



## **City of Mill Valley Planning Department Design Review Application Submittal Checklist**

**Welcome to the Mill Valley Planning and Building Department.** Whether you are a veteran of the City's Design Review process, or this is your first time, we want to make sure that that you get the professional advice and direction that you need from our staff so your project moves through the steps of the review process as quickly and efficiently as possible.

In order to process your application promptly, you will need to submit detailed information that will be used by City staff and the Planning Commission or Zoning Administrator to insure that your project complies with applicable City policies, ordinances, and guidelines. The following "Application Submittal Checklist" describes the various types of information we may need to process your application. Not every project will require all of the information on the Checklist. A Staff Planner will review the Checklist with you to determine what you will need to submit with your application. Although not a requirement, we strongly recommend that you consider using an architect, landscape architect, civil engineer, land surveyor or other design, engineering or construction professional that is familiar with the Design Review and development process in Mill Valley.

**Application Completeness.** California state law requires that the City review your application to determine whether or not it is "complete" within 30-days from date of submittal. A "complete" application means that the City Staff has all the information it may need to analyze your application relative to applicable City regulations and policies, and the Planning Commission or Zoning Administrator will have the information to understand the project and make a decision. A complete application also helps your neighbors and other interested members of the public understand the scope and potential impacts of your project. If your application is not complete, we will notify you within the 30-day review period and specifically identify what we need in order for the application to be deemed complete. Once materials are resubmitted, the 30-day calendar for review starts again. This procedure can be more efficient if you or your representative take the time to meet with a Staff Planner before submitting your application to discuss any questions you may have about the submittal. A meeting with a Staff Planner may also be necessary after receiving notification that your application is incomplete. Once an application is determined to be complete it will then be scheduled for a hearing before the Planning Commission or Zoning Administrator on the earliest available meeting agenda. However, please be advised that during the course of the review process, it may be necessary to clarify, correct, or otherwise supplement the information that was initially required as part of the original application submittal.

***Planning staff members are available to assist you with any questions you may have about your project and applicable regulations, policies and procedures. Please do not hesitate to call, e-mail or stop by City Hall should you have any questions or require additional information.***

**Design Review Application Requirements (for Study Session or Site Study Session requirements see Study Session Supplemental Application):**

- Completed Main Application Form**
- Completed Supplemental Application Form(s)** (for Design Review, complete and sign this checklist)
- Application Fees** (see current Planning Fee Schedule)  
The applicant is responsible for paying all of the actual costs of processing the application pursuant to the cost recovery agreement on the City's Application Form.
- Deed**
- Written Project Description** This information will be reviewed by City Department representatives and others who have not had the benefit of meeting the applicant. Therefore, please be as thorough as possible in your description. The project description shall include the following:
  - Characteristics of the project, project site, and surrounding area
  - Analysis of the proposed design concept and how the project relates to the City of Mill Valley General Plan, Zoning Code, and each of the applicable Residential Design Guidelines.
- Plans**
  - Planning Commission Submittal:** 1 scalable half-size 12"x18" set plus 1 reduced 11"x17" set for initial submittal; A total of 6 additional 12"x18" copies will be required for the hearing once the project is deemed complete; **OR**
  - Zoning Administrator Submittal:** 1 scalable set (no smaller than 12" x 18") plus 1 11"x17" copy
  - CD or USB Thumb Drive with 1 complete set of digital copies (PDF files) of all application materials and project plans. For ease of use and presentation purposes, each distinct item and the complete plan set shall be saved and clearly labeled as a separate document on the CD/USB. PDF File sizes shall be no greater than 10 MB. **(The PDF file can be used as your presentation or you can prepare another presentation.)**

**NOTE:** *Planning and Building Department staff may request additional sets of application materials under circumstances that include, but are not limited to: revisions that significantly change the project, required City Council review, or review by outside agencies having project jurisdiction.*

- Green Building:** Projects must comply with the City's green building requirements outlined in Chapter 20.95 of the Municipal Code.  
(See <http://www.cityofmillvalley.org/gov/departments/building/build/buildforms.htm>)

**Plan Set Requirements:**

- Site Data:** The attached site data table must be completed and submitted on the cover sheet of the plans. The format attached is the required format for any Design Review project; if an item is not applicable to the project, please make that comment in the table.
- Survey:** A survey is required for any project submitted for Design Review at the time of Study Session. Provide 1 copy of the survey (prepared and stamped by a licensed land

surveyor) with the submittal. Data on the project site plan (lot size, property lines, right-of-way, easements, setbacks, etc.) should be consistent with the survey data. The survey shall include all existing trees with an ABH greater than 6", their type and their ABH. 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. All easements from a current (within 6 months) preliminary title report or any other recorded document shall be shown and labeled.

- Neighborhood Plan:** Aerial Neighborhood Plan (300 feet from property lines) showing surrounding properties within 100 feet of the project identifying addresses and building footprints (see [www.MarinMap.org](http://www.MarinMap.org)). This shall include property boundaries and outline of structures.
- Vicinity Map:** Show the location of the site within the city on the cover sheet of the plan set.
- Site Plan:** (Scale - as big a scale as will fit on a full sheet) Show existing conditions and proposed changes. **Site plans must be prepared, stamped, and signed by a licensed architect, landscape architect, civil engineer, or land surveyor.**
  - North arrow (orient all sheets in the same direction).
  - All existing improvements such as walls, sheds, and other structures.
  - Clearly showing an "X" over proposed removal of trees.
  - Define and calculate areas for all pervious, semi-impervious and impervious site materials and quantities.
  - Dimensioned property lines.
  - Required and existing setbacks for all existing and proposed structures.
  - Creeks or waterways. Identify "top of bank" and required 30-foot creek setback, if applicable.
  - Location, building footprint, height (in feet and stories) and distance to the closest adjoining property line of all existing and proposed structures on the subject property and immediate adjacent properties.
  - Off-site parking on both sides of the street with dimensions and driveways for adjacent properties.
  - On- site parking with dimensions, driveways, paths, sidewalks.
  - Existing (broken line) and proposed (solid line) project site topographic contours at 1- or 2-foot intervals as required.
  - Location, dimensions, and height of all proposed and existing trash and recycling enclosures, fences, and retaining walls.
  - Improvements in the public right-of-way, including streets, curbs, sidewalks, and street trees.
  - All rights-of-way, setbacks, and easements or encumbrances across the property and adjacent to the property.
  - Existing and proposed utilities.
  - Steps, Lanes or Paths (SLP's) on or adjacent to the property.

- All existing trees (over 6" in diameter (DBH) measured at "breast height" 4 ½' from the ground) and major shrubs by species and dripline area (including trees located on neighboring properties that overhang the project site).. Clearly showing an "X" over trees proposed to be removed.
  - For sites within FEMA Flood Zones: existing and proposed finished floor elevations, elevations of grade adjacent to structure for AO zones where depth numbers are specified on the Flood Insurance Rate Map.
- Demolition Plan:** (same scale as site plan) clearly defining proposed demolished structures and site features and proposed removal of trees with an "X". This Plan can be combined onto the Survey if desired by applicant. Indicate all surfaces to be removed (floors, interior and exterior walls, roof, siding, windows, etc.) The City may also require a report by a structural engineer.
- Roof Plan**
- Floor Plans:**
- 1/4" scale minimum or as large as will fit on one sheet (with existing/proposed on same sheet for remodel/additions).
  - Existing and proposed floor plans for all structures should be plotted on the same sheet (i.e., existing first level floor plan on same sheet as proposed first level floor plan).
  - Fully dimensioned floor plans for all structures showing exterior dimensions and room sizes. Indicate any areas not counted towards floor area. Indicate use of all areas.
- Floor Area Plan:** 1/8" scale. A separate sheet that identifies the dimensions of all spaces subject to the calculation of Floor Area and the amount of floor area for each identified room or space in boxes. Provide a summary table on the page that totals area by floor. Areas over 14 feet in height and 'potentially developable areas' within the enclosure must also be shown.
- Building Elevations**
- 1/4" minimum or as large as will fit on one sheet (with existing/proposed on same sheet for remodel/additions), with all material call outs. Either a minimum of one colored elevation or a materials board shall be provided. For remodel projects include: Existing Block Elevations over Proposed New Elevations Silhouette – 1/8" scale.
  - Existing and proposed elevations for each side of the structure should be plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation).
  - Building elevations should reflect the principal design characteristics of each elevation of the proposed structure and/or any proposed additions or modifications to an existing structure, including any existing or proposed accessory structures.
  - A "Streetscape Elevation" showing the proposed project frontage in context with existing structures on adjoining properties on both sides of the proposed project site, including street trees. A streetscape elevation is required for a property which has one or more structures on either side within 50' of the property lines.

- Indicate height above sea level elevations of structures (floor, plate, and roof) and maximum heights above natural grade.
- The location of all windows, eaves, skylights, chimneys, downspouts, roof equipment, and screens, flues, chimneys, exhaust fans, exterior lighting, and other appurtenances that would be visible from adjoining properties or the public right-of-way.
- Location and design details of all garages, fences, carports, trash enclosures, trellises, arbors, retaining walls, decks, swimming pools, or any other accessory structures.

**Sections**

- Site and Building Sections showing existing grades and new proposed grades - 1/4" scale. For remodel projects, show lightly dashed lines of existing improvements. One minimum in each direction, and additional sections as required by Planning staff.
- Provide building sections showing roof and finished floor elevations, total height measured from natural grade, site slope, basements, crawl space, storage, underground garages, penthouses, natural grade, etc.
- Site sections at each adjacent property line indicating any grade differentials to show fence height, retaining walls, ground slope, and approximate neighboring structures and trees.

**Preliminary Grading and Drainage Plan**

- Preliminary Grading Plan. For sites with average slope of 5% or greater, show grading, drainage and retaining walls – 1/4" scale.
- Existing (broken line) and proposed (solid line) project site topographic contours at 2-foot intervals.
- Show concept grading, existing contours and proposed contours, concept drainage and proposed retaining walls. All proposed improvements shall have elevations noted. Retaining walls should show toe and top of wall, height above natural grade, and overall exposed height (after any final grading).
- Longitudinal and transverse cross-sections, with existing and proposed ground elevation lines and percent slope for each cross section, to evaluate the proposed cut and fill.
- Preliminary drainage plan, including, existing and proposed collection, detention, and disposition of all site drainage utilizing applicable Marin County and regional "Best Management Practices."
- Cut & Fill calculations for sites with grading greater than 50 cubic yards. Applicant must define cut and fill areas on the site plan and site section. These calculations shall be calculated by a Civil Engineer.

**Architectural Model or a minimum of two three-dimensional renderings in color** A streetscape rendering is required to be one of the project renderings.

- Colors and Materials Board** – Applicant shall provide:
  - Actual samples of exterior materials, colors, and finishes (including fascia and trim) mounted on a board
  - Catalog cuts of proposed light fixtures should be provided on the elevation plan sheets

- Photographs** (on a sheet of the plans)
  - Show all sides of the existing house or site where the proposed house will be located.
  - Photos of the adjacent properties
  - Photos of any trees to be removed

**Story Pole Plan:** (may be combined with roof plan or site plan for simple projects). **Story poles must be installed 10 days prior to the public hearing and certified by a licensed land surveyor (certifying document must be submitted to the Planning and Building Department).** Story poles must show the elevations to the wall line (not eaves) of the proposed corners and must be strung with bright colored netting or heavy-duty tape to represent the roofline of the proposed structure or addition. Police caution tape is not allowed. The intent for story poles is to represent a general outline of the significant height features of the proposed structure. Not every building corner or architectural element is required to have a story pole. In the event a structure, tree, or powerline interferes with installation of story poles, the Planning and Building Director will make a determination for how to demonstrate proposed building height. The applicant shall submit the following information:

- A Story Pole Plan showing story pole numbers corresponding to the pole number on the story pole plan. The number shall be large enough to be easily readable by anyone making a visit to the site.
- A Table containing:
  - Description/Location (main ridge, kitchen eave, etc.)
  - Ground elevation
  - Structure elevation
  - Pole height
  - Maximum height permitted at pole location

**Suggested Format:**

<u>Pole No.</u>	<u>Location</u>	<u>Ground Elev.</u>	<u>Bldg Elev.</u>	<u>Story Pole Height</u>	<u>Max per code</u>
1	Garage Roof	100'	111'	11'	25'

**NOTE: Inaccurate story poles at the site will result in a continuance of the public hearing. Once the project has been approved, story poles need to be removed immediately after the 10 day appeal period.**

- Conceptual Landscape Plan** 1/4" scale. Colored drawing showing all softscape materials and hardscape materials. Photographs, plant size, plant height, and plant mature height of all proposed landscape types to be shown. Provide an Arborist report as required by the

Planning Department. All landscape plans must conform to the requirements of the Marin Municipal Water District (MMWD) Ordinance 414. Contact MMWD prior to submitting. Plans should include the following:

- Indicate whether project includes 500 square feet or more of landscape area per Model Water Efficiency Landscape Ordinance (MWELo) requirements.
  - Location of all existing and proposed major plants, trees, and landscape features.
  - Trees slated to be removed and trees to be retained.
  - Plant list which identifies the following:
    - Low water use (W)
    - Native plant (N)
    - Fire resistant plant (F)
  - The tree numbering and building footprints on the landscape plan should be consistent with those on the Arborist Report (if required for the project).
  - Landscape element details, location, type, and size (fences, trellises, trash enclosure, lighting, etc.); Please note that irrigated lawn areas may be limited to a maximum of 500 sq. ft.
- Vegetation Management Plan** Required for all projects located within the Wildlife Urban Interface (WUI) zone. Please submit VMP as a sheet in the required plan sets. (For more information contact Tom Welch, Fire Marshal at 415-389-4130.)
- Parking Plan** (multi-family, mixed use, and commercial projects only)
- Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces.
  - Handicapped parking, loading signage.
  - Pedestrian circulation.
  - Main points of entry and exit, traffic flow.

**Additional Information that may be required:**

- Preliminary Construction Management Plan:** This plan should include the following information: Anticipated construction schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates), including project phasing, if applicable; Staging/storage type and location; Travel route; Construction parking and loading/delivery areas on- and off-site. Applicant shall also provide a narrative description, including addressing any special site limitations and how they will be addressed (i.e. describe how the project will be constructed given limited area; constructability on difficult sites). Narrative shall provide information on number of anticipated road and lane closures, the reasons for each closure.
- Sketch Model:** A physical massing model or digital animation is required for any major remodel or new house. Design details are not required; however, all roofing variations, wall articulation, and eave lines (including plate heights) must be shown. Major trees should also be included as part of the model. Changes in topography in the area covered by the model

must be shown accurately. The massing model and/or animation should illustrate the visual impacts of the proposed development on adjacent structures, the visual experience from the adjacent public right-of-way, and principal view corridors. Pictures of the model or digital print outs are required to be submitted to the Planning Department for each elevation of the proposed structure or addition.

- Certified Arborist Report:** May be required if four or more trees are slated to be removed on a developed lot that are greater than 6" DBH. On a vacant lot, a report will be required for four or more trees slated to be removed over 4" DBH. (see Section 20.67 of the Municipal Code) The report should include:
  - Type of tree, location, size, health and recommendations for alternatives to removal.
  - Map of the site with the location of all trees of interest outlined in the report. Each tree should be numbered in the report and correspond to the trees shown graphically on the map. Photos of affected trees are recommended to be included in the report.
  - Tree Protection Measures recommended before, during, and after construction.
  - Each tree mentioned in the Arborist Report within the project area should be clearly marked with tape on the site 10 days prior to the hearing.
    - Red Tape = Tree proposed to be removed
    - Yellow Tape = Tree within the project area that will be preserved using the tree protection measures
  - Heritage Tree removal requests will require a certified arborist report. See Section 20.67 of the Municipal Code.
- Parking Turnaround Diagram:** May be required on properties where because of sight distance limitations, topography or other potentially unsafe circumstances, a car should exit heading out of the driveway. Provide a plan showing that the driveway or parking deck is large enough to accommodate the backing and turning movements required by a standard-sized vehicle to make a safe exit possible.
- Traffic Study:** May be required on properties where turning movements, intersection, or ingress-egress issues arise, particularly when proposed uses increase trip generation.
- Title Report** dated within the last six months.
- Other reports or studies may be required to comply with the California Environmental Quality Act (CEQA) or other City policies and regulations.** Any reports or studies submitted by the applicant may require peer review by a City-retained expert at the applicant's expense. As an alternative the applicant may request that the City have the report prepared in order to avoid the additional cost and time of a peer review. A report done under the auspices of the City will also be at the applicant's expense. These reports may include:
  - Historical Analysis
  - Soils/Geotechnical
  - Structural
  - Biological
  - Archaeological
  - Traffic
  - Noise
  - Solar/shadow
  - Visual Impact Analysis
  - Hydrologic



**Additional Information Required for Commercial Design Review:**

**Exterior Lighting**

- Location of exterior light fixtures, mounting heights, fixture style and finish, intensity (wattage and type of light source).
- Light photometric drawing (may be required if additional analysis is needed)
- Catalog cuts of proposed fixtures

**If there are any questions regarding submittal requirements please contact the Planning Department at (415) 388-4033.**

**Certification of Application Submittal**

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

**Applicant's  
Signature**

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

Staff Use Only:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Data Table**

The following 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. If an item is inapplicable to your project, please indicate "Not Applicable" or "N/A" in the appropriate box; do not leave cells blank.

	Allowed	Existing	Proposed
Lot Size			
Effective Lot Size (subtract easements)			
Zoning			
<b>Floor Area by Level:</b>			
Basement Area			
Lowest Floor			
Second Floor			
Top Floor			
Floor Area over 14' ceiling*			
Accessory Dwelling Unit (ADU)			
Garage			
Accessory Structure(s) Number & sq. ft.			
Sub-total Floor Area			
Minus Floor Area Exemptions			
<b>Total Adjusted Floor Area</b>			
Lot Coverage			
Exterior (Front) Setback			
Side Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Height: 25'/35' Maximum			
On-site Parking Spaces			
Cut (include footings/piers/ foundations)			
Fill			
Import/Off-haul			
Impervious Surface Area			
Pervious Surface Area			