

PLANNING APPLICATION FORM
Town of Fairfax Planning Department

<p>For PLANNING COMMISSION action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> General Plan Amendment from _____ to _____ <input type="checkbox"/> Design Review <input type="checkbox"/> Precise Development Plan** <input type="checkbox"/> Second Unit Use Permit * <input type="checkbox"/> Sign Review * <input type="checkbox"/> Parcel Map/ Tentative Map/ Vesting <input type="checkbox"/> Tentative Map, Lot Line Relocation <input type="checkbox"/> Use Permit * <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change from _____ to _____ <input type="checkbox"/> Encroachment <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Hill Area Residential Development <input type="checkbox"/> Other: <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Environmental Review* 	<p>For ADMINISTRATIVE action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Admin. Sign Review (commercial)* <input type="checkbox"/> Admin. Design review (hillside)* <ul style="list-style-type: none"> <input type="checkbox"/> Admin. Lot Line relocation <input type="checkbox"/> Other <hr/> <p>For Office Use Only Application # _____ Receipt # _____</p>
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* Please complete the appropriate Supplemental Questionnaire.

** See special submittal requirements.

~~~~~ Please see fee schedule for required application fees. ~~~~~

|                   |                      |       |
|-------------------|----------------------|-------|
| Job Site Address: | Assessor Parcel No.: | Zone: |
|                   |                      |       |

|                                     |                                  |             |
|-------------------------------------|----------------------------------|-------------|
| Property Owner(s) Name:             | Phone Numbers:<br>Home:<br>Work: | Fax Number: |
| Mailing Address:                    | City:                            | State/Zip:  |
| Applicant(s) Name (contact person): | Phone Numbers:<br>Home:<br>Work: | Fax Number: |
| Mailing Address:                    | City:                            | State/Zip:  |

## FLOOR AREA RATIO (FAR) AND LOT COVERAGE STATISTICS

The following information will be used to verify application FAR and lot coverage amounts.  
**Applications will not be considered complete until the following table is complete.**

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

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

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

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

## Floor Plans

1. Provide existing and proposed floor plan for all structures on the site.
2. Provide proposed floor plans separately from existing floor plan.
3. Other information deemed necessary to evaluate this application.

## Building Elevations must include:

1. Existing and proposed ground line, wall height, floor height, and ridge height, roof pitch, as well as the appearance of the structure(s).
2. Cross section drawings of existing and proposed structures.
3. For Design Review:
  - Color rendering of proposed exterior addition including exterior finish/color, window trim, roof material, siding materials, etc. (14 copies).
  - Color and materials board (11" x 17") to include exterior finish/color, window trim, roof material, siding materials, etc. (one board and 14 copies of the board)
  - Photographs of the existing property and abutting neighbors (14 sets)
4. Other information deemed necessary to evaluate this application.

## Landscape Plans are required for all new residences and all commercial projects and must include:

1. The type, size, and spacing of plants, and maintenance provisions. (Maintenance information includes: type of irrigation system, location of clocks, sprinkler heads and areas to be drip irrigated.)
2. Retaining walls, lighting, slopes, if applicable.
3. Other information deemed necessary to evaluate this application.

Within 30 days of submittal, Town staff will review this application for completeness of required information and/or fees, and a notice of completeness or non-completeness will be mailed to the applicant. Applications cannot be processed until accepted as complete. Further revisions of completed material may be necessary after the 30 day period.

**All plans must be fully dimensioned and drawn to scale, collated, and folded.**

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

#### 4. Commercial Design Review

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

#### 5. Signs

Signs complying with the Sign Ordinance can be approved by staff. Other signs require the approval of the Fairfax Design Review Board.

#### Design Review Application - Additional information required.

- 14 complete sets of plans are required for design review applications. If your project requires design review you will need to prepare the additional information described below in addition to the information required in pages 3 and 4 of the planning application.
- Exterior elevations from all sides. If multiple buildings are proposed, composite elevations for the entire street frontage are required.
- Cross section through project, showing project and existing adjacent features.
- Lighting plan - detail of exterior fixtures, location and illumination (amount of light).
- Utility entrance location, trash storage location, mechanical equipment location.
- Detail of fascias, trim, railing, trellis.
- Specify irrigation systems to be used on the landscaping plan.
- 14 color elevations.
- 14 sets of color samples (copies of color samples are not accepted).
- Projects in the Downtown Area are required to submit a drawing at 1" = 40'.

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

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