



# City of Larkspur

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## PLANNING PERMIT APPLICATION SUBMITTAL CHECKLIST Land Use and Development

This Submittal Checklist is provided as a guide for preparing and submitting land use and development applications to the Planning Department. The checklist includes basic submittal requirements, as well as a list of items that are often required, or may be required depending upon the scope of work and applications requested. Additional information not included on the checklist may be requested by staff and/or the Planning Commission to address unique situations.

**During the preliminary project design, it is recommended that all applicants contact the Planning Department to request a phone and/or Zoom consultation to review the project scope and design. Alternatively, you may come to the Planning and Building Department counter during the open office hours.**

All documents, reports and plans must be provided in digital format as individual documents (not all scanned together as a single document). In addition, the original signed application forms and one (1) full sized copy of the complete project plans must be delivered to City Hall. Payment will be accepted by either: 1) submittal of a completed Credit Card Authorization Form (available for download on City website), or; 2) by check.

When an application is ready to file, you must email all documents electronically to [lk\\_planning@CityofLarkspur.org](mailto:lk_planning@CityofLarkspur.org). (Note: There is an underscore in the email name as follows: lk\_planning). Each individual document must be in a PDF format small enough to allow staff to email to other departments. The signed application form and one copy of the plans can either be dropped off at Larkspur City Hall at the Planning and Building Department during counter hours, placed in the drop box located outside the Planning and Building Department door, or mailed. **Note: An application is not considered to be filed until all electronic and hard copy documents are received and the application deposit is paid.**

**Detailed descriptions that correspond to the itemized list of requirements are included in this checklist.** These descriptions are provided to assist applicants in identifying relevant submittal requirements and ensure the documents, drawings, materials, and/or reports are prepared in a manner that is acceptable to the City.

This guide, with the included checklists, must be completed and submitted with the Planning Application to verify that the minimum submittal requirements have been included with your package. The final page of this Submittal Checklist consists of a lined sheet to provide a written explanation for any required items that have not been provided in the Planning package. The provided explanations will be considered on a case-by-case basis in determining completeness of the application.

### Basic Submittal Requirements\*

1.  Completed Planning Application Packet, comprised of the following individual sections:
  - A.  Planning Application Form
  - B.  Acknowledgement of Permit Processing Costs
  - C.  Homeowners' Association Notification Form
  - D.  Indemnification Agreement
  - E.  Supplemental Sign Permit Application (*Sign Permits Only*)
2.  Completed copy of this Planning Permit Application Submittal Checklist.
3.  Preliminary Title Report from a Title Company, Prepared Within the Past Six Months
4.  Design Plans (*typically 1 paper set and digital copy*) with the following drawings, at minimum:
  - A.  Cover Sheet with Project Description, Project Data (see attached Residential Site Data Table for required categories and/or format), Vicinity Map, and Sheet Index

- B.  Site Plan
  - C.  Roof Plans
  - D.  Floor Plans
  - E.  Building Elevations
  - F.  Building Cross Sections
  - G.  Boundary and Topographic Survey
  - H.  Preliminary Grading Plan
  - I.  Preliminary Drainage Plan
  - J.  Landscape Plan
  - K.  Sign Details (*Sign Permits Only*)
5.  Materials and Colors Sample Board
6.  Payment of Application Fees (Please Refer to Current Fee Schedule)

*\* A detailed description of each of the basic submittal requirements is provided, beginning on page 3.*

### Potential Submittal Requirements\*

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| 7. <input type="checkbox"/> Story Pole Plan/Story Poles      | 20. <input type="checkbox"/> Archaeology Report                  |
| 8. <input type="checkbox"/> Staking Plan                     | 21. <input type="checkbox"/> Transportation/ Traffic Study       |
| 9. <input type="checkbox"/> Elevation Certificate            | 22. <input type="checkbox"/> Transportation Management Plan      |
| 10. <input type="checkbox"/> Arborist Report                 | 23. <input type="checkbox"/> Photometric Study                   |
| 11. <input type="checkbox"/> Stormwater Control Plan         | 24. <input type="checkbox"/> Biological Assessment               |
| 12. <input type="checkbox"/> Preliminary Geotechnical Report | 25. <input type="checkbox"/> Hydrological Report                 |
| 13. <input type="checkbox"/> Utility Plan                    | 26. <input type="checkbox"/> Defensible Space Plan               |
| 14. <input type="checkbox"/> Construction Management Plan    | 27. <input type="checkbox"/> Constraints Map                     |
| 15. <input type="checkbox"/> Renderings                      | 28. <input type="checkbox"/> Affordable Housing Plan             |
| 16. <input type="checkbox"/> Photosimulations                | 29. <input type="checkbox"/> Operational Characteristics for Use |
| 17. <input type="checkbox"/> Acoustical Study                | 30. <input type="checkbox"/> Circulation Assessment              |
| 18. <input type="checkbox"/> Historic Study                  | 31. <input type="checkbox"/> Vegetation Management Plan          |
| 19. <input type="checkbox"/> Shadow Study                    | 32. <input type="checkbox"/> Other Project Specific Information  |

*\*A detailed description of each of the potential submittal requirements listed above is provided, beginning on page #7. Please note that each project and project site is unique and may warrant the request for additional information at the discretion of staff or the Planning Commission.*

### Preparing Plans, Materials, Studies, and Reports

Some items required on the checklist may be combined on the submitted plans, so long as the plans are legible and all of the necessary information can be easily ascertained. Please note that structural drawings and calculations are not required for most Planning permit applications. ***If, for some reason, you choose not to provide a required item in your submittal package, please specify the reason by written statement at the end of this checklist.*** Staff will consider these statements in determining completeness of the submittal package on a case-by-case basis depending upon the unique circumstances of the project and the project site.

After completing this submittal checklist, include it with all of the application materials and processing deposit, and submit the package to the Planning and Building Department. The amount of deposit will be determined by the type and number of application(s). The fee schedule is available for download on the City website.

### Project Review Process

After an application package is submitted, it is logged in and assigned to a member of the Planning staff who will transmit it to other departments for review and comment. Your application materials will be reviewed for completeness and for conformance with regulations administered by each of the reviewing departments. In some cases, there may be overlap in the comments, as regulation and oversight of certain aspects of the proposed development may involve more than one department. Some studies and technical reports may be subject to peer review and will be transmitted to outside consultants for this purpose. The applicant is responsible for all fees incurred during processing of the application. A monthly statement will be provided to the applicant to show all fees incurred, amounts drawn from the deposit, remaining balance, and additional deposits (if necessary) to ensure that sufficient funds are on file for cost recovery.

Once all comments are received and the assigned Planner has completed initial review of the proposed project, a letter indicating the status of the application will be provided to the applicant. If the project is deemed as incomplete for processing, a list of the additional items necessary to continue review of the project will be provided. You may be required to provide additional information beyond the basic and potential submittal requirements provided with your initial application, depending upon the need for clarifications related to particular aspects of the development proposal, specific site conditions, and/or as part of the environmental review process. The project status letter may also include preliminary merits comments to identify any aspects of the proposal that appear inconsistent with the findings necessary for approval of the requested permit(s). *Preliminary Merits Comments* are advisory in nature, and are not considered as completeness items. Rather, they are intended to aid the applicant in identifying aspects of the project that would benefit from further consideration and/or modifications prior to being considered by the decision-making body.

### **Detailed Description of Basic Submittal Requirements**

1. **Completed Planning Application Packet. (One copy.)** The City's Planning Application packet is comprised of an *Application Form*, *Acknowledgement of Permit Processing Costs* form, *Homeowners' Association Notification* form, and *Indemnification Agreement* form. These forms can be downloaded from the City's website at <http://www.cityoflarkspur.org/PlanningApplication> or they can be mailed or emailed upon request. All forms must be completed in their entirety, and wet signed by the applicant and the owner (if different from the applicant) before they can be accepted. Both the original signed copy and a scanned digital copy are required when the application is filed.
2. **Completed copy of this Planning Permit Application Submittal Checklist. (One copy.)** A completed copy of this *Planning Permit Application Submittal Checklist* must be included with the materials included in your application package at the time of filing. Staff will review the completed form and will verify that all of the checked items are included with your application.
3. **Preliminary Title Report from a Title Company. (Two copies.)** The preliminary title report must be issued from a Title Company within the last six (6) months, and must reflect the current status of the property including all recorded easements and proof of ownership.
4. **Design Plan Sets. (One Full Sized Hard Copy and a Full Digital Copy).** Full-sized plan sets should not exceed 24 inches by 36 inches. Any reduced sized plan sets (required later for the Planning Commission packets) should be 50% size. All plans must be drawn to scale and include scaled dimension lines. In addition, plans must include a graphic scale conversion that allows for accurate measurements when plans are reproduced at differing sizes for inclusion in staff reports or viewed through various mediums after being archived into City records. The digital plans must be provided with all pages merged as a single document. The size of the document must be capable of being transmitted by email. The digital copy may be submitted on CD or flash drive, or it may be emailed to a Planning staff member.

All plans shall include an information/title block with the initial date of completion and any subsequent revision dates, the project name, site address and Assessor Parcel Number (APN), and the name and contact information of the plan preparer(s). If the preparer is a licensed professional, the plans must be wet stamped and signed.

Plan sets shall, at minimum, be comprised of the following pages:

- A. **Cover Sheet with Project Description, Project Data, Vicinity Map, and Sheet Index.** A Site Plan must be submitted that contains the information listed below:
  - ***Project Description*** – The project description must summarize all aspects of the project related to demolition, construction, site work, changes in use, and changes to the appearance of existing structures associated with the work under review. If grading is involved, the volume of grading should be provided as a measurement of cut, fill, and

off-haul (separately and as a cumulative calculation) in cubic yards. Unique site conditions that necessitate implementation of design parameters and/or solutions must also be identified. Examples include, but are not necessarily limited to, sites located within the Urban Wildland Interface (UWI), sites that include or are adjacent to water ways, sites that are situated within mapped FEMA flood zones, sites listed on the City of Larkspur Heritage Inventory, sites with known archeological resources or contamination, or sites that may be impacted by debris flows.

- **Project Data** – Staff’s ability to assess the proposed project relies on the conveyance of accurate data related to the property size and slope, existing and proposed site work (including tree removal), and existing and proposed development. All data for residential projects should be presented in the same format as the attached Residential Site Data Table to convey existing and proposed conditions and demonstrates conformance with each of the applicable zoning standards governing development on the site. Where the project deviates from prescribed standards, a note should be included to indicate the corresponding Planning entitlement being requested to allow for the proposed deviation.

For projects on sites other than those regulated by R-1 and R-2 Zoning, please carefully review the zoning regulations and include applicable project data in the same general format as the Residential site Data Table.

- **Vicinity Map** – The vicinity map must show the location of the property within the larger context of the surrounding community.
- **Sheet Index** – The Sheet Index must list each sheet included within the Planning application plan set, listed by page number and title of the corresponding sheet. Please ensure that titles are consistently applied throughout the plan set.

**B. Site Plan.** The Site Plan must be consistent with required surveys (which must be referenced) and must contain all of the information listed below:

- **Boundaries** – The site plan must show all existing and proposed lot lines, labeled with their metes and bounds, open space, and the locations of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated. If the property is governed by a planned zoning district, then all contiguous legal lots of record under a single ownership must be shown.
- **Structures** – The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Their use, location, and setbacks to all property lines must be indicated. (All building setbacks from property lines must be dimensioned on the plans.) The maximum extent of each proposed building footprint shall be shown in a relative line weight that is heavier than those lines that show other project components. For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched. The footprint and height of any existing or proposed structure on adjacent properties may be required to be provided in some instances. Plans for retaining walls shall indicate the top and bottom of wall elevations.
- **Noise Generators** – The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and anticipated noise levels shall be provided. The equipment must conform to minimum setback requirements for accessory structures and additional documentation must be provided (either on the plans or in a separate document) to demonstrate that the Noise Control Regulations would be met, pursuant to [Larkspur Municipal Code Chapter 9.54](#).
- **Lighting** – All exterior lighting (for structures and landscaping), including the location, total height of light standard (if any), type, style and color of fixture, direction and intensity at the property boundaries. Exterior light sources shall not create a glare or hazard on adjoining streets or be annoying to adjacent properties or residential areas. The location of lights and electric conduits in landscaped areas shall be coordinated with the landscaping and irrigation plans, which shall be consistent with the information shown on the required Site Plan.
- **Natural Features** – All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, waterbodies, and all existing significant

vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses including tide water must be shown. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 50-inch or greater trunk circumference measured at a height of 24-inches above grade must be shown. Any trees proposed for removal must be indicated along with the reason why they are proposed to be removed. Areas of identified geological instability shall be identified, including faults, landslides, and mapped debris flows.

- **Topography** – Existing site contours must be shown at the same intervals as the required Topographic Survey (discussed below), and their respective elevations must be labeled. All natural features such as creeks, flood zones, slides, faults, debris flows, rock outcrops, and human made improvements must be shown. For properties which contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. Distances from the top of the bank to the nearest adjacent buildings must be included.
  - **Parking and Vehicular Access** – Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for back-out maneuvers, parking angles, dimensioned parking stalls (including interior dimensions of garages), driveway profiles, cross-sections through the driveway, turnouts, turnarounds, driveway dimensions, entry gates, and the clear vision triangle at intersection of roadways and/or driveways must be shown. Typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All parking and access easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting state accessibility requirements, must be shown for non-residential projects. Where bicycle parking is required, plans must show means of access, location, number of spaces, and type of parking racks and/or lockers. Corresponding details for the provided racks and/or lockers must also be included.
  - **Associated Site Design Elements** – The location of identification signs, street address, propane tanks, trash enclosures, exterior lighting fixtures (also discussed above), mailboxes, fencing, trellises, paths and walkways (including paving materials), retaining walls, and other features that affect the exterior appearance and use of the property and adjacent property must be indicated. For retaining walls, the top of wall elevation and the bottom of wall elevation shall be labeled.
  - **Natural State** – On properties with an average slope of 10 percent or greater (hillside properties), include information in the data summary table that contains the existing, proposed, and minimum required area of Natural State. This may also be provided on a separate sheet along with a diagram of the Site Plan to indicate how the calculation was made. Natural State is defined as the portion of a lot (excluding vehicular easements serving other properties) that is open and undeveloped with structures and other impermeable surfaces. Impermeable surfaces include, but are not limited to, the footprint of structures, paved walkways and driveways, swimming pools, decks, patios and walls, but shall not include permeable materials such as turf block or crushed granite. Other materials designed for permeability may be considered on a case-by-case. Final determinations will be made by the Planning Department in consultation with the Department of Public Works, with consideration being given to factors such as suitability of material, performance issues, and method of installation.
- C. **Roof Plan.** Roof plans must indicate existing and proposed pitch, slope direction, hips, valleys, and general size and location of any mechanical equipment, vents, ducts, skylights, and chimneys. The roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations. It is preferable that the proposed roof plan be included on the site plan.
- D. **Floor Plans.** Floor Plans must be fully dimensioned and drawn at a scale of ¼ inch per foot for all levels of existing and proposed structures. The garage and all food preparation facilities, windows, doors, and stairways must be shown, with all rooms labeled according to intended use. Floor area calculations shall be provided below the title of each drawing. For projects that involve an addition, the existing floor area shall be outlined with a dashed line

and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched. Floor area calculations must be based upon the dimensioned floor plans (as measured to the outside of exterior walls) and the definition of 'floor area' as contained in Section 18.08.255 (Definitions, Floor Area) of the Larkspur Municipal Code.

- E. Building Elevations.** Building Elevations must be fully dimensioned and drawn at a scale of ¼ inch per foot for all existing and proposed structures. Drawings shall include the roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information. Exterior building materials, including but not limited siding, roofing, and glazing must be indicated. All exterior lighting affixed to structures must also be shown. If additions are proposed, elevations shall clearly distinguish existing from proposed portions of the structure by including scaled dimension lines above the outline of new building facades and rooflines consistent with corresponding floor plans. The drawings should show the height of all sides of the structure in relation to the adjoining finished and natural grades, with finished and natural grade lines extending out from the edges of the building elevations.
- F. Building Cross Sections.** Cross Sections shall be drawn through the highest portions of existing and proposed structures. Elevations, based on accurate topography consistent with the provided topographic survey, shall be indicated for finished floors, foundation lines, plate heights, roof ridge lines, and existing and finished grades. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways and impacts to surrounding properties.
- G. Boundary and Topographic Surveys.** Boundary and Topographic Surveys must be prepared and signed by a registered civil engineer or licensed surveyor whose name, address and phone number are indicated in the Title Block. A qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965. Boundary Surveys shall show all property lines, boundaries, rights-of-way, and easements. In addition, all natural features related to waterways and waterbodies, flood zones, slides, faults, rock outcrops, major vegetation and trees, as well as all human-made improvements must be shown. All contours shall be shown at two-foot intervals and must be based on the National American Vertical Datum (NAVD). Notes to indicate the lot area, as defined by LMC Section 18.08.380 (Definitions; Lot Area), and the average slope of the property with calculations pursuant to LMC Section 18.34.030 (Slope and Hillside Development Regulations; Average Percent of Slope) shall be included on the survey. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. For properties that contain tidally influenced waterways or waterbodies, the mean high water line must be indicated. The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan.
- H. Preliminary Grading Plan.** The Preliminary Grading Plan shall be prepared by a qualified civil engineer or licensed architect. The plan must clearly delineate the limits of grading and indicate existing and proposed contours and/or spot elevations across the building site, with . existing contour shown in dashed lines and proposed contours shown in solid lines. The plan must indicate the total area of disturbance in square feet, and the total amount of proposed excavation, fill, and off-haul in cubic yards. The location of proposed deposition and borrow sites for each major element of the project must also be indicated. The grading plan shall be drawn at the same scale as the site plan. T
- I. Preliminary Drainage Plan.** The Preliminary Drainage Plan shall be prepared by a qualified civil engineer or licensed architect. The plan must show existing and proposed drainage for the site including surface and subsurface drainage facilities, structures, driveway and other improvements, and must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces. Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan. All data including calculations of new and replacement impervious area shall be clearly shown to demonstrate whether the project is subject to MCSTOPPP (Marin County Storm Water Pollution Prevention) requirements. For projects requiring compliance to MCSTOPPP standards, a conceptual storm water treatment plan may be necessary at the design review level where inclusion of treatment facilities may affect site design and layout. For current information related to MCSTOPPP requirements, please reference the most current edition of the BASMAA Post-Construction Manual; Design Guidance for Stormwater Treatment and Control for Project in Marin, Sonoma, Napa, and Solano Counties.

- J. Landscape Plan.** The Landscape Plan and/or Revegetation Plan must clearly depict the location of all existing and proposed trees, with dripline, and significant plantings by scientific and common names. All trees must be identified as either existing (E) or new (N). For existing trees, include the size as a measurement of circumference at 24 inches above grade, with notes to clearly identify any trees proposed for removal. For all other proposed plantings, indicate the common and scientific names, number and size of containers at the time of planting, and the estimated height at maturity. The Landscape Plan must be consistent with the provided Site Plan, and indicate the method and general location of irrigation. Include information to indicate whether the project is subject to Marin Municipal Water District's Water Conservation Ordinance requirements and, if so, include notes to indicate that the project has been design to conform to these requirements and will be subject to review and final approval by the District.
- K. Sign Details.** Where applicable, detailed drawings of proposed signage must include scaled dimension lines with notes indicating colors, materials, and method of illumination. Detailed information related to illumination must include the types of fixtures, colors, location, and intensity. Drawings must include the details of construction for all components the signage, including method of mounting. It is recommended that a colored rendering also be provided. Applications for projects where new signs are proposed must be accompanied by a completed Supplemental Sign Application, which shall include data necessary to ensure conformance with applicable Sign regulations pursuant to LMC Chapter 18.60.
- 5. Materials and Colors Sample Board. (One copy.)** Materials and color samples must be provided on foam core or matboard with a size no greater than 8½ by 14 inches. Physical samples of all exterior materials and paint chips used in the project must be affixed to the board with identifying labels and the intended use. Where physical samples are not feasible, detailed photographs and/or brochures (glossy-true color) may be submitted. Include catalogue cut sheets of doors, windows, light fixtures, etc. on board or provide separately. All materials and colors must be noted on corresponding elevation drawings. Material boards will be retained by the City and discarded after final inspection approval.
- 6. Payment of Application Fees.** The applicant is responsible for all fees incurred during processing of the application. A deposit, based upon the most current fee schedule as modified periodically by resolution, is required at the time of initial submittal. A monthly statement will be provided to the applicant to show all fees incurred, amounts drawn from the deposit, remaining balance, and additional deposits (if necessary) to ensure that sufficient funds are on file for cost recovery. Any credit balance remaining in the account after the application process has been finalized will be returned to the applicant.

### **Detailed Description of Potential Submittal Requirements**

- 7. Story Pole Plans/ Story Poles.** Story pole plans must show the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures. The plan should be prepared by the project architect, designer, civil engineer or qualified professional. Once approved by staff, the poles shall be installed for viewing by staff and decision-making bodies prior to scheduled public hearings . The schedule for installing the story poles must be coordinated with the Planning staff and should generally not be done until all other necessary items of information for the project have been submitted. Once installed, the applicant shall contact staff to make arrangements for viewing.

Story poles must be connected by orange construction netting and shall clearly and accurately demonstrate the maximum roof height and outline of the structure. The construction netting must be at least 1.5 feet wide and must be installed at the base and top of perimeter poles, and connecting the ridgeline of the poles to represent the height, mass, and bulk of the structure. The story poles must be constructed in such a manner that they will be able to withstand the elements until the end of the planning permit process. If high winds make it unsafe to install construction netting showing the roof ridges, then the tops of the poles may be painted orange, and orange tape may be substituted for the netting. Planning staff has the discretion to require that the story poles be placed or certified by a licensed surveyor or qualified civil engineer.

- 8. Staking Plan.** The Staking Plan shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed. The plan may be required to show development features such as the location of retaining walls, edges of hardscape site improvements, building footprints, driveways, parking areas/decks, swimming pools, and the limits of grading. Stakes shall be located at approximately 10- to 25-foot intervals (depending upon the scale of the development), shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate.

The schedule for installing the stakes must be coordinated with the staff Planner assigned to your project. Once installed, the applicant shall contact staff to make arrangements for viewing. Staff has the discretion to require that the staking be placed by a licensed surveyor or qualified civil engineer to ensure accurate placement.

9. **Elevation Certificate.** The National Flood Insurance Program (NFIP) Elevation Certificate (EC) (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, or support a request for a Letter of Map Amendment (LOMA) or a Letter of Map Amendment based on fill (LOMR-F). Elevation Certificates must be prepared and certified by a Licensed Land Surveyor, Registered Professional Engineer, or an architect who is authorized by State, or local law to certify elevation information. Elevations must be certified by a Registered Professional Engineer or Licensed Land Surveyor if the Elevation Certificate is intended to support an application for a Letter of Map Amendment or a Letter of Map Revision Based on Fill.
10. **Arborist Report.** Arborist Reports must be prepared by a qualified arborist. The report shall provide an evaluation of the trees that meet the definition of a “heritage” tree in Chapter 12.16 of the Larkspur Municipal Code, which could potentially be affected by the development. The arborist’s report shall, at a minimum, indicate the health of trees with driplines that fall within the area of the project site, and evaluate any adverse effects to the trees that could potentially occur as a result of the project. Specifically, the report shall recommend appropriate Tree Protection Zones for trees that would remain on the property and appropriate locations for replacement trees to be planted. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The report shall also indicate whether there are exotic and/or pyrophytic trees that may be invasive or present a hazard to life and property. The arborist’s report is subject to peer review at the Director’s discretion.
11. **Stormwater Control Plan.** For projects subject to MCSTOPPP requirements, a storm water control plan shall be prepared by a registered civil engineer, licensed architect, or licensed landscape architect. For detailed guidance on how to prepare the Stormwater Control Plan, please refer to the publication entitled, “Guidance for Applicants: Stormwater Quality Manual for Development Projects in Marin County.” This publication is available at the Planning Services Counter and at [www.mcstoppp.org](http://www.mcstoppp.org) (please refer to the Marin County Stormwater Pollution Prevention Program's [MCSTOPPP] website under "Resources for New Development"). A Stormwater Control Plan template is available on the webpage as well. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan may also be required at the discretion of the Public Works Director.
12. **Preliminary Geotechnical Report.** Geotechnical reports must be prepared by a certified engineering geologist, a soil engineer, a geotechnical engineer, or a civil engineer practicing within the area of his or her competence. The report shall include a list of resource materials reviewed, logs of borings/test pits in the area of the proposed improvements, laboratory test results, and identification of any geologic hazards that could affect the development including but not limited to faulting, seismic shaking, slope instability (on- or off-site), liquefaction, and lateral spreading. The engineer shall provide conclusions and recommendations for excavation and grading, foundations, slabs on grade, site drainage, and subsequent plan review, site observation and testing during construction, as necessary to reduce the risk of any identified hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

The preliminary geotechnical report may be divided into two parts:

- A. **Soils reconnaissance.** The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems.
- B. **Final soils investigation and report.** This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage. The report shall also recommend any required corrective action for the purpose of preventing structural damages to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.



- 13. Preliminary Utility Plan.** Utilities must be clearly shown on the required Site plan or on a separate Utility Plan prepared by a qualified architect or civil engineer. The plan shall indicate the location of all public and private utility connections and methods of extension (overhead or underground). Existing and proposed utility meters, including new and replaced meters should be also be clearly shown. Specifications including pipe size, slope, material (of both private lines and public lines to be connected to) and invert/grate/cover elevations may be required. The plan must also include the adjacent street right-of-way, with all improvements clearly labeled and drawn to scale.
- 14. Construction Management Plan.** Construction Management Plans shall contain a number of components related to development activities, including the following:
- A.** A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, staging of all construction vehicles and equipment and debris boxes, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown.
  - B.** Excavation and disposal methods and equipment to be used
  - C.** Truck loading/concrete dispensing location and anticipated traffic impacts, and traffic control measures
  - D.** Site Access Location (Plan should indicate how large equipment/vehicles will enter constrained or otherwise challenged areas).
  - E.** Dust reduction consistent with the Bay Air Quality Management District's basic control measures.
  - F.** An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works. For phased projects that will result in any bare or stripped areas for any extended period of time, a temporary erosion and sediment control plan will be required.
  - G.** A traffic control plan, as required by the Department of Public Works.
  - H.** The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
  - I.** Construction phasing and the timing including anticipated month of when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, and utilities installation.
  - J.** Additional information deem necessary at the discretion of the Public Works and/or Planning and Building Department Directors to ensure the health, safety and welfare of persons residing in or working in the proposed structures or in developments adjacent to the proposed project.
- 15. Renderings.** Applicants have the option to include a rendering in their plan set. A photosimulation (below) is a more accurate representation of the proposal and may be requested to assess potential visual impacts resulting from a development proposal.
- 16. Photosimulations.** Photo-simulations of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the City. The photo-simulations shall be based on a Digital Terrain Model that accurately reflects the existing and proposed grades and shall show the mass of the proposed residence and the location of the proposed driveway. A "normal" camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain to scale on the images.

Two photo-simulations shall be prepared for each vantage point required and approved by the Planning Department to show the impact of the development without any proposed landscaping and also to show the impact of the development with the proposed landscaping (assuming five years of average growth). The applicant shall submit documentation providing information on the scope of work, the location of the proposed vantage points, the time that photographs would be taken, and the firm chosen for the project for planning staff's review and approval prior to the analysis being initiated. The photo-simulations are subject to peer review at the Director's discretion.

- 17. Acoustical Study.** The Acoustical Study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project and noise levels that would result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project. Measurements shall be taken to demonstrate exterior noise levels at property lines and/or interior noise levels within neighboring apartments, condominiums, townhouses or duplexes in the same building, as appropriate, in conformance with Larkspur Municipal Code Chapter 9.54 Noise Control Regulations.
- 18. Historic Study.** Historical studies shall be prepared by a qualified architectural historian. At a minimum, the historical study shall assess whether the location of the project site and/or existing structures on the project site could be considered a significant historical resource. The report should evaluate the project based on City policies regarding historical significance. If the study finds that a structure or location is a significant historical resource, a further evaluation of potential preservation measures may be required. The historical study is subject to peer review at the Director's discretion.
- 19. Shadow Study.** Provided Shadow or Solar Studies must meet the following requirements.
- A.** Provide diagrams showing shadows cast by the project prior to construction and after construction. Indicate shadows for each of three times of day (2 hours after sunrise, noon, and 2 hours before sunset). Calculate shadows for three times of year – the summer and winter solstices, and the application date (or +/-1 week of submittal date).
  - B.** Include a photo of the structures to be affected showing the existing shadows at the application date (or there about) to corroborate the accuracy of the shadow study.
  - C.** Overlay (in the same diagram) the existing shadows and those projected for the proposed structure, for each scenario required in #1 above, indicating clearly the incremental shadow due to the proposed project.
  - D.** Show all structures that the shadows from the proposed project will hit. Indicate in writing that all buildings being shadowed are shown on the diagram.
  - E.** If a shadow (existing or future) hits the wall of an adjacent structure, (1) show where existing shadow hits the wall, and (2) indicate locations of windows on walls affected.
  - F.** If increased shadowing caused by the proposed project would affect any windows on residential buildings, then indicate the use of those windows (garage, bedroom, bathroom, living room, etc).
- 20. Archaeology Report.** Archaeology reports shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the archaeology report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The archaeology report is subject to peer review at the Director's discretion.
- 21. Transportation/ Traffic Study.** Please refer to Circulation Assessment/Traffic Study (30) below.
- 22. Transportation Management Plan.** Transportation Management Plan (TMP) must address all modes of transportation as well as parking for the proposed project and shall be prepared by a qualified traffic engineer or traffic planner. The TMP shall provide objectives and strategies for normal operations as well as special events, and show improvements that would be necessary to achieve these objectives and strategies. The TMP shall provide details for traffic management including methods such as using single-occupancy vehicles, bicycles, pedestrian travel, school buses, public transit, and car-pooling. Quantifiable rates of the different methods shall be provided for both regular activities and special events. Pick-up and drop-off locations and routes for all vehicular travel shall be identified. Pick-up and drop-off times shall also be identified and coordinated with regular and special event schedules. Staff activities regarding traffic and parking management shall be described. Detailed requests for any waivers of standard requirements necessary shall be requested with adequate material to support the request.

**23. Photometric Study.** A photometric study showing existing and proposed ground-level lighting intensity in footcandles for the subject property, and immediately adjacent surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

**24. Biological Assessment.** The biological site assessment must be prepared by a qualified biologist and provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation must be clearly mapped. In addition, the biological site assessment shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. If there are wetlands adjacent to the project, then a wetland delineation shall be submitted, and the boundary of any riparian vegetation shall be clearly identified in the report. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

If the report finds that the project could result in a significant impact, then further evaluation of potential mitigation measures may be required. The biological assessment is subject to peer review at the Director's discretion. In those cases when a biological site assessment is required, the Director reserves the right to directly hire a biologist of the Planning Department's choice. The cost of the contract and the Division's standard contract administration fee shall be the responsibility of the applicant.

**25. Hydrological Report.** Hydrological reports shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The hydrology report may be subject to peer review at the Director's discretion.

**26. Defensible Space Plan.** See Vegetation Management Plan (VMP), below.

**27. Constraints Map.** The Composite Constraints map must show the proposed site boundaries and contour lines, and improvements, overlain by environmental constraints and adequate buffers surrounding significant environmental features. The map shall be prepared by the project architect or civil engineer in consultation with other technical specialists working on the project. Buffers shall be based on applicable policies and regulations, where appropriate, and on the environmental studies required for the application. Buffers shall be accurately mapped and may include, but are not limited to Tree Protection Zones, Wetland Conservation Areas, Stream Conservation areas, Ridgeland and Upland Greenbelt Areas, flood zones, geologically unstable or otherwise hazardous areas, and adequate distances from special status species or hazardous areas. Appropriate Tree Protection Zones may be determined by an arborist, or an assumed distance of one foot diameter per each inch of trunk diameter at breast height may be used.

**28. Affordable Housing Plan.** For development applications of five or more housing units, or subdivisions of two or more parcels where five or more additional housing units could be developed, an Affordable Housing Plan must be provided and shall include the following information:

- A.** Number, affordability level, unit type, tenure, number of bedrooms, location, size, and design of all inclusionary units;
- B.** Construction schedule and phasing of inclusionary units in relation to market-rate units;
- C.** Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration;
- D.** Any incentive requested pursuant to Chapter 18.26 (Residential Density Bonus, Concessions, And Incentives), including the additional information specified in that Chapter; and
- E.** Such additional information as may be required by the Director to ensure conformance of the project with The City of Larkspur's affordable housing requirements and the General Plan.

**29. Operational Characteristics for Use.** For projects subject to Conditional Use Permit approval, information related to the proposed use of the property must be provided by the applicant and/or business owner, including but not limited to the following items:

- A.** The maximum number of staff on site at any one time.

- B. The hours of operation, including hours open to the public as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic, or parking.
  - C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
  - D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers, and visitors that would be in attendance.
  - E. The schedule and nature of expected deliveries to the site.
  - F. Anticipated Noise levels for operation of the proposed use, specifying the source and location of noise generating equipment and/or activities and specifications for the noise generating equipment and any sound attenuating devices and/or methods that would be employed.
  - G. The path of travel for pedestrians and vehicles at the site.
- 30. Circulation Assessment/ Traffic Study.** The Circulation Assessment/ Traffic Study must be prepared by a qualified Traffic Engineer and found to be complete and in compliance with professional standards for such reports by the City's Traffic Consultant. The Planning Commission may request clarification or expansion of any of the material that is submitted. When a traffic study is required in conjunction with environmental review documents mandated by the California Environmental Quality Act, such study shall be prepared by or under the authority of the City. The study shall include, but not be limited to, the following:
- A. A description of the project and the existing traffic and circulation setting;
  - B. For the intersections and roadway segments identified in subsection C, an assessment shall be made of:
    - Daily traffic volumes including existing traffic, existing traffic plus projected traffic, and existing traffic plus projected traffic plus project traffic.
    - AM and PM peak hour traffic volumes including existing traffic, existing traffic plus projected traffic, and existing traffic plus projected traffic plus project traffic.
    - For intersections, the AM and PM peak hour level of service and capacity analysis.
  - C. For development projects where there is an existing use on the project site the study shall determine the actual existing trip generation for the site and shall also determine the average existing trip generation for the site using the trips rates from the ITE "Trip Generation Manual" or, should the existing use of the site not be included in the ITE manual, using trip generation rates as recommended by the City Traffic Engineer.
  - D. For development projects north of Corte Madera Creek where there is an existing use on the project site and where the projected trip generation would exceed the average p.m. peak hour trip generation, the traffic study shall include trip mitigation measures, such as Transportation Systems Management (TSM), which would describe how future project trip generation could be managed so that it would be no greater than the average p.m. peak hour trip generation at the project site. The traffic study and trip generation mitigation measures shall apply to minimize the traffic impacts to the extent feasible, but an exception to the "no greater than the average existing p.m. peak hour trip generation at the project site" shall be considered for the residential portion of development projects where either:
    - No less than fifteen percent of units are dedicated to very low-income housing and ten percent to low-income housing and twenty-five percent to moderate-income housing; or
    - Fifty percent of units are dedicated to senior/disabled housing.
  - E. Projections of future levels of service shall be conducted assuming existing roadway geometrics and also accounting for those traffic and circulation system improvements as shown on the programmed transportation system improvements list.
  - F. The report shall be appended with the total listings of traffic counts and the intersection capacity worksheets.

**G. Scope.** The report shall address all of the intersections and roadways of the City’s primary circulation system for which the project is expected to increase the existing peak hour traffic volumes of any approach or segment by one percent of existing traffic volumes or by ten cars, whichever is less. The City shall determine the scope.

**H. Methodology.** The methodology to be used in the traffic study shall be that set by the City.

**31. Vegetation Management Plan (VMP).** Vegetation Management Plans must addresses any vegetation modification and management necessary to meet applicable Fire Codes and established Fire Safe Marin Guidelines. The vegetation management plan shall include the following information:

**A.** Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area. (See WUI Ordinance for definition of Defensible Space.) Every tree within the Defensible Space with a trunk that is greater than six (6) inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.

**B.** Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

**32. Other Project Specific Information.** Additional information may be required by staff or the Planning Commission to analyze unique conditions related to the project site and/or proposal for conformance with applicable local, regional, state, and federal regulations. **If certain required items were not submitted, please provide a written explanation in the following space as to why they were not included. (Attach additional sheets if necessary.)**

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