

Application for **PRECISE PLAN**

For Staff Use

Planning Commission
Town of Corte Madera
Tamalpais Drive & Willow Street
Corte Madera, CA 94925

Date: _____
Rec. by: _____
Fee: _____
App. No.: _____

Owner of Property: _____
Mailing Address: _____

Daytime Telephone: _____

Applicant (other than owner): _____
Mailing Address: _____

Daytime Telephone: _____

Architect, Designer, or Engineer*: _____
Mailing Address: _____

Daytime Telephone: _____

Indicate with an asterisk (*) person(s) to whom all correspondence should be sent.

This precise development plan is consistent with the preliminary development plan approved for the site on _____.

Assessor's Parcel No. _____ Zone: _____

I, the undersigned owner (or authorized agent with a letter of approval from owner of the property stating that said agent may act on owner's behalf) of the property therein described, hereby make application for approval of the precise development plan described, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

*NOTE: State law requires that all plans and drawings be prepared by an architect or engineer licensed by the State of California, except that persons not licensed as architects or engineers may prepare plans and drawings for:

- 1) Single family dwellings of wood frame construction not more than two stories and basement in height.
- 2) One multiple dwelling containing no more than four units.
- 3) Garages and other structures accessory to the

Please describe the following:

1. Proposed use of site: _____

2. Site area in square feet or acres: _____
3. Individual and total building areas: _____
4. Percentage of total site to be covered by: on grade building _____
parking _____
roads and driveways _____
landscaping _____
5. Building height and number of stories: _____
6. Number of off-street parking spaces: covered _____
open _____
7. Present use of site: _____
8. Surrounding land use: North _____
South _____
East _____
West _____
9. General Plan designation: _____
10. Project scheduling and phasing: _____

11. If residential: total number of living units _____
area of living units by bedroom size _____

range of sale prices or rents _____
financing mechanism _____
12. If commercial or industrial: net rentable floor area _____
number of occupants _____
estimated employment per shift _____

13. If applicable, describe provisions for:

- water service _____
- fire protection _____
- storm drainage _____
- sewage disposal _____
- other utilities _____

14. Requested modifications (if any) to standard conditions (see pages 10-12).

The Town's Zoning Ordinance requires that the Planning Commission make findings when approving precise plan applications. Please explain how your project conforms with the following standards: (If you need more space, attach a separate sheet).

- A. The project conforms with the general plan, any applicable specific plan, and all provisions of the Zoning Ordinance.

- B. The project will not unnecessarily remove trees and natural vegetation, will preserve natural landforms and ridgelines, does not include excessive or unsightly grading of hillsides, and otherwise will not adversely affect the natural beauty of the Town.

- C. The project will not adversely affect the views, sunlight, or privacy of any nearby residences, provides adequate buffering between residential and non-residential uses, and otherwise is in the best interest of the public health, safety, and general welfare.

- D. The structure, site plan, and landscaping are in scale and harmonious with existing and future development adjacent to the project and in the vicinity and with the landforms and vegetation in the vicinity of the site.

- E. The structures, site plan, and landscaping create an internal sense of order, provide a visually pleasing setting for occupants, visitors and the general community, are appropriate to the function of the site, and provide safe and convenient access to the property for pedestrians, cyclists, and vehicles.

F. To the maximum extent feasible, the project includes the maintenance, rehabilitation and improvement of existing sites, structures, and landscaping, and will correct any violations of the zoning ordinance, building code, or other municipal codes that exist on the site.

G. The design and location of signs are consistent with the character and scale of the building to which they are attached or which are located on the same site, the signs are visually harmonious with surrounding development, and there are no illegal signs on the site.

H. The project conforms with the approved preliminary plan (attach conditions applied to preliminary plan and show how project conforms).

1. General Procedure Applications for precise plan approval are acted upon by the Board of Design and Adjustments, which meets regularly on the first and third Wednesdays of each month; by the Planning Commission, which meets on the second and fourth Tuesdays of each month; and by the Town Council, which meets on the first and third Tuesdays of each month.

Precise plan applications for nonresidential projects smaller than 30,000 sq. ft. and for residential projects smaller than 20 units require approval only by the Board of Design and Adjustments.

Precise plans for nonresidential projects between 30,000 and 99,999 sq. ft., and for residential projects of 20 to 49 units, require approval by both the Board of Design and Adjustments and Planning Commission. All larger projects require approval by the Board of Design and Adjustments, Planning Commission, and Town Council.

To be placed on an agenda, an application must be complete and on file with the Planning Director at least twenty-two days before the Board meeting. If agendas are full, the project will be heard at the next available meeting.

Applicants will be notified within 30 days after the Town has received the application as to whether it is complete. If it is not complete, the applicant will be given a list of further information that will be needed to complete the application.

At least ten days before any meeting, all property owners within 300 feet of the site will be notified of the application and of the date of the meeting.

2. Application Requirements All of the following are needed for a complete precise plan application:

1. Completed application (pages 1-7 of this form).
2. Filing fee.
3. Eight (8) copies of the approved preliminary development plan.
4. Eight (8) copies of a vicinity map showing nearby cross streets, drawn at any appropriate scale.
5. Eight (8) copies of a site plan showing: all proposed and remaining structures; all rights-of-way, setbacks and easements; all off-site structures within 100 feet of the property lines with approximate heights and distances; the location of existing trees (with diameter, size and species noted); other natural or man made features such as rock formations, ridges and swales; topographic contours at intervals of not more than five feet, if the slope is greater than ten percent, and at intervals of not more than one foot, if the slope is ten percent or less; the location of off-street parking and loading areas with dimensions, spaces, locations of entrances and exits and the direction of

traffic flow into and out of the parking and loading areas shown; the location and details of existing and proposed landscaped areas, walls, fences, driveways and walks; the location of mechanical equipment on the roof; the location of the highest point of the roof; and the gross floor area of all buildings.

For sites in older subdivisions, such as Christmas Tree Hill, Chapman Park, Corte Madera Avenue, and the Village Square area, and for any other site where the location of the property line is not clear, a property line survey will be required.

6. Eight (8) copies of elevations showing: architectural drawings and/or perspective sketches drawn to scale showing elevations, with materials to be used, of the proposed structure and any sign; building heights, including the maximum elevation of the roof, either in relation to mean sea level (MSL) or to another reference point; perspective drawings sufficient to show the design features of the development; and the relationship of the proposed buildings to all structures within 100 feet.
7. Eight (8) copies of a landscape plan showing the location and identification of plants and landscape features, including walls, fences, paving, screens, shelters, water features, lighting, benches and the like; a plant list giving the botanical name, common name, quantity, and size to be planted; and provisions for plant maintenance and irrigation.
8. Eight (8) copies of a grading and drainage plan showing: existing (broken line) and proposed (solid line) contours at intervals of not more than five feet, if the slope is more than ten percent, and at intervals of one foot, if the slope is ten percent or less; natural vegetation to be removed; all existing natural or man made features such as rock formations, ridges, swales, mounds, or depressions; cross sections of any steep slopes or areas of cut/fill, when determined by the Planning Director to be necessary; and provisions for replanting and maintaining slopes.
9. Eight (8) sets of details including: all details which relate to the appearance of the exterior of the building such as fences, carports, trash enclosures, mechanical equipment screens; lighting fixtures etc.
10. Eight (8) copies of plans showing the general character and sizes of all drainage facilities and utility installations.
11. Eight (8) copies of plans showing generally the locations, gradients, widths, and types of improvements proposed for all on-site and off-site streets, access drives, parking areas, pedestrianways, bicycle paths, or trails.
12. A visual analysis, including view line sections from areas within the Town, designated by the Planning Director, of any building or structure proposed to be located within any ridgeline zone identified on the topographic map by the lines of highest

elevations 50 vertical feet below and on both sides of the
ridgeline.

13. Eight (8) copies of a sign plan showing the design, size, location, colors, materials, method of attachment and lighting of all signs, existing and proposed.
14. Information needed for evaluation of fire risks, including proposed use and occupancy, type of construction, building heights and floor area of each building or other structure, and proposed distances between buildings and structures and distances to property lines.
15. One (1) set of site photographs (Polaroid OK) showing topography, vegetation and existing structures, as well as adjacent development.
16. One (1) copy of a color and material palette indicating: exterior materials (including roof and walls) and colors of the materials (including fascia and trim).
17. Detailed architectural renderings or a scale model of the project, as requested by the Town.
18. A statement indicating the phases of construction proposed for the entire development and the timing of each phase.
19. A statement of the provisions for ultimate ownership of all parts of the proposed development, including streets, buildings, and open space areas. For multiple residential developments, the statement should include details on condominium status, if applicable.
20. At least one week before the meeting, the corners of the addition or structure must be staked and string tied to show the outline of the structure. A story pole showing the maximum height must also be installed.
21. The applicant must show the proposed project will be consistent with the General Plan.
22. Any other information the applicant considers relevant to this application, or which may be required by the Planning Director, Board of Design and Adjustments, Planning Commission, or Town Council to make the required findings.

NOTE: ALL PLANS (EXCEPT THE VICINITY MAP) MUST BE DRAWN AT A SCALE OF 1/8" = 1' OR LARGER AND INCLUDE DATE, NORTHPOINT AND SCALE. ALL PLANS MUST BE FOLDED TO APPROXIMATELY 9" X 12" IN PACKETS CONTAINING ONE OF EACH SHEET.

3. Conceptual Plans. Applicants submitting major projects are encouraged to submit conceptual plans for a study session before making a complete application. The following information may be shown in preliminary form:

- A. Preliminary site plans showing: existing structures, natural features such as trees and other vegetation, approximate contours, building areas, parking, and landscaped areas.
- B. Preliminary architectural plans, which may be conceptual elevations illustrating building form and design concept.
- C. A preliminary grading plan indicating existing and proposed land forms.

4. Before the Meeting. The Planning Director will review the application materials. Applicants will be notified within 30 days after the Town has received the application as to whether it is complete.

Staff reports are completed by the Friday before the meeting and mailed to the Board, Commission, or Council and the applicant.

5. At the Meeting. You or your representative must be present at the meetings. Precise plan items are always considered at public hearings where any member of the public may be heard. The staff report is presented first. The applicant follows and often comments on the staff report. Other members of the public may then speak.

After all interested parties have been heard, the public hearing is closed, and the Board of Design and Adjustments, Planning Commission, or Town Council discusses the application and votes on it.

6. After the Meeting. For residential projects with 19 units or less, and for nonresidential projects with less than 30,000 sq. ft., the Board of Design and Adjustments' decision is final unless appealed to or called up by the Planning Commission within ten calendar days after the Board's meeting.

For residential projects with 20 or 49 units, and for nonresidential projects with 30,000 to 99,999 sq. ft., a decision by the Board of Design and Adjustments to approve a precise plan is a recommendation to the Planning Commission. The Planning Commission will normally hear the project three weeks after the Board of Design and Adjustments' meeting. If the Board of Design and Adjustments denies the project, its decision is final unless appealed to or called up by the Planning Commission within ten calendar days.

For larger projects, a decision by the Board of Design and Adjustments to approve a precise plan is a recommendation to the Planning Commission; a decision by the Planning Commission to approve a precise plan is a recommendation to the Town Council. A decision by the Board of Design and Adjustments or Planning Commission to deny a project is final unless appealed to or called up by the Planning Commission or Town Council within ten calendar days.

All appeals are heard at public hearings, and notices are again sent to all property owners within 300 feet. If no appeals are received within ten days of final action by the Board of Design and Adjustments or Planning Commission, a building permit may be issued. The Town

Council's decision is final on the date of the meeting.

A precise plan approval lapses two years after it is granted, unless a building permit is issued in that time and construction is started. It can be renewed for one year by the Planning Director if an extension is applied for before the two year period expires.

7. Standard Conditions. The Board of Design and Adjustments and Planning Commission have adopted standard conditions which are automatically applied to all precise plan applications. They are intended to be minimum design standards, rather than absolute standards applied to all properties.

If you feel that a special feature of your application justifies the modification or removal of any standard condition, you should request that modification as part of your application. The Board, Planning Commission, or Town Council will then review your request at the same time as it hears your precise plan application.

A. All Projects

1. Final plans and specifications for any project not requiring a building permit shall be reviewed and approved by the Planning Director before construction begins.
2. No trees may be removed other than those shown on the approved plan. No trees may be removed until a building or grading permit has been issued.

B. Hillside Sites

1. All excess cut material shall be removed from the site or used as compacted engineered fill.
2. Grading and foundation work may take place only in the period from May 15 to September 15, unless an erosion control plan is approved by the Town Engineer.
3. All cut and fill slope graded and not constructed on by September 1 of any given year shall be hydroseeded with perennial or native grasses and flowers, or otherwise protected from erosion as acceptable to the Town Engineer.

C. Commercial and Multifamily Structures

1. Ramps, special parking spaces, signing, and other appropriate physical features for the handicapped shall be provided throughout the site.
2. Stop signs shall be provided at all driveways with access to a public street.
3. Continuous concrete curbing shall be provided between all parking stalls and landscaped areas.

4. Compact parking stalls shall be marked as such.
5. All parking shall be held in common, with no spaces assigned to the exclusive use of any tenant.
6. Exterior lighting of the building and site shall not be directed onto adjacent properties, and all light sources shall be shielded from direct off-site viewing.
7. All mechanical equipment, including electrical and gas meters, shall be architecturally screened from view, and electrical transformers shall be either undergrounded or architecturally screened.
8. All trash enclosures shall be completely screened by a solid fence or masonry wall at least six feet high and in harmony with the architecture of the building(s).
9. All vents, gutters, downspouts, flashings, and the like shall be painted to match the color of adjacent surface.
10. All the proposed trees on the site shall be a minimum of 15 gallons in size with a minimum two inch caliper, and at least 50 percent of the proposed shrubs on the site shall be a minimum of 5 gallons in size.
11. Prior to issuance of an occupancy permit, the applicant or owner shall enter into a two-year maintenance agreement with the Town. Security posted shall equal 25 percent of the cost of landscape installation, but shall not exceed \$10,000. (However, the amount of security for very large projects will be determined on a case-by-case basis).
12. Final inspection or occupancy permits will not be granted until all construction and landscaping is complete in accordance with approved plans and the conditions required by the Board and/or Commission, or until cash or a letter of credit, as acceptable to the Planning Director, has been posted to cover all costs of the unfinished work plus 25 percent.
13. All materials and colors shall be installed as approved by the Board of Design and Adjustments and/or Planning Commission. Once constructed or installed, all improvements are to be maintained in accordance with the approved plans. Any changes which affect the exterior character shall be resubmitted to the Board of Design and Adjustments and/or Planning Commission for approval. Minor changes may be approved by staff.

D. Signs

1. An automatic timer shall be installed on all illuminated signs to ensure that they are turned off at 11:00 P.M. or at the close of business, whichever is later.

2. (Where there are existing signs on the building). Prior to issuance of a building permit or installation of the signs, the following existing signs shall be removed:

and all marks left by the removal of the existing signs shall be painted out.

Approval Deadline. The Town must inform applicants within 30 days as to whether their applications are complete. In addition, the Town must act on an application within certain deadlines, as follows:

- For applicants which require an environmental impact report, the Town must act on the application within one year from the date the application was accepted as complete.
- For applications which require a negative declaration or which are categorically exempt, the Town must act on the application within six months from the date the application was accepted as complete.

At the applicant's request, the Town may grant one 90-day extension to these deadlines.

Notification of Changes In Town Regulations: Pursuant to Sections 65945 and 65945.3 of the California Government Code, you may make a written request to receive notice from the Town regarding changes in Town regulations which are reasonably related to your project.

If you wish to receive this notice, please return the form below to Planning Department, Town Hall, P.O. Box 159, Corte Madera, CA 94925.

I wish to receive notice of proposals to adopt or amend any of the following which are reasonably related to my project.

- _____ General Plan
- _____ Zoning Ordinance
- _____ Specific Plan
- _____ Any ordinance affecting building, grading, or occupancy permits
- _____ Rule or regulations affecting the issuance of development permits

Date: _____

Name: _____

Address: _____

Project: _____

Address of Project: _____