



Major Design Review Submittal Requirement Checklist

Address of Project Site _____ -

The Zoning Administrator may refer to the Planning Commission any Minor Design Review project that involves a significant policy question or substantial public controversy. The following are examples of projects which will be reviewed by the Planning Commission:

- New residential or commercial structures;
- Additions to an existing structure:
 - comprised of an entirely new story (ex. an addition of a second story on a single story structure); or
 - equaling 50% or more of the gross floor area of the structure before the addition; or 2,000 square feet, whichever is less; or
- Additions to a second story, or higher, where the area of the addition is equal to or greater than 50% of the story to which the addition will be made
- Applications involving new or amended master sign programs; or
- Applications involving freestanding signs; or
- Any Minor Design Review project that involves a significant policy question or substantial public controversy

Project plan sets shall have a uniform sheet size, with each sheet no larger than 24" x 36". Four (4) copies of plans and a pdf file of the plans are required for initial submittal for Major Design Review. Once the application is deemed complete, additional sets will be required prior to scheduling of the project to a Planning Commission public hearing.

The following project elements must be submitted for a Major Project Design Review application to be accepted as complete:

1. Completed Design Review Submittal Checklist

A signed copy of this checklist with **a checkmark next to each item** submitted is required. (Any item marked as "Not Applicable" by the applicant must be substantiated in writing to the satisfaction of the Planning Director, or the application will be deemed incomplete.)

2. Design Review Application

- All items listed in the “Application for Development Review” completed;
- Application signed by owner; or authorized agent of owner with letter of approval from the property owner stating that said agent may act on owner’s behalf; and
- Design Review filing fee submitted with application. Actual charges are based on time and materials. Additional funds may be requested.

If this application is for an affordable housing development project for a site located in an AHO, AHMU, AHE-A, or AHE-B zoning district, and the applicant wishes to have the Administrative fees, Traffic Impact Mitigation fees, and/or Park Dedication fees waived, reduced, or rebated, the applicant must submit a request in writing to the Town Council prior to submittal of project applications. The Town Council must initially take action on whether these fees will be waived, reduced, or rebated prior to project application submittal.

3. Availability of Utilities

If the project involves new construction or a substantial remodel (i.e. a new residence, a second unit, a remodel which requires fire sprinklers, etc.) then a will serve letter shall be required from all applicable utilities (i.e. sewer, water, power and solid waste disposal).

4. Written Project Description (Please provide a detailed response in a separate attachment)

- Provide a brief summary of the work to be done and the purpose of the proposed changes. Include a description of project’s architectural characteristics and special use requirements (i.e. will provide additional bedrooms, on-site parking, etc.)

5. Neighborhood Outreach

- Provide a copy of the notice or description of how neighbors were notified of this application. The notice shall include a brief description of the project (size, height, color, materials, etc.) and shall be sent to all adjacent neighbors, including neighbors that are across the street and any neighbors that may be further than adjacent but are likely impacted by the project. Also provide responses from neighbors, either at time of application submittal or within two weeks of submitting the DR application.

Outreach was not provided for this application - Not Applicable (please explain)

6. Vicinity Map

- Show all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn at an appropriate scale.
- Item Not Applicable* (please explain _____)

7. Site Plan

- All Site Plans shall be drawn at a scale of 1/8" = 1'-0" or larger; have a uniform sheet size no larger than 24" x 36"; and include the date, north arrow, and scale.
- Project Data Summary Table — Provide all of the following:
 - Total Lot Area,
 - Total impervious area(s) (new or replaced)
 - Number of Parking Spaces (existing & proposed)
 - Gross Floor Area of all structures on site (existing & proposed)
 - For residential properties, Lot Coverage (existing & proposed)
 - For commercial properties, R-1 and R-1-A properties provide Floor Area Ratio (FAR) (existing & proposed);
- Include dimensioned property lines;
- Show topographic contours at intervals of not more than five feet, and spot elevations at critical points;
- Street section or elevation showing topographically relationship of adjacent properties
- Show the location of required front, side, and rear yard setbacks for project parcel;
- Show the footprint of all existing and proposed structures on site. Crosshatch those areas of the proposed project that will encroach into required setback areas;
- Show the footprint of all structures within 50 feet of the property lines of the project parcel, also provide the distance and topography from the project property line to the adjacent structure(s);
- Show the location of adjacent street rights-of-way, identified by name, and any on-site easements;
- Show the location of on site parking areas, with dimensions;
- Show the location of existing/proposed walls, fences, driveways, etc. on site;
- Show the location of all existing trees with trunk circumferences of 50 inches or more at 4 feet 6 inches above grade;
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such;
- Site Plans Item(s) Not Applicable* (please explain) _____

8. Preliminary Grading and Drainage Plan

(If desired, grading and drainage information may be consolidated onto above site plan):

- A note containing the total amount of cut and/or fill involved in the work;
- Details for all proposed retaining walls - Reference may be made to standard details for walls under 4 feet in height;
- Existing and proposed site drainage system, consisting of pipes, catch basins, etc.;

- Connections for all down spouts, area drains and subdrains to the site drainage system (all materials used for the drainage system shall be indicated on plan and all pipes shall be placed underground);
- Termination point within the Town's street drainage system or in the street gutter using a sidewalk underdrain; and
- Details of any new sewer line and connection (if applicable- specify elevations, pipe material, cleanouts, trenching methods, trench backfill materials, and connection detail on the plan).
- Item(s) Not Applicable* (please explain _____)

9. Floor Plans

- All Floor Plans shall be drawn at a scale of 1/8" = 1'-0" or larger, and include both existing and proposed floor layouts, with square footage indicated.
- Floor Area Summary Table — List and summarize *existing and proposed square footage of all on-site structures and their individual components* (i.e. finished basement, first floor, second floor, garage, accessory structure(s); etc.); and
- Label the use of all rooms on the plans, with the dimensions of the room and the overall dimensions of building(s); and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain _____)

10. Building Elevations

- All building elevations shall be drawn at a scale of 1/8" = 1'-0" or larger, and include both existing and proposed building elevations;
- Indicate exterior materials and colors to be used- including roofing, siding, and windows;
- Indicate all building heights measured from the highest point of the ridge of the roof to the finished grade;
- Show the design and location of all proposed exterior signs and/or lighting; and
- For applications to increase the height of an existing structure, show the proposed elevation in relation to adjacent structures to determine compatibility of scale; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain _____)

11. Site Improvements

- Show the design of proposed new fences, carports, trash enclosures, mechanical equipment screens, exterior lighting fixtures, etc.
- Item Not Applicable* (please explain _____)

12. Preliminary Landscape Plan

- Show the location and identification of existing and proposed plants and landscape features to be planted within project vicinity. If no changes to the landscaping are proposed provide photos of the existing condition.
- Provide a plant list giving the botanical name, common name, quantity, and size to be planted; and
- Indicate provisions for plant maintenance and irrigation.
- Item(s) Not Applicable* (please explain _____)

13. Site Photographs

- Submit photo(s) of on-site and adjacent development, vegetation and topography.
- Item Not Applicable* (please explain _____)

14. Color and Material Palette

- Submit samples of actual exterior materials and “color chips”, including roofing, walls, and trim, mounted on a maximum 8½” x 14” board, to be retained by Town as part of permanent file. (The applicant may bring a larger sample board to project hearing).
- Submit colored illustration of development – (Required for all new commercial developments. Submittal of colored illustration is also encouraged for residential developments, but not required unless specifically requested).
- Item(s) Not Applicable* (please explain _____)

15. For projects located in one of the following areas, a property line survey and/or topographic survey may be required (as determined by staff):

- Christmas Tree Hill;
- Corte Madera Avenue;
- Old Corte Madera Square area; and
- Any other site where the location of the property lines are not clear.

16. For projects located in one or more of the following Special Purpose Overlay Districts, additional information may be required:

- Baylands Risk Zone/Natural Habitat (BRNH) Overlay District (*See 18.18.200-220*);
- Christmas Tree Hill (CTH) Overlay District (*See Municipal Code 18.18.400-425*);
- Hillside Land Capacity (HLC) Overlay District (*See Municipal Code 18.18.100-120*);
- Historical Preservation (H-P) Overlay District (*See Municipal Code 18.18.500-520*);
- Planned Development (P-D) Overlay District (*See Municipal Code 18.18.300-340*); and

- Old Corte Madera Square area (*Old Corte Madera Sq. Land Use Policies/Design Guidelines*).

17. Information Required to Determine Flood Hazard

Please Note: Corte Madera Municipal Code (CMMC) Title 16 requires the following:

- New residential structures or “substantially improved” existing residential structures in a Special Flood Hazard Area (SFHA) shall be elevated to or above the base flood elevation;
- New non-residential structures or “substantially improved” existing non-residential structures in a Special Flood Hazard Area (SFHA) shall be either elevated to or above the base flood elevation; or floodproofed below the base flood elevation in conformance with CMMC Title 16 standards.

For properties located within a Special Flood Hazard Area, (*designated by the Flood Hazard Boundary Map at Corte Madera Public Works Dept.*), the following information will be required:

- Submit a contractor’s construction cost estimate and current appraiser’s report which is necessary for the Public Works Department to determine whether project represents a “Substantial Improvement” to an existing structure in compliance with CMMC Title 16, Protection of Flood Hazard Areas. (Please contact the Public Works Department for detailed information at (415) 927-5057); and

- Topographical site information. Submit a topographic site survey prepared and signed by a licensed civil engineer or surveyor whose seal, name, address and phone number must appear on the survey document, indicating the structure’s lowest finished floor elevation in compliance with CMMC Title 16, Protection of Flood Hazard Areas. (Please contact the Public Works Department for detailed information at (415) 927-5057)

18. Hazardous Waste and Substances Statement

- The undersigned warrants that he/she/it has consulted the hazardous waste site lists required to be prepared under Gov’t Code §65962.5 and represents to the Town that the property on which the development for which this application is being filed (and all project alternatives) are not contained on any of said lists.

19. **Required Findings**

Please provide a detailed response to each of the findings below on a separate sheet.

The following required findings must be made in order for the Town to grant approval of a Design Review application. Please respond in writing to each as fully as possible.

Finding 1 – Explain how the project conforms to the General Plan; any applicable specific plan; master sign program; and all provisions of the Zoning Ordinance.

Finding 2 – Explain how the project will not unnecessarily remove trees and natural vegetation; will preserve natural landforms and, whenever possible, avoid development within fifty vertical feet of ridgelines; does not include excessive or unsightly grading of hillsides; and otherwise will not adversely affect the natural beauty of the Town.

Finding 3 – Explain how the project will not significantly and adversely affect the views, sunlight, or privacy of any nearby residences; will provide adequate buffering between residential and nonresidential uses; and otherwise is in the best interest of the public health, safety and general welfare.

Finding 4 – Explain how the structure, site plan and landscaping are in scale and harmonious with existing and future development adjacent to the site and in the vicinity; with the landforms and vegetation in the vicinity of the site; and that any landscaping will be based on water conservation designs.

Finding 5 – Explain how the development materials and techniques will result in durable high-quality structures and landscaping.

Finding 6 – Explain how the structures, site plan and landscaping will create a sense of order; provide a visually pleasing setting for occupants, visitors, and the general community; are appropriate to the function of the site; and provide safe, convenient access to the property for pedestrians, cyclists and vehicles.

Finding 7 – Explain how to the maximum extent feasible, the project includes the maintenance, rehabilitation and improvement of existing sites, structures and landscaping; and will correct any violations of the Zoning Ordinance, Municipal Code, or Building Code that exist on the site.

Finding 8 – Explain how the design and location of any proposed signs are consistent with the character and scale of the buildings to which they are attached or which are located on the same site; are visually harmonious with surrounding development; and that there are no existing illegal signs on the site.

20. Additional Information

Any other information which may be required by the Planning Commission, Zoning Administrator or Planning staff to make the required Design Review findings, such as:

Any other information the applicant considers relevant to this application, such as:

Note: During the process of analyzing the application and/or during the design review hearing, additional information and/or materials may be required by the Zoning Administrator, Planning Commission, or staff to clarify the application elements.

REQUIREMENTS FOR STORY POLE INSTALLATION

At least two weeks before the Planning Commission Meeting regarding your application involving any new structures, additions to existing structures or free standing signs, you are responsible for erecting story poles to represent the actual height and area of that structure(s) or sign(s). The story poles installed shall show the height at each corner of the structure(s) or sign(s), the maximum height, and the outline of proposed structure(s) or sign(s) with netting between the poles. The applicant shall submit a story pole plan and the installation of the story poles shall be certified in writing by a licensed surveyor or engineer. Finally the story poles shall be removed from the site within two weeks of approval or denial of the project.

I have read and understand my obligations regarding the information necessary for a complete Design Review submittal for Major Projects within the Town of Corte Madera:

Signature of Owner or Authorized Agent

Type or Print Name of Owner or Authorized Agent

Address of Project Site

Date of Signature