



# Planning Application Form

## Town of Fairfax Planning Department

<p><b>For Planning Commission:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annexation</li> <li><input type="checkbox"/> General Plan Amendment from _____ to _____</li> <li><input type="checkbox"/> Design Review</li> <li><input type="checkbox"/> Precise Development Plan**</li> <li><input type="checkbox"/> Second Unit Use Permit *</li> <li><input type="checkbox"/> Sign Review *</li> <li><input type="checkbox"/> Parcel Map/ Tentative Map/ Vesting</li> <li><input type="checkbox"/> Tentative Map, Lot Line Relocation</li> <li><input type="checkbox"/> Use Permit *</li> <li><input type="checkbox"/> Variance</li> <li><input type="checkbox"/> Zone Change from _____ to _____</li> <li><input type="checkbox"/> Encroachment</li> <li><input type="checkbox"/> Certificate of Compliance</li> <li><input type="checkbox"/> Hill Area Residential Development</li> <li><input type="checkbox"/> Other:</li> </ul>	<p><b>For Administrative staff:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Admin. Sign Review (commercial)*</li> <li><input type="checkbox"/> Admin. Design Review (minor changes to approved projects)</li> <li><input type="checkbox"/> Admin. Lot Line relocation</li> <li><input type="checkbox"/> Survey review by Town Surveyor</li> <li><input type="checkbox"/> Other</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Environmental Review*</li> </ul>	<p>For Office Use Only</p> <p>Application # _____</p> <p>Receipt # _____</p>

\*Please complete the appropriate Supplemental Questionnaire.

\*\*See special submittal requirements.

### Please see fee schedule for required application fees

Job Site Address:	Assessor Parcel No.:	Zone:
Property Owner(s) Name:	Phone Numbers: Home:	Fax Number:
	Work:	
	Cell:	e-mail:
Mailing Address:	City:	State/Zip:
Applicant(s) Name (contact person):	Home phone:	E-mail:
	Work:	
	Cell:	
Mailing Address:	City:	State/Zip:

## Project Description

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## General Information

(if applicable)

Item	Existing	Proposed
Lot size		
Size of structure(s) or commercial space (square feet)		
Height and No. of stories		
Lot coverage		
No. of dwellings units		
Parking: No. of spaces		
Size of spaces		
Amount of proposed excavation, fill and off haul	Excavation =	Fill = Off-haul

Estimated cost of construction: \$ \_\_\_\_\_

Lot Coverage is defined as the land area covered by all buildings and improvements with a finished height above grade and all impervious surfaces except driveways.

Minimum parking dimensions are 9' wide by 19' long by 7' high (9' x 22' for spaces parallel to a building, wall, or other obstruction). Do not count parking spaces that do not meet the minimum standards.

## Restrictions

Are there any deed restrictions, easements, etc. that affect the property, and, if so, what are they?

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\_\_\_\_\_  
Signature of Property Owner      Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Planning Department staff is available by appointment between 9:00 a.m. and 12:00 noon and 1:00 p.m. and 5:00 p.m. by appointment only. Monday through Thursday at 142 Bolinas Road, Fairfax, CA. (415) 453-1584

## Floor Area Ratio (FAR) and Lot Coverage Statistics

The following information will be used to verify application FAR and lot coverage amounts.

*\*Applications will not be considered complete until the following table is complete.\**

	Existing	Proposed
Footprint square footage for all structures		
Living space square footage		
First floor		
Second floor		
Third floor		
<b>Total</b>		
Accessory structure square footages		
Sheds		
Pool houses		
Studios/offices		
Second units		
Miscellaneous (specify use)		
<b>Total</b>		
Square footage of impervious surfaces		
Walkways		
Patios		
Impervious decks		
Miscellaneous (specify use)		
<b>Total</b>		
Garage/carport square footages (specify type)		

\* All square footage measurements must be the sum of all interior floor area measured from the exterior faces of the exterior walls for structures (Town Code § 17.008.020).

## Floor Area

Fairfax Town Code § 17.008.020, Definitions, defines “floor area” as the sum of all interior floor area measured from the exterior faces of the exterior walls. The “floor area” of any accessory structures on the same lot shall be included. The “floor area” of any garage in excess of 500sf in size for single-family residences and 800sf in size for duplexes shall also be included.

## Lot Coverage

Fairfax Town Code § 17.008.020, Definitions, defines “lot coverage” as the percentage of the lot area that is occupied by the ground area of a building, any accessory building(s), as well as any impervious surface areas such as patios (other than driveways) adjacent to the building or accessory structure.

## Submittal Requirements

### Housing Development/Construction of Structures

- General Planning Application Form
- Submittal Questionnaires addressing all required application findings.
- Narrative describing the project.

The Town seeks to maintain a sense of community, preserve neighbor relations, and avoid appeals of planning decisions. The Town has found that requiring early conversations between neighbors allows neighbors to work out issues prior to a public hearing and results in the fewest appeals. The Town encourages all applicants to take reasonable steps to discuss the project with neighbors prior to submittal, so that you may address neighbor concerns prior to submittal. Staff may provide you with the names and addresses of the property owners.

- **Portable Document Format (pdf) file** of all application materials, plans and exhibits via USB flash drive, email, or file sharing link. Plans shall be PDF format for posting on the Town’s website during the public review period and through the appeal period. Sheets shall be in one PDF file and optimized for printing on 11 by 17-inch sized paper.
- **Fees** are required at time of submittal. Additional fees may be required if the project requires additional permits or engineering/surveying review. Applications will not be processed without fee payment.
- **Plans** should be clear and legible. **Seven (7) sets** must be submitted with each application requiring Planning Commission action. The following is required on each sheet:
  - North arrow and plan north if project is at angles to N/S, E/W Project address and Assessor’s Parcel number
  - Dates of preparation and revision
  - Plans drawn to scale at ¼ inch = 1 foot, or 1/8 inch = 1 foot if ¼ inch will not fit Graphical scale bar
  - Name of the firm or individual who prepared the plan(s) and a contact e-mail and phone number. A revisions box, showing the date(s) of any changes to that sheet.
  - For application to modify a prior approval, the plans must clearly show the approved and proposed modifications. Any changes to a previously reviewed project shall be clouded
- **Title report and Fee Title Deed**

## Plan Requirements

*These requirements may be modified by Town Staff based on the scope of the project.*

### Project Data Table and Vicinity map

Data table and vicinity map shall be printed on the plan cover sheet.

- Project Address, Assessor's Parcel Number (APN), Zoning District
- Lot Area (certified surveyor's report/map may be required)
- Existing, Allowable and Proposed Adjusted Floor Area Ratio (FAR) (sq. ft. and %), detail floor area for each level and all areas excluded from floor area. "Floor area ratio (FAR)" means the ratio between the total floor area of a building or buildings located on a lot and the area of that lot in gross square feet. Please refer to code for what is included/excluded from Adjusted Floor Area.
- Existing, Allowable and Proposed Lot Coverage (sq. ft. and %, limited to 35% of lot area). Please refer to code for what is included/excluded from Lot Coverage calculation.
- Note if the project site is in a Special Flood Hazard Area (SFHA). If the project site is in SFHA, project must be discussed with the Public Works Manager prior to application submittal. An Elevation Certificate with the Base Flood Elevation (BFE) and elevation of the lowest floor of the proposed structure shall be provided.
- Small vicinity map showing the location of the project site within the Town (does not need to be drawn to scale).

### Existing/Proposed Site Plan

*Applicants should note that licensed architects are not authorized under State Law to represent property lines or the relationship of a building to a property line without having the information prepared (signed and stamped) by a licensed land surveyor. For questions, contact the Board for Professional Engineers, Land Surveyors, and Geologists, 2535 Capitol Oaks Drive, Suite 300, Sacramento, CA. 95833-2926, <http://www.bpelsg.ca.gov/>.*

- Property boundaries with lot dimensions, all easements (provide any deed restrictions and easement documents), topographic elevation of the first-floor level and spot elevations of existing and finished grade around property and adjacent to building footprint for height measurement.
- Required setback lines.
- Dimensions of all proposed setbacks.
- Foundation and rooflines of all existing and proposed structures located on the property (include garages, sheds, etc.).
- Show all adjacent building footprints, patios, windows, and trees location within 20 feet of any property line.
- Distances from existing/proposed structures to nearby adjacent buildings.
- Distances between buildings on the same site, and buildings to nearby trees.
- Differentiate between existing to remain, existing to be removed, and proposed, using shading, hatching, dashed versus solid lines, or other method.
- Driveways, parking (with dimensions), landscaped areas, patios, etc. (note paving materials and dimension driveway width). Minimum parking space dimensions are 9 feet in width by 19 feet in length and 7 feet of vertical clearance. Parallel parking adjacent to structures/walls/fences shall be 9 feet in width by 22 ft. in length.

- Street right-of-way line(s), curb line(s) or pavement edges(s), sidewalks, street trees and parkways (label distance between street curb and property line).
- Location, size, species, and dripline/canopy of all trees 4 inches in diameter or greater, measured 4 ½ feet above grade. Indicate trees that are proposed for removal or are located within 10 feet of any proposed improvements. Consider tree removal required by the Fire Code. See Ross Valley Fire Department Standard 220. If trees are to be removed, a tree removal recommendation permit from the Fairfax Tree Committee is required with the application submittal. The project plans shall include trees to be removed per an approved Ross Valley Fire Department Vegetative Management Plan (Approved VMP not required for project constituting less than a 50% remodel). Approved tree recommendation permit and VMP to be submitted with the planning application materials.
- Fences and walls.
- Yards and open space areas.
- Storage areas and screening.
- Topographic features: streams, drainage channels, ditches, rock outcroppings, etc.
- Delineate any Special Flood Hazard Area and determine the base flood elevation (if applicable).
- Existing visible landmarks (utility poles, streetlights, fire hydrants).
- Outdoor mechanical equipment (pool equipment, air conditioners, etc.)
- Existing and proposed grades. Contours lines shall be based on slope, as follows: Slopes below 5% - contours not required.

Slopes between 5% and 15% - contour interval must be two feet Slopes exceeding 15% - contour interval must be 5 feet.

### **Floor Plans (Existing and Proposed)**

- Provide dimensioned floor plans for all floor levels including basements and lofts, mezzanines, and attics.
- Window and door locations.
- Ceiling heights.
- Parking space locations and dimensions.
- Use dashed lines for demolished features and solid lines for new features.
- Identify total floor area for each level and identify areas excluded from floor area.

### **Roof Plans**

- Roof Plans must include pitch, overhangs, and skylights.

### **Building Elevations (Existing and Proposed)**

- Existing and proposed elevations for each side of all buildings to be changed or affected by new construction.
- Plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation).
- Depict all exterior features and openings.
- Note material and finish for roofing, siding, windows, entry and garage doors, trim, railing, eaves, etc.
- Existing versus proposed grade, wall, floor, and ridge height (elevation), roof pitch.
- Exterior light fixtures (lumens, color temp and dark sky compliance data required).

- If the height of the building is changing, or the building proposed is new, show the natural (existing) versus proposed finished grade at the building footprint.  
\*Maximum building height versus height limit (shown height limit with dashed line)
- Where appropriate, show adjacent features such as fences, landscaping, and other buildings and property lines.
- Dimension all second story windows from finished floor to bottom of windowsill.

## **Building Sections**

- Provide building sections showing roof pitch, floor to floor heights, topographic height of first floor, floor to grade heights, plate heights at upper levels, attic, loft, basements, stairs, crawl space, natural grade vs excavated/filled grade, etc. Additional sections may be required if a building contains multiple levels or contains an unusual or complex floor layout or level changes.

## **Boundary/topographic Survey**

- Required for: 1) any new main building, or 2) other projects as determined necessary by the project planner.
- Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, curb and sidewalk, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/structures, tree trunks, tree species and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building will be measured.
- Wet stamped and signed by a licensed California surveyor or appropriately licensed civil engineer.
- Minimum scale 1/10 inch = 1 foot.
- If located within a Special Flood Hazard Area, provide the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.
- If the project is located adjacent to a creek or waterway, show stream flow channel, bottom and top of bank, stream setback, and any easement line.
- Site surveys that are more than 5 years old need an updated survey certification. (Additional items/information may be required by the Town Surveyor).

## **Other Materials**

- Color rendering of proposed exterior.
- Color board to include exterior finish/color (with manufacturer and color name and number), window trim, roof material, siding materials, colors, etc. Photograph of the existing property and adjacent neighbors.

## **Story Poles**

Story poles are required for Planning Applications with proposed projects that include second story additions, or any new buildings and other projects as determined necessary by the project planner. Story poles must be erected at least 10 days prior to public hearing in order to allow neighbors to provide input on impacts. Poles must be removed after the 10-day appeal period unless an appeal has been filed. Story poles shall be provided for major building corners, exterior elevation changes, and roof ridges.

- Story pole plan depicting location and elevations of the story poles.
- Story pole certification is required for new single-family residences and 50% remodels and may be required for other projects as may be determined by the project planner.

## **Arborist Report**

- ISA certified arborist's report for projects involving any construction activity (including paving, grade changes, storage of materials, and parking of vehicles, and utility trenching) within the drip line of any tree 4 inches in diameter or greater measured 4 ½ feet above grade. The report shall identify tree species, size, number, locations (consistent with site plan/survey) describe the tree(s) condition and structure, assess the project's impacts on the tree(s), and recommend preservation measures both during and after construction, as applicable, and include an inspection schedule for required inspections by the project arborist.
- Identify expected green building measures to be included in the project to achieve compliance with Town Code section 15.04.010(J)(1)

## **Existing/Proposed Shadow/Shade Study**

A shadow/shade study is required for all new structures and all additions that exceed 15 feet in height, or other projects as determined necessary by staff. The project planner may waive this requirement due to site circumstances (such as existing tree screening that will remain).

- Provide a study showing the existing/proposed shade created by the project during winter and summer solstices at 9 a.m. and 3 p.m. to assist in determining the impact on natural light to neighboring properties.

## **Grading Information**

- Provide the amount of cut and fill and off-haul required for the project as separate amounts.

If the total amount of cut and fill is over 100 cubic yards then a grading permit, including an application and fees, is required to be reviewed and approved by the Planning Commission. If a Planning Commission excavation permit is required for a project the following must also be submitted:

- Geotechnical analysis
- Grading plan
  - Prepared by a licensed surveyor, architect, or engineer.
  - Provide estimated quantities and locations of cut, fill, and off-haul.
  - Show existing and final elevations.

## **Preliminary Drainage and Grading Plan**

- Required for all new units and structures 120 square feet or more in size and must include stormwater measures.

## **Landscape Plan**

Required for new single-family homes and substantial remodels/demolitions and projects located within any Commercial Zone or any Multiple Family Residential Zone or Planned Development PDD District. The plan must be designed in accordance with Marin Municipal Water District (MMWD) Water Efficient Landscape Code and Ross Valley Fire Department (RVFD) Standard 220, if applicable.



Landscape plans shall be prepared by a professional with expertise to prepare planning and irrigation plans that comply with water efficient landscape and fire safety requirements. Refer to California State Business and Professions Code Section 5640 for plan preparation licensing requirements.

- Lot lines
- Location of all proposed plants, trees, and landscape features
- Location of irrigation lines, sprinkler heads and clock(s)
- Trees to be removed and trees to be retained (numbered consistent with any arborist report) (Tree removal recommendation permit required with planning application submittal)
- Location of all structures and hardscape surfaces
- Landscape element details, location, type, and size (fences, trellises, trash enclosures, lighting, etc.). Multifamily projects shall identify adequate space for required containers for garbage, composting and recycling for each unit.
- Plant list including the type, size, spacing and mature height of all proposed landscaping and identify:
  - Low water use (W)
  - Native plant (N)
  - Fire resistant plant (F)
- Retaining walls, lighting, existing and proposed contours, if applicable.
- For all 50% remodels/additions and new residences submit an approved by the Ross Valley Fire Department Vegetative Management Plan. If trees are proposed for removal, also submit tree Committee tree removal permit. **The trees to be removed must be shown in the Vegetative Management Plan, the Tree Removal Permit, and the Landscape Plan.**

## Neighborhood Context

Required for all new units and second story additions (may be waived by staff if buildings are far apart)

- Streetscape Elevation (line drawing of the proposed project's street-facing elevation(s) along with the street facing elevation of the structures on each side of the proposed structure drawn to scale. The drawing should accurately show building heights and profiles with dimensions. Trees, if shown, should be in outline form so as not to obscure structures.

## Historic Resource Evaluation

A historic resource evaluation is required for demolition/exterior change to buildings that are 50 or more years of age to determine if there are facts to support a finding that the structure may have historic values that must be preserved, and in order to complete the California Environmental Quality Act (CEQA) review.

In some instances, Town staff may waive the requirement for the historic resource evaluation. For example, staff may waive the requirement if it is very obvious that substantial additions and/or amounts of new materials have already been incorporated into the building, or it no longer retains basic historical design features. Any staff decision to waive an historic resource evaluation may be reversed by the Planning Commission during their review of the application.

**All plans must be fully dimensioned and drawn to scale, collated, and folded. The original submittal must include 7 complete sets of plans and 2 sets of reports with additional plan sets being required later in the process once the submittal is deemed complete and prior to the Planning Commission hearing.**

<b>OTHER IMPORTANT DEPARTMENTS/AGENCIES:</b>	
<b>Ross Valley Fire Department (RVFD):</b> You must provide a vegetative management plan to the Fire Dept. and receive approval prior to submitting your application to the Planning Department. RVFD accepts online submittals only. It is your responsibility to contact the Fire Marshal for Fire Department requirements (e.g., sprinklers, hydrants, turnouts).	Contact Fire Marshal 415-258-4686
<b>Building Department:</b> If you are increasing the occupancy (number of people) and/or altering the structural character of a building, you may trigger seismic, Fire and other Building requirements.	Contact Building 415-453-2263
<b>Marin Municipal Water District:</b> Your project may generate the need for additional water.	Contact MMWD 415-924-4600 ext. 335
<b>Ross Valley Sanitary District:</b> If you are adding on or building new, you may need to upgrade or install a lateral sewer line.	Contact RVSD 415-461-1122
<b>Ross Valley School District:</b> If adding on or building a house, school fees will likely be charged. Contact school district for the dollar amount.	Contact School District 415-454-2162

## Supplemental Questionnaire and Design Review Board Applicability

### Design Review

For Commercial, Planned Developments, Hillside Residential and Multiple Family Design Review:  
(Include brand and number for all finish and/or paint colors.)

1. Exterior finish: \_\_\_\_\_
2. Proposed exterior wall color(s): \_\_\_\_\_
3. Proposed exterior trim color: \_\_\_\_\_
4. Proposed exterior window color: \_\_\_\_\_
5. Proposed roof material and color: \_\_\_\_\_
6. Special features: \_\_\_\_\_
7. Lot Coverage: \_\_\_\_\_
8. Number of existing parking spaces and their sizes: \_\_\_\_\_  
\_\_\_\_\_
9. Number of proposed parking spaces and their sizes: \_\_\_\_\_  
\_\_\_\_\_

### Design Review Applicability

#### 1. Hillside Design Review (in a ridge line)

All new dwellings located on hillside properties and all additions on properties located in a ridgeline scenic corridor (which include deck and stairway structures) shall require design review.

Additions and accessory structures may be exempt from design review where the applicant demonstrates, using story poles, plans and photo montages, that an accessory structure or addition will

have no impact on significant view corridors due to the proposed location of the structure in relation to existing improvements. Project exemption shall be determined by the Fairfax Planning Director.

**2. Multiple family Design Review**

Multiple family residential units of three (3) or more and additions to structures located in the Multiple Family RM Zone and SM-R Zone.

**3. 50% remodels and/or additions to residential properties**

**4. Commercial Design Review**

The Planning Commission must approve any minor modifications to existing buildings, structures, or improvements such as awning, canopies, window, doors, color changes, automated teller machines, or other modifications similar to the above for properties located in the Commercial Zones.

**5. Signs**

Signs complying with the Sign Ordinance can be approved by staff and only require the submittal of (2) plan sets. Other signs require the approval of the Planning Commission. Design Review Application – Additional information and fee required.

- Seven (7) complete sets of plans are required for design review applications. If your project requires design review, you will need to prepare the additional information described below in addition to the information required in pages 4 through 9 of the planning application.
- Exterior elevations from all sides. If multiple buildings are proposed, composite elevations for the entire street frontage are required.
- Cross section through project, showing project and existing adjacent features.
- Lighting plan – detail of exterior fixtures, location, and illumination (amount of light).
- Utility entrance location, trash storage location, mechanical equipment location.
- Detail of fascia, trim, railing, trellis.
- Specify irrigation systems to be used on the landscaping plan.
- 7 color elevations.
- 7 sets of color samples (copies of color samples are not accepted).
- Projects in the Downtown Area are required to submit a drawing at 1" = 40'.

We would like you to put in your own words how the project meets the design review criteria set forth in section 17.020.040 of the Fairfax Zoning Ordinance. This will help you and the Planning Commission focus on the ordinance requirements.

NOTE: In order to visualize the dimensions and location of the proposed structure, the Town review process requires **story poles for new structures, second story additions and 50% remodels**. Story poles must be erected 10 days prior to the first public hearing for a project. Poles shall be erected at all proposed building corners (rising to the proposed height of the building at that corner), and at the highest point of the proposed roofline. Also, the front corners of undeveloped land must be staked and tagged in the field. You, the applicant, will have to maintain the poles and corner flags in good condition until all public hearings on the project are over and appeal periods have lapsed. Avoid unnecessary delays to your project by maintaining the poles throughout the review process.

## Supplemental Questionnaire

### Variance

Note: an additional application fee is required for this discretionary permit.

### Requested Variances

\_\_\_\_\_ foot front yard variance to construct a

\_\_\_\_\_ within

\_\_\_\_\_ feet of the front property line.

\_\_\_\_\_ foot rear yard variance to construct a

\_\_\_\_\_ within

\_\_\_\_\_ feet of the rear property line.

\_\_\_\_\_ foot side yard variance to construct a

\_\_\_\_\_ within

\_\_\_\_\_ feet of the side property line.

\_\_\_\_\_ foot creek setback variance to construct a

\_\_\_\_\_ within \_\_\_\_\_ feet of the top of the creek bank.

Other (fence height, building height, parking number or size, etc.)

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### Findings

1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted; and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone (you may attach a statement).

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2. List below your reasons why the variance will not materially adversely affect the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood (you may attach a statement).

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3. Explain why complying with the Town Ordinance requirements will be a hardship for the owner.

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Variance – Additional information required.

- Include a cross section through the proposed project depicting the project and the relationship of the proposal to existing features and improvements on adjacent properties.
- Lot coverage calculation including all structures and continuous concrete surfaces except driveways.

In order to approve your project, the Planning Commission must make findings of fact which state that 1) there is a special feature of the site (such as size, shape or slope) which justifies an exception; 2) that the variance is consistent with the treatment of other property in the neighborhood; 3) that strict enforcement of the ordinance would cause a hardship; and 4) that the project is in the general public interest.

In the space below, please provide any information which you feel is relevant to these issues and which further explains your project.

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## Hill Area Residential Development

Attachment page 1

### Hill Area Residential Development (HRD)

Additional information and fees required.

- Amount of excavation and fill required for development (in cubic yds.) If the excavation and fill amounts exceed 100 cubic yards, it must be reviewed and approved by the Planning Commission. Please submit an excavation application and fee as well.
- If any public roads will need to be extended to access the residence plans must include the existing and proposed type of surface, the length and width of roadway to be improved, slope of roadway, elevations of any retaining walls that will need to be constructed, locations of curbs, gutter and drainage improvements and identification of emergency vehicle turn arounds (if required).
- Locate all trees within the right-of-way easement and any trees that will need to be removed (must include size and species of trees). An application for a tree removal recommendation permit from the tree committee is required for the cutting or trimming of trees with a trunk circumference as set forth in Town Code Chapter 8.36.

**Check if a tree permit is required**

List any notable physical features of the site, such as creeks, drainage channels, rock outcroppings, tree stands, etc.:

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Lot size\_ square feet      Lot frontage \_\_\_\_' \_\_\_\_"

Name and address of Licensed Surveyor:

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Name and address of Registered Civil Engineer:

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NOTE: In order to visualize the dimensions and location of the proposed structure, the Town review process requires **story poles**. Story poles must be erected at least 10 days prior to public hearing in order to allow neighbors to provide input on impacts. Poles must be removed after the 10-day appeal period unless an appeal has been filed. Poles shall be erected at all proposed building corners (rising to the proposed height of the building at that corner), and at the highest point of the proposed roofline. Also, the front corners of undeveloped land must be staked and tagged in the field. You, the applicant, will have to maintain the poles and corner flags in good condition until all public hearings on the project are over and appeal periods have lapsed. Avoid unnecessary delays to your project by maintaining the poles throughout the review process.

- Show existing and proposed on-site and off-site drainage facilities and necessary improvements to the site plan.
- Provide a signed and sealed report by a registered civil engineer specializing in soils and foundations, containing the following information:
  - site soil drainage.
  - relevant watershed boundaries (hydrologic units.)
  - relationship of proposed construction to drainage patterns in the vicinity,
  - and the cumulative effects of run-off, necessary drainage improvements, on and offsite foundation adequacy, site geology, and the safety of proposed construction.
- Include an erosion control plan with the grading plan, including a re-vegetation program.
- Floor plans should include finished floor elevations for all living levels including attic, basement, and loft areas. If the residence has multiple floor elevations (a split-level residence), finished floor elevations should be included for all rooms.
- A summary table includes the following square footages, footprint, total living space, subtotals for each floor, garage, decks, and any accessory buildings.

- Profiles depicting the relationships between proposed structures on the project site and structures existing on neighboring properties (i.e., neighboring homes, parking structures).
- Elevations of all proposed retaining walls including a description of construction materials.
- Report from Ross Valley Fire Department.

Indicate in writing how the project has been designed to comply with the HRD Overlay Zone Development Standards, Chapter 17.072 of the Fairfax Zoning Ordinance.

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# Use Permit Application

## Attachment Page 1

Use Permit Applications – Additional information required.

- A written description of the proposed use, major activities, hours of operation, number of employees on the premises during the busiest shift and when the busiest shift is expected and other information pertinent to the application.
- Floor plans must include the location of any special equipment.
- Designate customer, employee and living areas.
- If different uses are included in this activity, for example storage, retail, living space, etc. Indicate square footage of each proposed use.

In order to approve your project, the Planning Commission must make findings of fact which state that the project will not have a negative impact on the general public welfare, conforms with the policies of the Town, does not create excessive physical or economic impacts on adjacent property and provides for equal treatment with similar properties in Town.

In the space below, please provide any information which you feel is relevant to these issues and which further explains your project.

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## Use Permit Application

### Attachment Page 2

The final disposition of each use permit shall be in accordance with the facts of the particular case, and such facts must support the following determinations and findings before a use permit may be approved. Indicate how the findings below can be made:

- a. The approval of the use permit shall not constitute a grant of special privilege and shall not contravene the doctrines of equity and equal treatment.

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- b. The development and use of property, as approved under the use permit, shall not create a public nuisance, cause excessive or unreasonable detriment to adjoining properties or premises, or cause adverse physical or economic effects thereto, or create undue or excessive burdens in the use and enjoyment thereof, any or all of which effects are substantially beyond that which might occur without approval or issuance of the use permit.

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- c. Approval of the use permit is not contrary to those objectives, goals, or standards pertinent to the particular case and contained or set forth in any master plan, development plan or other plan or policy, officially adopted by the town.

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## Public Notice Requirements for all Land Use Entitlements

Public notice is sent to property owners, residents and businesses for all land use entitlements including the following:

- Zoning Change Amendments
- Design Review
- Variance
- Use Permit
- Hill Area Development Permits.

The area to be noticed is **any parcel within 300 feet** of the boundary line of the property that is the subject of the application.

When filing your application include a:

- Notification Map
- Mailing List
- Mailing Labels and stamps for property owners and residents to be notified as described below.

The applicant is responsible for the accuracy of these materials.

Erroneous information may require re-mailing or re-scheduling of the public hearing. When you file your application please sign and submit the attached affidavit stating that the required map, mailing list and labels have been prepared following these instructions.

The applicant prepares and provides the following:

1. A neighborhood notification map, mailing list and mailing labels affixed to self-sealing No. 10 envelopes.
2. Forever postage stamps affixed to self-sealing No. 10 envelopes for each address label.
3. Completes the affidavit certifying the accuracy of the mailing list.

If the approval of an application is delayed by unresponsiveness of an applicant, the address list and labels may have to be redone to ensure their accuracy.

Once Planning staff determines that an application is complete, they send a notice of completeness.

The Planning Department creates the notices, reviews the mailing information provided by the applicant, and mails the notice.

### Mailing List

List the Assessor's Block and Lot Numbers for all lots within the Notification Map with the Names and Mailing Addresses of all the property owners and the Mailing Address for all residents and businesses. Include yourself and anyone else you wish notified. Please count the addresses and provide a stamp for each label.

The required notification radius is 300 feet, always including the Abutting Property Owners; depending on the action requested, notifying Abutting Occupants or Property Owners and Occupants within a radius up to 500 feet may also be required at the discretion of the Department of Planning and Building Services.

Submit self-adhering **Mailing Labels attached to self-sealing No. 10 envelopes with a forever postage stamp affixed in the upper right corner**. With this information, one name and address per label.

- For property owners, use names.

- For residents and businesses, you may use either their name or "Occupant".
- Property Owners are those in the latest Assessors Tax Roll, available at the Marin County Assessor's Office.

For Residents or Businesses, you can get the number of dwellings or businesses on a lot from the property owner or building manager, or by counting the mailboxes, doorbells, and any businesses. You may also use the reverse telephone directory at the library, use addresses shown on the mailbox, doorbell, or reverse telephone directory, including any letter suffixes (134, 134A) or fractions (249, 249 1/2). If a doorbell or mailbox has a name but no separate street or apartment number, use that name for the mailing labels. There is usually a Resident anytime the Property Owner in the Town wide Tax Roll has a different mailing address.

In addition, a list of apartment/ multifamily renters is available on disk or in hard copy from the Planning Department. This list is an additional resource for creating the mailing list. Where the address of the owner differs from the location address of the property to be noticed, labels should be created for both owners and residents.

## **Affidavit of Preparation of Notification Map, Mailing List and Mailing Labels for Public Notification for Land Use Public Hearing**

I, \_\_\_\_\_, do hereby declare as follows: (Print name)

1. I have prepared the **Notification Map, Mailing List and Mailing Labels for Public Notification** in accordance with Planning Department guidelines.
2. I understand that I am responsible for the accuracy of this information, and that erroneous information may require re-scheduling the public hearing.
3. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, \_\_\_\_\_, 202\_\_ in the Town of Fairfax, California.

Signature: \_\_\_\_\_

Application No: \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_

## Authorization for Engineering Review

Only required for projects requiring an HRD permit, Excavation Permit, newly proposed structures, or projects including construction or modification of the public right-of-way.

I, \_\_\_\_\_, as owner / applicant on the above application and property hereby authorize the Town Engineer to review the application plans and subject site and agree to reimburse the Town for any and all charges. I understand this includes the actual cost charged by the Town Engineer, plus 30% to cover the cost of staff review, coordination, and general overhead. I am making a deposit of

\$\_\_\_\_\_ toward such charges. Should the cost of the review exceed this deposit, an additional deposit to cover overages must be made before processing the application continues or prior to the issuance of respective permits and entitlements.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Owner / Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_