



PLANNING APPLICATION  
SUBMITTAL CHECKLIST

COUNTY OF MARIN



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# APPLICATION SUBMITTAL

Submitting a complete application is the key to finishing the planning process quickly. This checklist describes all the plans, documents, and other information necessary to prepare a complete application. To begin, you must know what planning application(s) you are submitting and then review the checklist table on the following pages to find the basic submittal items (marked with a ✓). You must include all the basic submittal items in your application packet or it will not be accepted for review. Basic submittal items that do not apply to a project are not required (e.g. septic plans for a project served by public sewer). After reviewing your initial submittal package, your project planner will determine whether additional items (marked with a □) will be required before your application can be deemed complete.

Items required on the checklist may be combined on the submitted plans so long as the plans are easy to read. Structural drawings and calculations are not required for most planning permit applications. Terms used in this checklist are defined in the applicable sections of the Marin County Code.

Please review the sample plans the Planning Division has had prepared to better understand the requirements specified in this checklist. Included in the sample plans are site plans, architectural elevations, sections, and floor plans, as well as landscaping and vegetation management plans. Reviewing these in combination with the items in this checklist should clarify the expectations for

submittal information. The sample plans are available on our website and at our planning service counter.

## Plans

Most planning applications require the submittal of five copies of the complete set of plans plus a reduced plan set that is 11 inches by 17 inches in size. Each full-sized set of plans should not exceed 24 inches by 36 inches, and must be collated and folded to a size no larger than 11 inches by 17 inches. In addition to the hard copy plan sets described above, electronic copies of plans and technical reports shall be submitted. Electronic plans and accompanying technical reports shall not exceed a file size of 60 MB each and must be submitted on a USB drive. All plans and reports need to be dated. If you are submitting revisions to an existing application, the revisions must be clouded and properly identified with each revised sheet marked "revised" and the revision date clearly indicated. Please consult with your assigned planner when submitting revisions to see if you will be required to submit complete sets of revised plans. All plans must be accurate and internally consistent.

## Application Forms and Fees

A completed and signed Planning Permit Application or Property Modification Application must be submitted along with the application packet. Property Modification Applications are required for Tentative Maps, Lot Line Adjustments, and Certificates of Compliance. Please provide a brief written description of the project on the application form. All applications must be signed by the property owner. Please refer to the Planning Division's

current fee schedule for required fees. All checks must be payable to the "Marin County Community Development Agency" or "Marin County Planning Division."

# Marin County Planning Application Checklist

Engineering and Surveying																				
Application Type	Legislation		Developments											Land Uses and Businesses			Property Modifications			
	PA /RZ	MP	DR /DP	DM	CP	VR	TR	TP	SPR	FH	PS	MSP /SR	SP /TSP	CUP/ MUP	ADU	LF	TM	TW	LL	CC
# of sets of plans required	8	8	5	2	5	5	3	5	3	3	1	3	3	5	5	3	8	5	5	1
1. Site Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Grading Plan			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3. Drainage Plan			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4. Utilities Plan			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Septic System Plan			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Development Envelopes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Site Boundary Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Topographic Survey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Site Staking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Story poles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
11. Stormwater Control Plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Constraints Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Architecture																				
Application Type	Legislation		Developments											Land Uses and Businesses			Property Modifications			
	PA /RZ	MP	DR /DP	DM	CP	VR	TR	TP	SPR	FH	PS	MSP /SR	SP /TSP	CUP/ MUP	ADU	LF	TM	TW	LL	CC
13. Project information		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14. Floor Plans			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
15. Building Demolition Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
16. Building Elevations			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
17. Cross Sections			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>					
18. Materials, Colors, and Details			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
19. Landscape Plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
20. Vegetation Management Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
21. Master Plan Exhibit		<input checked="" type="checkbox"/>	<input type="checkbox"/>														<input type="checkbox"/>			

## Special Studies and Documents

Application Type	Legislation		Developments											Land Uses and Businesses			Property Modifications			
	PA/RZ	MP	DR/DP	DM	CP	VR	TR	TP	SPR	FH	PS	MSP/SR	SP/TSP	CUP/MUP	ADU	LF	TM	TW	LL	CC
22. Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23. Telecommunications Facilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>						<input type="checkbox"/>						
24. Historic Checklist (Coastal Zone)					<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>								
25. Operational Characteristics		<input type="checkbox"/>			<input type="checkbox"/>						<input type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
26. Property Deed Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Property Status Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
28. Evidence of Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
29. Photo-Simulations & 3D Renderings		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>								
30. Acoustical Study		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>						
31. Arborist's Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
32. Agricultural Management Plan		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
33. Photometric Study		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
34. Preliminary Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
35. Hydrological Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Biological Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Archaeology Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Historical Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
39. Traffic/Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40. Transportation Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
41. Affordable Housing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						<input type="checkbox"/>			<input checked="" type="checkbox"/>			
42. Construction Program		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>						
43. Approved Master Plan			<input type="checkbox"/>														<input type="checkbox"/>			

**Key:**

PA = Plan Amendment  
 DM = Minor Design Review  
 SPR = Site Plan Review  
 SP = Sign Permit  
 LF = Large Family Day Care

RZ = Rezoning  
 CP = Coastal Permit  
 FH = Floating Home  
 TSP = Temporary Sign Permit  
 TM = Tentative Map

MP = Master Plan  
 VR = Variance  
 PS = Property Status Determination  
 CUP = Conditional Use Permit  
 TW = Tentative Map Waiver

DR = Design Review  
 TR = Tree Removal  
 MSP = Master Sign Program  
 MUP = Master Use Permit  
 LL = Lot Line Adjustment

DP = Precise Development Plan  
 TP = Tidelands Permit  
 SR = Sign Review  
 ADU = Accessory Dwelling Unit  
 CC = Certificate of Compliance

Information required

Information may be required based on project-specific circumstances



# PREPARING FOR THE APPLICATION MATERIALS

**To assist you in preparing the application materials, the following information has been grouped into three categories: Engineering and Surveying, Architecture, and Special Studies and Documentation.**

**ENGINEERING AND SURVEYING** – The following items are often best completed by a civil engineer or surveyor.

## 1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

### A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road. In general, the vicinity map should be based on the “Marin Communities Map” available on the

Community Development Agency’s webpage at: [www.marincounty.org/depts/cd/customer-service](http://www.marincounty.org/depts/cd/customer-service).

### B. *Boundaries*

The site plan must show all existing and proposed lot lines, labeled with their metes and bounds, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated. If the property is governed by a planned zoning district, then all contiguous legal lots of record under a single ownership must be shown.

### C. *Structures*

Indicate the footprints and use of all existing and proposed structures and buildings, including any structures proposed to be removed. The minimum setbacks from the exterior walls of all buildings to all property lines and access easements must be dimensioned on the plans. The maximum extent of each proposed building footprint shall be shown in a relative line weight that is heavier than those lines that show other project components.

For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

Plans for retaining walls shall indicate the top and bottom of wall elevations. The footprint and height of any existing or proposed structure on adjacent properties may be required to be provided in some instances.

D. *Roofs and Building Height*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. The roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

E. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

F. *Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and anticipated noise levels shall be provided.

G. *Natural Features*

All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses including tide water must be shown.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. Areas of geological instability shall be identified, including faults and landslides.

H. *Topography*

Existing and proposed site contours must be shown at a minimum of 5-foot intervals, and their respective elevations must be labeled. The contour information may not be absolutely precise unless a topographical survey is required, but must be generally accurate. All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be

shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required.

I. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

If a waiver or exception from the Department of Public Works' standards is necessary, submit a written request and supporting documentation.

J. *On-Site Water Provision*

Show the location of all existing or proposed private water wells and water supply systems (such as wells and springs), as well as the location of any existing/proposed water storage tank(s) on the subject and adjoining properties. The location of any existing or proposed sewage disposal systems within 150 feet of proposed water wells must also be shown. Include leach fields, septic tanks, sewer mains and sewer laterals on the plans.

Yield tests and other studies may be required by the Environmental Health Services Division for projects involving wells.

K. *Associated Site Design Elements*

The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), retaining walls, bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.

***The following types of applications have special requirements, as indicated below.***

**Sign** applications must include the following information:

- The location of all existing and proposed signs.
- Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Please note any signs that will be altered or moved. In some instances, patent trademark information may be required.

**Lot Line Adjustment** applications must be prepared by a licensed surveyor and include the following information:

- Existing and proposed property lines, easements, and other boundary lines such as zoning and city limits, as well as Assessor's Parcel Numbers are required. At a minimum there shall be two separate sheets: one showing all existing boundary lines and another showing existing and proposed boundary lines. Other site information is also required.
- Area of lots before and after the adjustment.
- Names of property owner(s) for each lot.

**Site Plan Review** applications shall include the following information for properties on or within 100 feet of a shoreline:

- Delineation of the mean high tide, based on the National American Vertical Datum (NAVD) for the site, and contiguous land within the property that is between that elevation line, and either a point 100 feet inland or the nearest publicly maintained road, whichever is closer.
- Calculations (in cubic yards) for all existing and proposed fill below the mean high tide elevation.

Note: Roof Plans and Building Height information (item D) is not necessary to include in Site Plan Review applications.

**Floating Home Exception** applications must include the following information:

- Distances to adjacent floating homes drawn to scale.
- Location of the dock and access walkway.
- Location and dimensions of all accessory facilities (floating docks, platforms, etc.) to the floating home.
- The complete berthing space including affected portions of adjacent berthing spaces and docking, mooring, and other facilities must be shown.

- Dimensions of the hull and/or outlined perimeter of the superstructure if it is greater than the hull.

**Tentative Map (Land Division or Subdivision)**

applications must include the following information:

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps must be limited to a maximum size of 24 inches by 36 inches.
- The title of the tract must be shown on the Tentative Map.
- Existing and proposed property lines, easements, and other boundary lines such as zoning and city limits, as well as Assessor’s Parcel Numbers are required. At a minimum there shall be two separate sheets: one showing all existing boundary lines and another showing existing and proposed boundary lines. Other site information is also required.
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses including tide water must be shown on the Tentative Map.
- Average lot slope calculations for the original lot and all proposed lots must be shown on the Tentative Map.

- The net lot area calculation must be shown on the Tentative Map.
- If a Vesting Tentative Map is proposed, “Vesting Tentative Map” must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map includes: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested.

**Certificate of Compliance** applications may be required to include a site plan that shows the parent legal lot of record and the boundaries of the subject unit of real property within the parent lot, with metes and bounds descriptions clearly labeled.

**2. A Grading Plan**

A preliminary grading plan that indicates existing and proposed contours across the building site and the limits of grading must be submitted. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines.

The amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of

disturbance proposed for the project and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul shall be identified in cubic yards.

### **3. A Drainage Plan**

A preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect or landscape architect, showing existing and proposed drainage for the site, structures, driveway and other improvements must be submitted. The plan must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces.

Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan.

### **4. A Utilities Plan**

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

### **5. A Septic System Plan**

If the subject property is not served by a sanitary sewer district, the location of any existing or proposed septic system, including dimensions and sizes of the septic tank, disposal fields, reserve area, wells and water systems on the subject and adjoining lots, springs or waterbodies (if any) must be clearly and accurately depicted consistent with the site plan. The applicant must submit sufficient evidence regarding the ability of each of the lots involved in the project to accommodate such a system. The septic system plan must include a calculation of the existing and proposed floor area for the project, by structure and by occupancy code, as defined by the most recently approved version of the California Building Code.

### **6. Development Envelopes**

Envelopes for existing and future structures, locations of road and utility alignments, and septic leachfield areas must be shown on the site plan. In some cases, only envelopes for buildings will be required.

### **7. A Site Boundary Survey**

A site survey must be prepared and signed by a licensed surveyor whose name, address and phone number are indicated. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of structures and other improvements. In

some instances, verification from a licensed surveyor will be required that provides information regarding the conversion from NAVD88 to Mean Lower Low Water (MLLW). Such verification must be prepared, signed and stamped by a licensed surveyor, and provide the most current conversion information.

## **8. A Site Topography Survey**

The topographic survey information must be prepared by a licensed surveyor whose name, seal, and signature appear on the plans. For property with an average slope of 15% or less, two foot contour intervals must be indicated. For a property with an average slope greater than 15%, five or ten foot contour intervals are acceptable.

All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek. The existing and proposed average lot slope consistent with Section 22.82.050.C.1 of the Marin County Code shall be provided.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be

based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD.

## **9. Site Staking**

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, swimming pools, water tanks, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning Division staff. The applicant shall submit written notification that the stakes have been installed. Planning staff has the discretion to require that the staking be placed by a licensed surveyor.

## **10. Story Poles**

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof

ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed.

The story poles must be connected by orange construction netting and shall clearly and accurately demonstrate the maximum roof height and perimeter of the structure. The construction netting must be at least 1.5 feet wide and must be installed at the perimeter of the building and at the ridgelines of the roof to represent the height, mass, and bulk of the structure to the maximum extent feasible. The story poles must be constructed in such a manner that they will be able to withstand the elements until the end of the planning permit process. If high winds make it unsafe to install construction netting showing the roof ridges, then the tops of the poles may be painted orange, and orange tape may be substituted for the netting. Planning staff has the discretion to require that the story poles be placed or certified by a licensed surveyor.

The schedule for installing the story poles must be coordinated with the Planning Division staff and should generally not be done until all other necessary items of information for the project have been submitted. The applicant shall submit written notification that the story poles have been installed.

## **11. Stormwater Control Plan**

A Stormwater Control Plan shall be prepared by a registered civil engineer, architect, or landscape architect. For detailed guidance on how to prepare the Stormwater Control Plan, please refer to the publication entitled, "BASMAA Post-Construction Manual". This publication is available at [www.mcstoppp.org](http://www.mcstoppp.org) (please refer to the Marin County Stormwater Pollution Prevention Program's [MCSTOPPP] website under "Development Projects/Post Construction Stormwater Management"). A Stormwater Control Plan template is available on the webpage as well. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan may also be required.

## **12. Constraints Map**

A composite constraints map that shows the proposed site boundaries and improvements overlain by environmental constraints and adequate buffers surrounding significant environmental features shall be prepared by the project architect or civil engineer in consultation with other technical specialists working on the project. These buffers shall be based on County environmental protection policies, where appropriate, and on the environmental studies required for the application.

Buffers shall be accurately mapped and may include, but are not limited to Tree Protection Zones, Wetland



Conservation Areas, Stream Conservation areas, Ridgeland and Upland Greenbelt Areas, flood zones, geologically unstable or otherwise hazardous areas, and adequate distances from special status species or hazardous areas. Appropriate Tree Protection Zones may be determined by an arborist, or an assumed distance of one foot diameter per each inch of trunk diameter at breast height may be used. Slope percentages for different portions of the site shall be provided in the following increments: 0 to 15%, 16% to 24%, 25% to 34%, >34%. The constraints map shall have the same scale as the site plan.

**ARCHITECTURE** – The following items are typically completed by architects and landscape architects.

### **13. Project Information**

A written description must be included that summarizes the key components of the project.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.

- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in Marin County Code, including the following information:

1. Existing and proposed lot area (both the dry land area and the total area must be provided for lots that are partially submerged)
2. Existing and proposed Building Area
3. Existing and proposed Floor Area
4. Existing and proposed Floor Area Ratio
5. Proposed Area of additional disturbance
6. Existing Lot Coverage –
  - Impervious coverage
  - Pervious coverage
7. Proposed Lot Coverage –
  - Impervious coverage
  - Pervious coverage
8. Grading calculations (cubic yards) –
  - Cut
  - Fill
  - Off-haul

9. Existing and proposed parking
10. Minimum setbacks for exterior walls of proposed building area
11. Maximum height of proposed building area

In general, the project information should be shown on the plans using the data table template provided on the Planning Division's website at: <http://www.marincounty.org/plan>.

#### **14. Floor Plans**

Fully dimensioned floor plans for all levels of existing and proposed structures must be submitted. The garage and all food preparation facilities, windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans.

For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

#### **15. Building Demolition Plans**

All building area proposed for demolition shall be shown as hatched with dashed lines indicating walls to be demolished, in conformance with the Development Code definition of demolition. Calculations of the linear distance of existing exterior

walls and the linear distance of exterior walls to be demolished shall be provided.

#### **16. Building Elevations**

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of 1/4 inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans.

If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines. In some instances, elevations may be required to indicate the location and height of structures and buildings on adjacent properties in relation to the proposed project.

**Floating Home Exception** applications must include an accurate delineation of the water line at high tide with the floating home elevations.

## 17. Cross Sections

A cross section through the proposed structure that is based on accurate topography and indicates the finished floor, foundation line, and roof ridge elevations must be submitted. Existing and finished grades must be indicated. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways and impacts to surrounding properties.

**Floating Home Exception** applications must include an accurate delineation of the water line at high tide.

## 18. Materials, Colors, and Details

One sheet of the plans must include photos of color chips and exterior building material samples for the painting, roofing, siding, window casings, and trim. The plans may indicate elevations to match existing colors and materials. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. When stucco is proposed, the stucco texture shall be indicated. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing must be submitted. Cut sheets showing the exterior lighting fixtures and other site design elements must be shown on the plans.

A materials sample board, not to exceed 8.5" by 14" in size, may be required in some instances. The materials sample board shall include physical samples of exterior materials (roofing, cladding, trims, deck surfaces, railings, etc.) as well as paint swatches (minimum swatch dimension of 6" by 6") of all exterior colors that would be used with the proposed project. Contextual photographs that show adjacent structures and buildings (including side and rear vantages), as well as on overall neighborhood panoramic shall be included on the materials sample board.

## 19. A Landscape/Revegetation Plan

A landscape or revegetation plan must be submitted. This plan shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate whether each proposed tree or plant is native to California, the Bay Area or Marin; 3) indicate the existing size or container size at the time of planting and the height at maturity; and 4) indicate the method and general location of irrigation. The landscape plan shall identify the trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade. For more densely vegetated or wooded areas or in tree clusters, only the perimeter outline of the dripline needs to be shown. However, significant trees within the clusters must be shown if they are proposed for removal.

Plans must make existing versus proposed vegetation graphically distinguishable by connecting proposed plants and trees, on center, with a solid line leading to the label. Only those elements of the proposed landscaping that are related to the project must be shown. In general, it is not necessary or advisable to show ornamental landscaping in interior portions of sites. The landscape plan shall be drawn at the same scale as the site plan.

## **20. A Vegetation Management Plan**

A vegetation management plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- A. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area. (See County WUI Ordinance for definition of Defensible Space.) Every tree within the Defensible Space with a trunk that is greater than six inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.
- B. Vegetation management proposed for all vegetation types in the Defensible Space. In

particular, proposed removal/substantial pruning must be detailed for every tree shown.

## **21. A Master Plan Exhibit**

A Master Plan Exhibit must be submitted that provides parameters for future development. A diagram shall be prepared, based on the site plan, which indicates locations for all of the key elements of the Master Plan. An associated narrative that includes tables of development standards shall also be provided.

An exhibit for a new Master Plan shall set forth criteria for future development. Such criteria may be required to include the following:

- A. Density, lot areas and dimensions.
- B. Development areas, open space areas, and environmental buffers.
- C. Site planning, circulation and parking.
- D. Areas of grading, storm water management, and landscaping.
- E. Structure height, building and floor area, floor area ratio, lot coverage, and setbacks.
- F. Architectural and site design.

In addition, an exhibit for a new Master Plan shall establish clear and unambiguous review procedures for future development, including:

- A. Development subject to ministerial review to ensure compliance with established Master Plan criteria.
- B. Development subject to discretionary review to ensure compliance with established Master Plan criteria.
- C. Procedures to deviate from established Master Plan criteria.

An exhibit for a Master Plan amendment shall clearly indicate the changes proposed to the existing Master Plan.

**SPECIAL STUDIES AND DOCUMENTS – The following information can be compiled by the applicant in consultation with a qualified professional.**

**22. A current Preliminary Title Report (2 copies)**

A current (prepared within the last 6 months) preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

**23. Telecommunications Facilities**

A completed *Guide to the Marin County Telecommunications Facilities Policy Plan Application Requirements and Checklist* and all the information listed therein must be submitted.

**24. Historic Checklist (Coastal Zone)**

For properties in the coastal zone, the Local Coastal Program’s Historic Review Checklist must be completed for all new construction, alterations, and additions in historic areas designated in the Local Coastal Program and for individual pre-1930 structures located in the coastal zone but outside of the boundaries of the historic areas. The checklist applies to all structures, including signs.

**25. Operational Characteristics (for non-residential uses)**

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- A. The maximum number of staff on site at any one time.
- B. The hours of operation, including hours open to the public as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.

- C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
- D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- E. The schedule, frequency and nature of expected deliveries to the site.
- F. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- G. The path of travel for pedestrians and vehicles at the site.

**26. Property Deed Information**

The applicant shall submit the following information:

- A. A complete chain of title extending back to the "parent" legal lot of record from which the subject unit of real property was created in its current size and configuration, as well as all recorded subdivisions, recorded surveys and adjudicated settlements that affect the subject property. The chain of title shall be certified as complete by a qualified title officer, attorney, or surveyor.

- B. A signed statement from a title officer or qualified surveyor indicating the date as well as the deed or other instrument number, which created the subject unit of real property.

**27. Property Status Information**

The applicant shall submit the following information:

- A. Copies of the Assessor's Records for the subject property.
- B. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- C. Copies of any permits issued by State or Federal agencies for the property.
- D. Property appraisals performed by a qualified appraiser.

**28. Evidence of Water Supply (2 copies of reports)**

Where water is to be supplied by the establishment of a mutual company, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data regarding the quantity, quality and safety of the proposed water supply.

Where water is to be supplied by wells, springs or other sources of water, the applicant must submit

sufficient evidence substantiated by adequate tests and/or engineering data to indicate whether adequate water can be obtained from wells, springs or other sources of water for each lot involved in the project and for fire protection.

**29. Photo-Simulations and 3D Renderings (2 copies)**

Photo-simulations of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. The photo-simulations shall be based on a Digital Terrain Model that accurately reflects the existing and proposed grades and shall show the mass of the proposed residence and the location of the proposed driveway. A “normal” camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain to scale on the images.

Two photo-simulations shall be prepared for each vantage point required and approved by the Planning Division to show the impact of the development without any proposed landscaping and also to show the impact of the development with the proposed landscaping (assuming five years of average growth).

The applicant shall submit documentation providing information on the scope of work, the location of the

proposed vantage points, the time that photographs would be taken, and the firm chosen for the project for planning staff’s review and approval prior to the analysis being initiated. The photo-simulations are subject to peer review at the Director’s discretion.

In some instances, contextual, photorealistic, 3D renderings in elevation or isometric view may be required.

**30. Acoustical Study**

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project.

**31. Arborist’s Report**

An arborist’s report that has been prepared by a qualified arborist must be submitted. The arborist’s report shall provide an evaluation of the trees that could potentially be affected by the development or fuel reduction requirements that meet the definition of a “protected” or “heritage” tree in Chapter 22.130.030 of the Marin County Development Code except in the coastal zone. In the coastal zone, any

trees that could be considered significant vegetation shall be evaluated.

The arborist's report shall, at a minimum, indicate the health of the trees in this area, and evaluate any adverse effects to the trees that would occur due to the project. Specifically, the arborist's report shall recommend appropriate tree protection zones for trees that would remain on the property and appropriate locations for replacement trees to be planted.

If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The report shall also indicate whether there are exotic trees on the site and whether any exotic trees are invasive. The arborist's report is subject to peer review at the Director's discretion.

### **32. Agricultural Management Plan**

An agricultural management plan to address the ongoing agricultural use of the property must be prepared by the applicant. The plan must: (1) identify and assess useable agricultural land on the property; (2) identify and assess the potential, existing, and proposed agricultural uses suitable for the site; (3) provide for long-term management and preservation of the agricultural lands and outline a plan for sustainable agricultural use(s); (4) analyze water supply and water demand; (5) analyze the extent to

which proposed development supports and affects the continued and future agricultural use of the land; and (6) provide a marketing/business plan. The plan shall also provide a brief description of the farmer or rancher's background in agricultural operations.

### **33. Photometric Study**

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

### **34. Preliminary Geotechnical Report (2 copies)**

A geotechnical report can be prepared by a certified engineering geologist, a soil engineer, a geotechnical engineer or a civil engineer practicing within the area of his or her competence, which identifies seismic and geologic hazards, and recommends construction measures and other precautions to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

- A. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site



based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems. The soils reconnaissance shall also estimate the retreat rate of any bluff that could threaten improvements within 100 years.

- B. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damages to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.

### **35. Hydrological Report (2 copies)**

A hydrological report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the

proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The hydrology report may be subject to peer review at the Director's discretion.

### **36. Biological Site Assessment**

A biological site assessment shall be prepared by a qualified biologist and provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation and any Stream Conservation Areas or stream buffer areas must be clearly mapped.

In addition, the biological site assessment shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. If there are wetlands adjacent to the project, then a wetland delineation shall be submitted, and the boundary of any riparian vegetation shall be clearly identified in the report. The report shall also indicate whether there are any

exotic species of plants on the site and whether any species are invasive.

If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The biological assessment is subject to peer review at the Director's discretion.

NOTE: in those cases when a biological site assessment is required, Marin County reserves the right to directly hire a biologist of the Planning Division's choice. The cost of the contract and the Division's standard contract administration fee shall be submitted by the applicant.

### **37. Archaeology Report**

An archaeology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the archaeology report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The archaeology report is subject to peer review at the Director's discretion.

### **38. Historical Study**

A historical study shall be prepared by a qualified architectural historian. At a minimum, the historical study shall assess whether the location of the project site or the existing structures on the project site could be considered a significant historical resource. The report should evaluate the project based on Countywide Plan policies regarding historical significance and on the Local Coastal Plan Historic Review Checklist in the Coastal Zone. If the study finds that a structure or location is a significant historical resource, a further evaluation of potential preservation measures may be required. The historical study is subject to peer review at the Director's discretion.

### **39. Traffic/Parking Study (2 copies)**

A Traffic Study will evaluate existing levels of service at intersections around the project site, the proposed level of service including the project, calculate existing peak PM trips and PM peak trips added by the project, and determine cumulative traffic conditions.

A parking study may also be required, which analyzes existing parking demand and the parking demand created by the project. In some instances a sight distance analysis and turning radius analysis may be required.

#### **40. Transportation Management Plan (2 copies)**

A Transportation Management Plan (TMP) that addresses all modes of transportation as well as parking for the proposed project shall be prepared by a qualified traffic engineer or traffic planner. The TMP shall provide objectives and strategies for normal operations as well as special events, and show improvements that would be necessary to achieve these objectives and strategies. The TMP shall provide details for traffic management including methods such as using single-occupancy vehicles, bicycles, pedestrian travel, school buses, public transit, and car-pooling. Quantifiable rates of the different methods shall be provided for both regular activities and special events. Pick-up and drop-off locations and routes for all vehicular travel shall be identified. Pick-up and drop-off times shall also be identified and coordinated with regular and special event schedules. Staff activities regarding traffic and parking management shall be described. Detailed requests for any waivers of standard requirements necessary shall be requested with adequate material to support the request.

#### **41. Affordable Housing Plan**

The Affordable Housing Plan must include the following information:

- A. Number, affordability level, unit type, tenure, number of bedrooms, location, size, and design of all inclusionary units.
- B. Construction schedule and phasing of inclusionary units in relation to market-rate units.
- C. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.
- D. Any incentive requested pursuant to Chapter 22.24 (Affordable Housing Incentives), including the additional information specified in that Chapter.
- E. Such additional information as may be required by the Director to ensure conformance of the project with Marin County's affordable housing requirements and the Countywide Plan.

#### **42. Construction Program**

A construction program shall contain a number of components related to development activities, including the following:

- A. A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction

signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown.

- B. Dust reduction consistent with the Bay Air Quality Management District's basic control measures.
- C. An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works.
- D. A traffic control plan, as required by the Department of Public Works.
- E. The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
- F. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, septic system and utilities installation.

### **43. Approved Master Plan**

An approved Master Plan for the property must be submitted, and information from the Master Plan that is relevant to the proposed project must be shown on the plans.

# FEEDBACK

We are always looking for ways to improve the planning process, and your feedback is a valuable source of information for us. We invite you to let us know about changes you would like to see and we provide a couple of opportunities for you to give us your opinion. If you go through a discretionary planning process, we will send you a survey afterwards asking you about your experience. Also, we have an email dedicated to receiving your comments on the planning process at [Planning\\_feedback@marincounty.org](mailto:Planning_feedback@marincounty.org). We appreciate your constructive criticism and thoughtful suggestions.



All County publications are available in alternative formats (Braille, Large Print, or CD), upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice) 473-3232 (TDD/TTY) or by e-mail at [disabilityaccess@marincounty.org](mailto:disabilityaccess@marincounty.org) at least four work days in advance of the event. Copies of documents are available in alternative formats, upon request.

