

PDD DISTRICT Supplemental Submittal Requirements

The following information shall be provided in addition to the submittal information requirements in the Fairfax Planning Application Form.

I. General Requirements

- a) *All attachments shall have titles on first page consistent with nomenclature used in this form, and shall include the name of person who prepared attachment and the date of preparation/amendment and wet professional stamps/seals.*
- b) *All drawings shall be submitted as 24"x36" sheets and as 11" x 17" sheets. For both sheet sizes, drawings shall be of a measurable scale. Every drawing shall be accompanied by a graphic scale and shall have features dimensioned in feet and inches.*
- c) For each parcel within project area, land owner of record (name, address, phone number and email address).
- d) Covenants or other conditions that may limit development and are or are expected to take effect.
- e) Title report(s), fee title deeds and certificate(s) of compliance for every project parcel.
- f) Documentation to accurately and completely describe property ownership, such as articles of incorporation or partnership.
- g) Documentation that applicant has controlling ownership interest in project, or notarized letter from ownership interest authorizing applicant to represent the project on its behalf. Note that the designated project applicant may be changed by written notice of project ownership interest.
- h) Contact information (name, address, phone number and email address) of individual who is authorized to represent the project.
- i) Names of all project design and engineering consultants, including (as applicable) but not limited to: civil engineer, drainage engineer, geotechnical engineer, hydrologist, surveyor, architect, biologist, botanist, arborist, and landscape architect. For each consultant list: firm, assigned staff, staff title and role, professional license number, address, phone number, and email address.
- j) Deposit to prepay part of the costs of town review, including consultant deposit and environmental review deposit.

II. Existing Conditions

- a) Survey map of project land, and land areas within 100 feet of boundaries, stamped and signed by a licensed civil engineer or surveyor, and showing existing:
 - property lines, easements, and utility lines,
 - topography indicated by contour lines with vertical intervals of not more than five feet,
 - roadways and paths,
 - structures and land uses (consistent with Chapter 17.008: Definitions),
 - heritage trees and species (consistent with Chapter 8.36: Trees),
 - seismic and geologic hazard area(s), as delineated and described by a qualified geotechnical engineer, and also indicating development setbacks (for specific features, see ##),
 - flood hazard areas, as delineated and described by a qualified hydrologist, and development setbacks that may be needed for safety (see section ##),
 - important and rare habitat area(s), as delineated and described by a qualified biologist and botanist, and recommending development setbacks that may be needed for habitat protection (see section ##), and
 - the boundaries of ridgeline scenic corridors as described on Visual Resources Map (see Chapter 17.060: Ridgeline Development).
- b) Cross sections of project land based on existing conditions survey, in same locations as cross sections for proposed grading as part of Master Plan submittals (see below).
- c) Vicinity map of the project area and land within not less than 500 feet from the project perimeter, describing parcel lines, building footprints, streets, waterways and drainageways, and woodlands tree canopy, using Marin Maps and other equivalently reliable sources **and identify the land uses.**
- d) Existing conditions and photo simulations of proposed development.
- e) Report by a qualified geotechnical engineer and/or civil engineer, delineating seismic and geologic hazard area(s), including but not limited to:
 - fault zones, land slides, former landfill areas, expansive soils, and other unstable conditions;
 - areas with slopes demarcated as: 30% or greater, 20% to 29%, 10% to 19%, and under 10%;
 - thresholds of significance and/or rationale for delineated seismic and geologic hazard areas and recommended setbacks;
 - the location of rock outcroppings;

Indicate such factors, and where multiple factors overlap, on one or more maps. The seismic and geologic hazard report shall describe mitigation measures for potential geotechnical risks, and propose responsible party/parties for undertaking each mitigation measure. The report shall also explain discrepancies with Fairfax General Plan's Geology Soil Type map, Areas Susceptible to Earthquake Shaking map, and Areas Susceptible to Landslides map.

- f) Attach a report by a qualified hydrologist and/or civil engineer, delineating flood hazard area(s) including, but not limited to:
- 100-year floodplains, as delimited by a 1 (one) percent per annum storm event, and setbacks as may be needed for safety;
 - other flood prone conditions, including but not limited to localized flooding from undersized culverts or other obstructions or inadequate storm drain infrastructure;
 - thresholds of significance and/or rationale for delineated flood hazard areas and recommended setbacks;

The flood hazard report shall describe mitigation measures for potential flood hazards, and propose responsible party/parties for undertaking each mitigation measure. The report shall explain discrepancies with Fairfax General Plan's Floodplains map and the most recent FEMA flood insurance rate map(s).

- g) Report by a qualified biologist and botanist, including, but not limited to:
- important and rare habitat area(s) and buffer setback(s) delineated, including a description of the associated ecosystem(s), flora, and fauna;
 - thresholds of significance and/or rationale for delineated habitat areas and recommended setbacks;

The biological resource report shall describe mitigation measures for potential important or rare habitat areas, and propose responsible party/parties for undertaking each mitigation measure. The report shall also explain discrepancies with Fairfax General Plan's Wildlife Habitat & Diversity Map.

Note: All of the above reports may be subject to peer review as to their adequacy by the Town or Town's consultant(s),

III. Master Plan

- a) Provide a half-page summary description of the project.
- b) Attach a master plan vision statement stating project goals with plan diagrams of major site and design features.
- c) List land uses proposed as part of the project, and for each:
 - total acreage for each land use,
 - total floor area, and
 - total residential dwelling units.
- d) Attach a numeric summary of proposed project describing:
 - the average slope of the total site area (available at Marin Maps);
 - the total site area;
 - total project-wide building site coverage, i.e. sum of all building footprints, and percent of site coverage;
 - total project-wide floor area and floor area ratio (FAR);
 - total project-wide number of non-residential buildings and their combined floor area, with subtotals provided for each different land use;
 - total project-wide residential floor area;
 - total project-wide number of primary residential dwelling units;
 - total project-wide accessory dwelling units (if any);
 - project-wide residential density calculations, with and without factoring accessory dwelling units; and
 - for each proposed parcel: average slope, site area, building floor area, floor area ratio, building footprint, and site coverage, with subtotals for different land uses.
- e) Attach a master plan map of proposed project describing, but not limited to, the following features:
 - delineation of conditions that limit the location of development,
 - the configuration and size of proposed parcels and easements,
 - existing and proposed street improvements, showing curbs, sidewalks, and planting strips, **longitudinal cross section including any cut and fill slopes, retaining walls and elevation data at a maximum of 10 foot intervals**
 - existing and proposed utilities, showing water, sanitary sewer, storm drain, electricity, and gas services, and
 - the approximate location and size of building pads, off-street parking, and curb cuts.
- f) Attach a master plan map delineating:
 - parcels for residential and/or commercial use,
 - approximate location of building pads,
 - streets, sidewalks, and trails,
 - other publicly open space areas,

- geotechnical hazards,
 - flood hazards,
 - heritage trees,
 - major rock outcroppings, and
 - important and rare habitat areas;
- g) Attach proposed grading and drainage map, prepared by qualified civil engineer, showing 2-foot vertical contour intervals and describing:
- the location property lines, utility easements, and existing utilities,
 - the level of finished surface,
 - areas of cut and fill, labeled to indicate estimated volume of each,
 - the type of earth or material to be moved,
 - general direction of stormwater surface sheet flow and percent slope associated with each,
 - proposed watershed boundaries, with approximate stormwater volume for each watershed, assuming a 1 (one) percent per annum storm event,
 - locations where stormwater would be concentrated, such as drainageways, springs & seeps, building downspouts, sump pump outlets,
 - approximate stormwater conveyance locations with proposed method of conveyance, such as pipe, curb or other channel, contoured landform, or natural drainageway, and
 - graphic highlight indicating transitions between new contours and existing contours to remain.
- h) **An all inclusive vegetative management plan for the project area.**
- i) **A proposed lighting plan for the project area.**
- j) Attach a report prepared by a civil engineer, which may be peer reviewed by the Town or the Town's consultants, describing:
- method, manner and equipment to be used to accomplish the work,
 - the disposition of material of the site streets and building pads,
 - a retention and erosion control plan, describing proposed features to protect the project site and each separate parcel, and
 - hydrologic calculations prepared by qualified hydrologist to demonstrate sufficiency of features described in prior section, and peer reviewed as to adequacy by Town's consultant;
- k) Attach proposed grading cross sections cut across the project site and perpendicular to slopes, with at least one cross section:
- through every proposed building pad,
 - cut across transitions between new contours and existing contours to remain,
 - and cut across proposed street-right(s)-of-way and trails.
- l) Attach a proposed financing plan how project will cover capital costs and on-going maintenance/repair costs including, but not limited, to those associated with streets, trails, infrastructure, open space, and off-site improvements.

IV. Buildings and Site Features

- a) Attach a site plan for each separate parcel, as indicated by the master plan, with the site plan for each parcel indicating:
 - slope using contours 2-foot vertical contours,
 - maximum building footprint area and maximum building area (including accessory buildings),
 - on-site parking, driveway, patios, and other hardscapes, indicating the slope of each, and
 - on-site drainage features.
 - a schematic concept for landscaping, including the general location and character of new plants, existing heritage trees, and habitat areas.
- b) Attach for each proposed parcel, a cross section that depicts the aforementioned features, and also showing each building in cross section, its relationship to existing grade, and the maximum building height dimension.
- c) Attach for each parcel, a material and color palette for roofs, siding, fenestration, doors and trim.
- d) Attach for each street and publicly-accessible trail, a street cross sections showing curbs, sidewalks, planting strips, trees, and lighting.
- e) Attach schematics and/or specification sheets for features associated with each publicly-accessible street, trail and open space, such as trees and landscaping, light poles or bollards. light standards, furniture, and play equipment.
- f) Attach drawings and/or specifications for signage, including project identity signage, and signage associated with streets, trails and open space. Include a map indicating proposed signage locations and signage type.

V. Financial Feasibility and Planning

- a) a proposed financing plan for capital costs and on-going maintenance and repair costs, associated with streets, trails, infrastructure, open space, and off-site improvements, whether publicly owned or not, such as through use of financing districts and homeowners association(s);
- b) Copies of legal documents required by the Planning Commission for dedication or reservation for group or private open space, or for the creation of a non-profit homes association shall also be submitted.
- c) traffic analysis that identifies potential significant off-site traffic impacts, recommends transportation demand management measures to avoid such impacts, and recommended improvements to mitigate unavoidable negative impacts; and