



MINOR DESIGN REVIEW SUBMITTAL REQUIREMENT CHECKLIST

Address of Project Site

Development Type

The following are considered **Minor Design Review** projects, and may be reviewed by the Zoning Administrator: (*Note: The Zoning Administrator may refer to the Planning Commission any minor design review project that involves a significant policy question or substantial public controversy*)

- Additions to existing structures or additions of new structures
 - equal to or greater than 15 feet in height or
 - equal to or greater than 250 feet² in area
- Additions to existing accessory structures or additions of new accessory structures
 - greater than or equal to 120 feet² in area or
 - greater than 10 feet in height;
- Fences, walls and hedges
 - within the front yard setback greater than 4 feet in height
(Note: Design review is not required for entry gates, such as arches, arbors, trellises or similar structures in the required front yard setback and may not exceed the following dimensions: 8'-6" in width, 8'-0" in height, and 4'-0" in depth);
 - within the side or rear yard setback greater than 6 feet in height, not exceeding 8 feet.
(Note: Design review is not required for side and rear yard fences/walls/hedges greater than six feet in height but not exceeding eight feet, if written approval from all property owners contiguous with the property line nearest the fence, wall or hedge is submitted to the planning director);
- All construction in the Christmas Tree Hill (CTH) overlay district - *except as specifically exempted in [Section 18.18.405\(3\)\(B\)](#); and not consisting of an additional story, or equaling at least 50% of the gross floor area of the structure before the addition;*
- Any pool, mechanical equipment, or the mechanical equipment screen proposed to be located closer than ten (10) feet from any side or rear yard property line;
- For commercial properties, any exterior modification of structure(s) or site; and
- All Signs – Except for:
 - Sign applications not requiring Design Review (such as signs conforming to an approved master sign program, and those specifically exempted in Zoning Ordinance [Section 18.22.030](#)); and
 - Design Review/ Sign applications requiring review by the Planning Commission, such as freestanding signs, and new or amended master sign programs.

Application Requirements

Project plan sets shall have a uniform sheet size, with each sheet no larger than 24" x 36". Four (4) copies of all plans are required for items reviewed by Zoning Administrator; whereas eight (8) copies of all plans are needed for items referred to the Planning Commission.

The following project elements must be submitted for a Minor 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.

3. Written Project Description (PLEASE INCLUDE IN A SEPARATE ATTACHMENT)

- 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.)

4. Required Findings (PLEASE RESPOND TO THE FOLLOWING IN A SEPARATE ATTACHMENT)

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 with 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 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.

5. Vicinity Map

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

6. 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 for the project parcel;
- Show topographic contours at intervals of not more than five feet;
- 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 on properties adjoining the project parcel;

- Show the location of adjacent street rights-of-way, identified by name, and any on-site easements;
- Show the location of off-street parking areas, with dimensions;
- Show the location of existing/proposed walls, fences, driveways, etc. on site; and
- Show the location of all existing trees with trunk diameters of four (4) inches or more at ground level; and
- 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) _____

7. 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 sub-drains 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, clean-outs, trenching methods, trench backfill materials, and connection detail on the plan).
- Item(s) Not Applicable* (please explain _____)

8. 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 _____)

9. 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 roof ridge to the finished grade; and
- Show the design and location of all proposed exterior signs and/or lighting; 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. Site Improvements

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

11. For Minor Design Review projects, a Preliminary Landscape Plan may be required (as determined by staff):

- Show the location and identification of proposed plants and landscape features to be planted within project vicinity;
- Provide a plant list giving botanical name, common name, quantity, and size to be planted; and
- Indicate provisions for plant maintenance and irrigation.
- Item(s) Not Applicable* (please explain _____)

12. Site Photographs

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

13. Color and Material Palette

- Submit samples of actual exterior materials and color (including roofing, walls, and trim), mounted on a maximum 8½" x 14" board, to be retained by Town.
- Item Not Applicable* (please explain _____)

14. For Minor Design Review projects located in one of the following areas, a property line 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.

15. For Minor Design Review 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 *(See Old C.M. Square Land Use Policies & Design Guidelines)*

16. Information Required to Determine Flood Hazard

For properties located within a Special Flood Hazard Area, (designated by the Flood Hazard Boundary Map at Corte Madera Town Hall), the following information will be required:

- Topographical site information. Submit a topographic site survey prepared and signed by a licensed civil engineer or surveyor, indicating the structure's lowest finished floor elevation — in order to determine a relation to the base flood elevation of 9.7 NAVD; and
- Total cost of planned improvements. Submit information necessary to determine whether project represents a "Substantial Improvement" to an existing structure. (Please contact Public Works for detailed information regarding the "Substantial Improvement Determination").

Please Note: Corte Madera Municipal Code 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 shall be either elevated to or above the base flood elevation; or floodproofed below the base flood elevation in conformance with Title 16 standards.

17. 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.

18. Additional Information

Any other information which may be required by the 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: _____

During the process of analyzing the Design Review application, additional information and/or materials may be required by the Zoning Administrator or staff to clarify the above application elements.

At least two weeks before a decision may be made regarding your application involving any new structures, additions to existing structures or free standing signs - Staff may require that story poles are erected to represent the actual height and area of that structure (s) or sign (s). If so, the following requirements will apply:

- 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 bright orange construction mesh (or similar, high-visibility material) between the poles.
- The applicant shall submit a story pole plan for approval by the Department prior to installation.
- After approval of the story pole plan, the poles shall be erected at least two weeks prior to a hearing.
- Following installation, the applicant shall provide a letter from a licensed surveyor or engineer confirming that the story poles were erected in compliance with the approved story pole plan.
- Finally, the story poles may be removed only after expiration of the appeal period following a final decision of the Planning Commission, and only if that decision has not been appealed by that time.

I have read and understand my obligations regarding the information necessary for a complete Minor Design Review submittal 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