances of the adopted Precise Plan. Precise Plan/Precise Development Plan amendments generally take three major forms, although other variations are possible:

1. Amendments to Precise Plan maps or graphics, including building envelope changes.
2. Amendments to textual material adopted as part of a Precise Plan, including but not limited to the adopting resolution or ordinance.
3. A combination of both of the above.

PROCEDURE

In order to adequately review and process an amendment to a Precise Plan or Precise Development Plan, the applicant must supply enough material for the Town to determine the **specific** ways in which the adopted Precise Plan or Precise Development Plan would need to be amended. This includes all necessary Precise

Plan map or graphic changes, and all necessary Precise Plan text changes, including resolutions or ordinances, which would be necessary to accommodate the proposed Precise Plan or Precise Development Plan Amendment.

Approval of a Precise Plan Amendment occurs only after formal public hearings before both the Planning Commission and Town Council. The Town Council gives final approval to a Precise Plan or Precise Development Plan Amendment by adopting a resolution or ordinance amending the Precise Plan or Precise Development Plan.

SUBMITTAL REQUIREMENTS

Application documents shall be submitted electronically to the Town of Tiburon Planning Division through the eTrakit Portal available at <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.

Application materials needed to review and process a Precise Plan or Precise Development Plan Amendment include:

- (1) Names and addresses of all persons who own an interest in the subject properties and identification of the interest (option, fee title, etc.).
- (2) Names and addresses of all representatives of the owners authorized to represent the project to the Town.
- (3) Authorization signed by the owners of the subject properties requesting the Town to process the application and to recognize any representatives of the owners in connection with the application.
- (4) A legal description of the subject properties and a statement of the land area of the property or properties involved.
- (5) A title report verifying the description and vestees of the subject property.
- (6) A description of the current improvements on, and use of, the subject property.
- (7) A specific list of all Precise Plan or Precise Development Plan map or graphic changes, and all changes to Precise Plan or Precise Development Plan text, including Town Council resolutions or ordinances, which would be necessary to accommodate the proposed Amendment.

- (8) All required application fees.
- (9) A completed Environmental Data Submission form (if necessary).
- (10) A completed Town of Tiburon Land Development Application form.

Planning Staff recommends that potential applicants meet with the Staff in advance of submittal to discuss additional specific materials that may be necessary to constitute a "complete" application for a Precise Plan or Precise Development Plan Amendment.