

Application Process

- 1) All applications and resubmittals shall be submitted to the Planning Division of the Community Development Agency (CDA).
- 2) State law requires a reviewing agency to make a determination of completeness within 30 days of the submittal or resubmittal of the application.

OTHER CONSIDERATIONS

Depending on the project, other criteria may apply.

Is it a County maintained road? If so, encroachment permits will be required for any work within the road right-of-way.

Check your conditions of approval. Once you receive your project approval, check your conditions of approval carefully. Certain conditions from Public Works may need to be met prior to obtaining a building permit or other approval allowing construction to start.

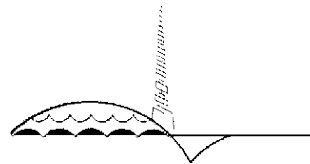
QUESTIONS?

Call (415) 473-6530

To aid us in serving you, please provide the secretary with the community and address in which the project is located so your call can be directed to the appropriate staff.

Marin County

Department of Public Works



Marin County

**Department of Public Works
Land Development Division**

Planning Referral Fact Sheet

The Community Development Agency refers projects subject to Design Review, certain permits, and other reviews required under Marin County Code (MCC) to the Department of Public Works (DPW) for review, comment, and recommendations.

In order for DPW to provide complete comments or recommendations on the project, the applicant should provide all of the information necessary to evaluate the project. This fact sheet provides general guidance on the minimum information needed and other criteria to consider in the plans. Complete submittals will help to expedite the review process.

For specific requirements, please consult the MCC or your design professional. MCC can be found on the Internet at:

<http://municipalcodes.lexisnexis.com/codes/marincounty>

Related Titles include:

TITLE 19 Buildings

TITLE 22 Zoning

TITLE 23 Natural Resources

TITLE 24 Development Standards

DPW SUBMITTAL REQUIREMENTS FOR COMPLETENESS

The site plan should clearly incorporate the following information. Note that DPW may require additional information or may waive certain requirements provided the design will satisfy the intent of the requirement and not jeopardize the health, safety, or welfare of the public.

1. Property lines.
2. Easements.
3. Legal access to a public right-of-way.
4. Width of right-of-way.
5. Existing and proposed drainage for site, structures, and driveway.
6. Edge of pavement and width of street along property frontage.
7. Parking (MCC Section 24.04.330 thru MCC Section 24.04.410)
 - a) Single-family dwellings require two resident and two guest parking spaces. If parking on the street is restrictive or nonexistent, guest parking shall be located within the property.
 - b) Parking cross slope shall be no greater than 8 percent.
 - c) Refer to MCC for stall sizes. Interior parking stalls shall be a minimum of 9 ft by 20 ft.
8. Grading (MCC Section 24.04.620 thru MCC Section 24.04.740)
 - a) Slopes shall be no steeper than 2 horizontal to 1 vertical unless a geotechnical report is provided.
 - b) Show existing and proposed grades.
 - c) Contour lines shall have a minimum 2-ft contour interval or as noted in MCC Title 22 for specific application.
9. Driveway location, grade, surface, and drainage (MCC Section 24.04.235 thru 24.04.320)
 - a) Single-family dwellings require a minimum width of 12 ft.
 - b) Driveways with grades greater than 12 % and lengths greater than 150 ft may be required to provide a profile.
 - c) Maximum driveway grade is 25%.
 - d) Turnouts shall be provided on driveways 150 feet or longer.
 - e) Turnarounds shall be such as to allow the attainment of the desired direction in no more than one movement.
 - f) The local fire agency may have more restrictive requirements.
10. Retaining Walls
 - a) Location
 - b) Height
 - c) Drainage
 - d) Foundation shall be within property limits.
11. Flood Zone (MCC Section 23.09.033)
 - a) Check FIRM maps to verify if the proposed development is located within a special flood hazard area (SFHA).
 - b) Show on plans all areas within a SFHA including the type of zone and the base flood elevation.
 - c) Provide elevation in NVGD 1929 of lowest floor for all structures.
 - d) If development is located within a SFHA, verify that application meets requirements of MCC 23.09, "Floodplain Management."

Soils Stability Report is typically required at this stage if a new structure is proposed within a property that is constrained, has slope greater than 2:1, has drainage or watercourse located w/in 50 feet of structure, or has drainage constraints that need to be addressed. (MCC Section 19.04.041)

Road Improvements may be required if roads fronting the property are less than 18 feet wide. (MCC Section 19.05)