



Planning Division Staff (415) 435-7390

[www.townoftiburon.org](http://www.townoftiburon.org)

SUPPLEMENTAL APPLICATION FORM  
SITE PLAN & ARCHITECTURAL REVIEW FOR  
**MINOR ALTERATION**

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**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.

- A. Residential additions less than 500 square feet in floor area.
- B. Accessory buildings or structures less than 500 square feet in floor area.
- C. Fences, walls, and/or retaining walls.
- D. Minor exterior alterations such as windows, decks, skylights, awnings, satellite dishes, fire pits, and similar items as determined by the Planning Director.
- E. Re-roofs.
- F. Swimming pools/Spas.
- G. Installation or relocation of exterior air conditioning or heating (HVAC) units, generators or similar noise-generating mechanical equipment.
- H. Satellite dishes greater than one meter in diameter;
- I. 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.
- J. 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.
- K. The placement, replacement or modification of utility distribution poles and facilities, including, without limitation, lines, wires and boxes;
- L. 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;
- M. 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;
- N. 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;
- O. Modifications to approved Site Plan & Architectural Review permits when determined to be minor in nature.
- P. Other applications which the Planning Director determines to be appropriate for Staff action.

However, your application may be referred by Planning Division Staff to the Design Review Board for action if there is controversy, or for other good cause as determined by Staff. Any application involving a variance must be acted upon by the Design Review Board.

## **PROCEDURE**

Once an application is submitted, it will be reviewed for completeness by the Staff. If possible, a preliminary completeness check will be conducted at the counter to look for any obvious deficiencies in the application (no site plan, no filing fee, etc.). A more thorough review of the application will be performed in the days following submittal. If additional information is required to make the application complete, the applicant will be notified as soon as possible.

Once an application is deemed complete, a courtesy notice describing the application will be mailed to all property owners within 100 feet of the subject property and to other potentially affected property owners as determined by Staff. The notice will provide a 10-day comment period on the application. After the comment period has concluded, the Staff may take action on the application. The application may be approved, approved subject to conditions or modifications, denied, or referred to the Design Review Board for action.

Under certain circumstances such 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.

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**

Below is a list of items typically required in order to properly review and reach a decision on an application for Minor Alteration. Depending on the nature and complexity of the site or the project, additional information may be required by the Town before an application can be found complete or a decision reached. In some instances, not all the items listed below will be required. Applicants are encouraged to consult with Planning Division Staff prior to filing an application.

1. Completed application forms (Land Development Application Form and the Supplemental Application Form for Minor Alterations).
2. Filing Fee.
3. Three (3) full sized sets of plans (usually 24" x 36") and two (2) reduced sets of plans (11"x 17"). The plans are to contain the following information if deemed appropriate for the type and scope of proposed project:
  - a. Site plan to scale showing: property lines, setbacks, and all easements or other encumbrances; all adjacent streets, vehicular access points; all proposed and existing structures; parking and driveway areas; dimensions of the lot; contours of the land; trees; and significant natural or man-made features such as drainageways, rock out-croppings, landscaped areas, fences, walls, and retaining walls. The scale and north arrow shall be shown.
  - b. Floor plans of existing and proposed structures.
  - c. Elevations of existing and proposed structures (side-by-side on the same page) and

exterior finish (colors and materials).

- d. Roof plan. Roof plan shall show story pole locations, if story poles are deemed necessary.
  - e. Detailed drawings of proposed items such as fences, retaining walls, trellises or arbors, deck railings and similar items.
  - f. Existing and proposed exterior lighting locations, and details of proposed lighting fixtures.
  - g. Landscape plan when deemed necessary. Landscape plan shall show existing landscaping, proposed landscaping (size, quantity and species), proposed landscape lighting locations, and details of landscape lighting fixtures. A Vegetation Management Plan may be required by the Tiburon Fire Protection District. Standards can be found at [www.tiburonfire.org](http://www.tiburonfire.org). Compliance with Water Efficient Landscape Standards may also be required. See the attached "Water Efficient Landscape" handout.
4. Title Report when deemed necessary.
5. Property line or boundary survey when deemed necessary.

#### Optional Items

While no longer required by the Town of Tiburon, neighbor signatures on one set of the submitted full-size plans are encouraged. The Town of Tiburon strongly encourages that applicants consult potentially affected neighbors as early in the process as possible, and certainly in advance of filing the application.

## MINOR ALTERATION SUPPLEMENT

Please fill in the information requested below:

1. Briefly describe the proposed project (attach separate sheet as needed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Lot area in square feet (Section 16-100.020(L))\*: \_\_\_\_\_ Zoning: \_\_\_\_\_
3. Square footage of Landscape Area: \_\_\_\_\_
4. 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): \_\_\_\_\_
5. Proposed use of site (example: single family residential, commercial, etc.):  
 Existing \_\_\_\_\_  
 Proposed \_\_\_\_\_
6. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.  
 \_\_\_\_\_  
 \_\_\_\_\_

TO BE COMPLETED BY APPLICANT				STAFF USE ONLY	
ITEM	EXISTING	PROPOSED ADDITION AND/OR ALTERATION	PROPOSED	CAL- CULATED	PER ZONE
<b>Setbacks from property line</b> (Section 16-100.020(Y))* <b>Front</b>	ft.	ft.	ft.	ft.	ft.
<b>Rear</b>	ft.	ft.	ft.	ft.	ft.
<b>Right Side</b>	ft.	ft.	ft.	ft.	ft.
<b>Left Side</b>	ft.	ft.	ft.	ft.	ft.
<b>Maximum Height</b> (Section 16-30.050)*	ft.	ft.	ft.	ft.	ft.
<b>Lot Coverage</b> (Section 16-30.120(B))*	sq.ft.	sq.ft.	sq.ft.	sq.ft.	sq.ft.
<b>Lot Coverage as Percent of Lot Area</b>	%	%	%	%	%
<b>Gross Floor Area</b> (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 LAND DEVELOPMENT APPLICATION

## TYPE OF APPLICATION

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Design Review (DRB)         | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Precise Development Plan | <input type="checkbox"/> Design Review (Staff Level) | <input type="checkbox"/> Final Subdivision Map     |
| <input type="checkbox"/> Accessory Dwelling Unit  | <input type="checkbox"/> Variance(s) _____ #         | <input type="checkbox"/> Parcel Map                |
| <input type="checkbox"/> Zoning Text Amendment    | <input type="checkbox"/> Floor Area Exception        | <input type="checkbox"/> Lot Line Adjustment       |
| <input type="checkbox"/> Rezoning or Prezoning    | <input type="checkbox"/> Tidelands Permit            | <input type="checkbox"/> Condominium Use Permit    |
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Sign Permit                 | <input type="checkbox"/> Junior Accessory Dwelling |
| <input type="checkbox"/> Temporary Use Permit     | <input type="checkbox"/> Tree Permit                 | <input type="checkbox"/> Other _____               |

## APPLICANT REQUIRED INFORMATION

**SITE ADDRESS:** \_\_\_\_\_ **PROPERTY SIZE:** \_\_\_\_\_  
**PARCEL NUMBER:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**APPLICANT (Other than Property Owner):** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ARCHITECT/DESIGNER/ENGINEER** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ **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 homeowners 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  
Community Development Department  
Planning Division  
1505 Tiburon Boulevard  
Tiburon, CA 94920  
(415) 435-7390 (Tel) (415) 435-2438 (Fax)  
[www.townoftiburon.org](http://www.townoftiburon.org)

#### DO NOT WRITE BELOW THIS LINE

#### DEPARTMENTAL PROCESSING INFORMATION

Application No.:	GP Designation:	Fee Deposit:
Date Received:	Received By:	Receipt #:
Date Deemed Complete:		By:
Acting Body:	Action:	Date:
Conditions of Approval or Comments: _____		Resolution or Ordinance # _____



## WATER EFFICIENT LANDSCAPE REQUIREMENTS

### Tiburon Municipal Code Title IV, Chapter 13E

#### Introduction

The Town of Tiburon has adopted Marin Municipal Water District's (MMWD) Water Conservation Ordinance 430, which added, amended, and repealed certain sections of MMWD's Title 13 Water Code. The revisions were necessary to further meet conservation measures within the District's service area, as well as meet California Green Building Standards, improve the effectiveness of the District's water waste prevention program, and increase efficiency standards.

#### What is required?

The Town's ordinance adopts by reference Marin Municipal Water District regulations regarding water efficient landscapes, and designates MMWD to implement, enforce, and monitor the provisions of the ordinance.

For projects subject to the water efficient landscape regulations, applicants to the Town will be required to submit landscape and irrigation plans directly to MMWD for review before filing a building permit application with the Town. MMWD will not review private project plans forwarded from the Town; applicants must file plans directly with MMWD and may be required to pay a plan review fee. The Town will not issue a building permit for an applicable project, until it receives plans that are stamped and signed by MMWD, indicating either compliance or compliance subject to specified conditions, with the provisions of MMWD's water efficient landscape regulations (currently set forth in MMWD Ordinance No. 430).

Projects subject to the water efficient landscape regulations are as follows:

- (1) New construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review; and
- (2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 1,000 square feet requiring a building or landscape permit, plan check or design review; and
- (3) Any project with an aggregate landscape area of less than 1,000 square feet requiring a building or landscape permit, plan check, or design review shall comply with the performance requirements of the ordinance or conform to the prescriptive measures contained therein.

When a project does not require Design Review, but does require a Building Permit and/or Grading Permit, the applicant will be responsible for providing approval from MMWD confirming compliance with its water efficient landscape regulations prior to issuance of the building and/or grading permit.

#### Process

For applicable projects, applicants to the Town will be required to submit landscape plans in compliance with MMWD Ordinance 430. Design Review permit approvals shall include a condition of approval which states the following:

*The final landscape and irrigation plans must comply with the current water efficient landscape requirements of MMWD and are subject to the following:*

- a. *The construction plans submitted to the Town for the issuance of a building permit/grading permit must be pre-approved by MMWD with the submitted plans stamped as approved by MMWD.*
- b. *The building permit application must be accompanied by a letter from MMWD approving the landscape and irrigation plans.*

- c. *If the MMWD-approved plans substantially differ from the Town-approved plans, these differences may require additional review through the Town's design review permit process and/or a revision to the Town's permit.*
- d. *The applicant is responsible for contacting MMWD for all inspections, approval and sign-off on landscape and irrigation installation. Upon approval, MMWD shall issue a Certificate of Completion, which must be submitted to the Planning Division before building permit final sign-off or a Certificate of Occupancy is issued by the Tiburon Community Development Department.*

### Inspections

MMWD is responsible for inspecting and approving all landscape and irrigation installed for applicable projects, prior to project /occupancy final. Once construction is complete, the applicant will be required to have a representative from MMWD inspect the project for conformance with the plans that were submitted and approved by MMWD.

In order to receive a project/occupancy final from the Town, the applicant will be required to submit a Certificate of Completion from MMWD demonstrating finalization of the landscaping in conformance with MMWD regulations.

### Questions

For questions regarding MMWD's water-efficient landscape regulations or plan review requirements, please call (415) 945-1497 or visit [www.marinwater.org](http://www.marinwater.org).

S:\Planning\Forms\Current Forms\Water Efficient Landscape Handout 2016.doc





# MARIN MUNICIPAL WATER DISTRICT

220 Nellen Avenue Corte Madera CA 94925-1169  
marinwater.org

## Graywater Requirements for MMWD Water Service

(District Ordinance No. 429 effective February 1, 2016)

Your project (residential or commercial) may be subject to MMWD's Graywater ordinance if:

- It is new construction and requires a new water service from MMWD, or
- It is already connected to MMWD's water system but requires an enlarged water service from MMWD (often due to additional water demands such as the installation of a fire sprinkler system).

If your project meets these conditions, , then you will be required to have your building plans reviewed for compliance with the new Graywater ordinance.

Not all projects needing a new water service or an enlarged water service meet the conditions to require Graywater. Some of the Graywater requirements include:

- Graywater systems must meet all site and waterway setback requirements.
- Soil conditions or slope of the site shall not create pooling or allow run-off of the site.
- The property needs to have the appropriate landscape plantings for Graywater to be used.
- Irrigation areas must be less than 50 feet away and cannot be uphill from the Graywater source.

MMWD is working directly with all Planning and Building Agencies to receive project transmittals during the Building Application process. Upon receipt of a plan set, MMWD representatives will review the plans for Graywater requirements and contact the Applicant to discuss details of the project for clarity prior to issuing a "Graywater Sign Off Form".

MMWD requires that the Applicant bring the Graywater Sign Off Form to the Engineering Department when applying for a new water service or an application for an increase in the size of the existing water service. Graywater Sign Off Forms that require the installation of Graywater, must be signed-off by the Building Inspector that compliance has been met.

For more information on Graywater systems, please visit:

<http://www.marinwater.org/155/Graywater> and

<http://www.marincounty.org/depts/cd/divisions/environmental-health-services/graywater-systems>.

This new requirement supports the district's ongoing efforts to reduce water demand. For more information about the requirement contact Engineering Services at 415-945-1530.



220 Nellen Avenue, Corte Madera, CA 94925  
Engineering Department, 415-945-1530

### GRAYWATER SIGN-OFF FORM

Your project may require the installation of a Graywater system *IF*:

- You need a new water meter installed.
- You need to enlarge an existing water meter.

Please complete this form and submit it along with your water service application package.

Property Information			
Address		APN	
Property Use			

### Type of Project

- New Construction** - Development of a property not currently served by MMWD or an addition requiring the installation/enlargement of water service.
- Demo & Rebuild** - Demolition of existing structures and construction of a new residential or commercial building requiring the installation/enlargement of water service.
- Redevelopment** - Construction associated with changing the existing use of a property and requiring the installation/enlargement of water service.
- Significant Remodel** - Changes to an existing structure requiring the installation/enlargement of water service (often due to additional water demands).

### Property Owner Acknowledgement

I, \_\_\_\_\_, the owner or authorized owner's agent of the above-referenced property, understand that the installation of a graywater system may be required pursuant to MMWD District Code. The viability for installation of a graywater system for this property has been considered and determined that installation of a graywater system is:

- Feasible** - A graywater system will be installed in compliance with Chapter 16 of the California Plumbing Code. Inspection, approval and completion of the sign-off section of this form by the local building department is required.

Type of Graywater System:

- Laundry to Landscape (L2L)** - Utilizing clothes washer discharge water for landscape irrigation.
- Simple System** - A system with a discharge of 250 gallons per day or less. Installation of a district-approved backflow assembly is required.
- Complex System** - A system with a discharge greater than 250 gallons. Installation of a district-approved backflow assembly is required.
- Not-Feasible** - A graywater system will not be installed. I have attached a statement of facts to substantiate our determination. Completion of the sign-off section of this form by the local building department is not required.

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

-----MMWD Section Only-----

MMWD Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Sign-Off

Building Dept.		Inspector	
Inspector's Phone		E-mail	
Signature			Date

Building/Planning Comments \_\_\_\_\_ ver. 5/18/2016