



# City of Mill Valley Planning Department Supplemental Application for Study Session

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • cityofmillvalley.org

*The Study Session is an optional public hearing that allows the applicant to review their project concepts with the Planning Commission at an early stage in the design process. This approach is recommended for new houses as well as a major addition or remodel that significantly alters the structure and/or site. The intent is to allow for preliminary direction from the Commission and to hear community concerns before extensive resources have been invested in project planning.*

## Cross-Reference Information

Address of Project Site:

Assessor's Parcel Number (APN):

- Main Planning Application Form and the Supplemental Application for Study Session.**
- Application Fee**, see Planning fee schedule.
- Written Description of project scope.**

**Plans – 8 half-size sets, scalable (12” x 18”) of the following** (minimum scale 1/8”= 1 foot):

- Neighborhood Plan.** Aerial plan showing min. 300 feet from property lines (see marinmap.org)
- Existing Site Plan:** Dimensioned property lines and required setbacks (regular and double) and actual setbacks for existing structures (including accessory structure, driveways, retaining walls); on- and off-site parking; easements and/or encumbrances on the property and adjacent to the property; rights-of-way; creeks on or adjacent to the property (and 30’ setback from top of bank if needed); existing topographic contours (For flat sites less than 15%, show 1 foot topography contours. For sites with an average slope greater than 15%, show 2 foot topography contours).
- Proposed Site Plan.** Show existing conditions and proposed changes:
  - Dimensioned property lines and required setbacks and actual setbacks for existing and proposed structures; on- and off-site parking; easements and/or encumbrances on the property and adjacent to the property; rights-of-way; creeks on or adjacent to the property (and 30’ setback from top of bank if needed).
  - Conceptual landscape plan, including proposed/existing screening. Show all existing trees greater than 6” diameter (at 4½ feet) with location, size, and type, with a large “X” over trees proposed for removal. Define pervious, semi-impervious and impervious site materials and quantities.
  - Show concept grading, existing /proposed contours, concept drainage and proposed retaining walls.
  - Show roof plan. All proposed improvements shall have elevations noted.
  - The location of all structures on properties immediately adjacent to the subject property.
- Floor Plans** – Minimum of a block outline.
- Elevations** – Minimum of block outline
- Site and Building Sections** minimum of block outline and with dashed lines for existing grade.
- Cut & Fill calculations** for sites with grading greater than 50 cubic yards. Applicant is encouraged, but not required, to define cut and fill areas on the site plan and site section.

## Optional Materials:

- Story Pole Plan** (may be included on the site plan) Story poles should be installed 10 days prior to the hearing date. Story poles should show the corners of the proposed project and the maximum heights of the proposed structure.
- Floor Area Map and Adjusted Floor Area Calculations.** While not required, if the project is close to the maximum Floor Area, this can help to confirm any ‘adjustments’.
- Images of structure style, materials, etc.,** or other materials the applicant wishes to present.

**NOTE:** Any project submitted to the Planning Commission for a Study Session is considered a preliminary project and will not be considered a formal application until the applicant submits all required plans and information.

*I, the undersigned owner of the subject property, have read this application for a study session and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.*

*I hereby grant the Planning Commission and City Staff admittance to the subject property as necessary for processing of the project application.*

**Property Owner's**

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

*I, the undersigned applicant, have read this application for a study session and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.*

**Applicant's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following Zoning Table should be placed on the cover sheet of the plan set in this format. Please include both square footage amounts and percentages for Floor Area, Lot Coverage, and Impervious Surface (roof surfaces, walkways, driveways, pools). If something is inapplicable to your project please indicate “Not Applicable” or “N/A” in the appropriate box, do not leave cells blank.

	Allowed/Required	Existing	Proposed
Lot Size			
Effective Lot Areas			
Zoning			
<b>Total House Size</b> (Including all rooms, spaces, basement, etc)*			
Second Unit			
Garage			
Accessory Structure(s) (#/Sq.Ft.)			
Sub-total for Principle Dwelling			
Minus Exemptions			
<b>Total Adjusted Floor Area</b>			
Lot Coverage			
Exterior Setback			
Side Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Height			
On-Site Parking Spaces			

Cut		
Fill		
Import/Off-haul		
Impervious Surface – (100% impervious)		
Semi-pervious Surface (partial)		
Pervious Surface (natural)		

\*For more information, see separate Adjusted Floor Area Worksheet and instructions at [www.cityofmillvalley.org](http://www.cityofmillvalley.org)