



# CITY OF LARKSPUR

**Planning Department**  
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## Submittal Requirements for Single-Family Design Review (DR)

(Multiple-unit residential, mixed use, or non-residential projects should refer to the required information listed under Section 18.64.040 of the Design Review Ordinance [Chapter 18.64])

Within 30 days of application submittal, the Planning Department will review each application for completeness of required information & fees. A Notice of Incomplete Submittal will be mailed to those applicants whose submittal is incomplete. Applications cannot be set for public hearing until accepted as complete.

**Project Site Address** \_\_\_\_\_

**Applicant/Owner Name** \_\_\_\_\_

The following items must accompany all applications unless specifically waived by Planning staff<sup>1</sup>. Upon submittal of the application, please submit this sheet back to the Planning Department with the appropriate boxes checked, to assure our receipt of all submittal requirements.

Office Use

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> <b>Application-</b> completed & signed by applicant & property owner.<br>(Note: property owner may be different from business owner)  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Deposit or fee</b> as established by resolution of the Council.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Statement of required findings under the Design Review ordinance-</b> (Section 18.64.055, Larkspur Municipal Code [LMC]) describing how the application satisfies these findings.) (see back of form for findings)   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Three (3) sets of plans</b> (up to an additional 8 plans will be required when application is deemed complete) <b>including the following:</b>   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Location map</b> –showing the general location of the parcel & the addresses of adjacent properties.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Topographic &amp; Boundary Survey-</b> including calculations for the average slope of the property per Section 18.34.030.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Site Plan</b> –  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (a) shall be drawn to scale & dimension.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (b) shall have a graphic bar scale, a statement of scale, a north arrow, title block & date.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (c) shall include parcel area calculations & applicable zoning.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (d) shall show all treated portions of the lot (e.g., walkways, stairs, pools, hot tubs, patios, decks & paved driveways etc.) & the main structure & any accessory structures on the site. Include labels.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (e) shall show adjacent building walls of neighboring structures along abutting lot lines.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (f) shall depict any existing and proposed landscaping as part of the project.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Building Floor Plans-</b> showing existing floor area & proposed floor area at 1”=1/4” scale. Both shall be dimensioned at exterior walls.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Architectural Elevations-</b> showing materials & colors at 1”=1/4” scale.   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Table listing existing &amp; proposed floor area, existing &amp; proposed height, existing &amp; proposed setbacks, lot area &amp; average slope.-</b> Note: see definition of “Gross Floor Area,” “Story,” “Height” & “Enclosed Structure” in Chapter 18.08 “Definitions” in the LMC. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Story Pole Plan-</b> see Story Pole Requirements handout.  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <b>Demolition Plan-</b> indicating walls to be removed, walls to remain & new walls.  | <input type="checkbox"/> _____ |

<sup>1</sup> **NOTE:** Depending on the nature of the application, additional information may be required.

# **CITY OF LARKSPUR**

## ***Design Review***

### ➤ **What is Design Review?**

Design Review enables the City to evaluate any substantial remodels, new homes or second story additions within the City of Larkspur to ensure that the design and scale of the addition(s) or new structure are consistent with the patterns of development already established within the City's residential areas. Generally, new homes, new second stories or second story additions, or remodels that increase home size substantially require Design Review (See Section 18.64.020 of the Design Review Ordinance for applicable projects). The Design Review process is necessary to maintain a proper balance between man-made features and the natural environment, while also preserving the unique character of Larkspur's neighborhoods. If an addition or new home can be determined by the Planning Commission or Zoning Administrator to be compatible with other homes, its site and the streetscape, and poses no adverse impacts (including, but not limited to privacy, scale and massing, and solar access), the project can be approved.

### ➤ **What are the necessary steps to apply for Design Review?**

- 1.) **Consult with the Planning Department Staff:** Upon applying, use the master application form to describe the scope of work. The **application** must be signed by the property owner and its representative, if any. A **deposit or fee** is required to cover city staff's time and expenses incurred in processing the application (See submittal requirements on back of form). During the process, additional money may be requested if the case involves more than one public hearing or if consultant services are required. The owner/representative will be required to sign an acknowledgement of permit processing costs. This form advises applicants of costs that may be involved in processing the application.
- 2.) **Staff Review:** Within 30 days of submittal of an application, the City will evaluate it for **completeness**. If it is found to be **complete**, it will be scheduled on an upcoming Planning Commission/Zoning Administrator agenda; if it is **incomplete**, you will be so notified in writing & provided with a list of the items needed to render it complete. During processing, the property will be **visited** at least twice by City staff, once to investigate the site & once to post a public notice.
- 3.) **Environmental Review:** Within 30 days of determining the application to be complete, staff will determine the environmental status of the project pursuant to the California Environmental Quality Act (CEQA).
- 4.) **Noticing & Staff Report:** Local law requires public notice be given for Design Review hearings. At least 10 days before the hearing, a notice will be posted on the property, mailed to all property owners within 300 feet, & posted on three official bulletin boards.
- 5.) **Public Hearing:** The Zoning Administrator or the Planning Commission hearing begins with a staff presentation, then the applicant's presentation & subsequent public comment. The public hearing is then closed and the reviewing body deliberates the project & comes to a decision based on the required findings from Section 18.64.055, which are listed below:
  - A. [Criteria] The proposed structure or alteration is substantially in conformance with Section 18.64.050, Criteria for Approval of Applications, of this Chapter.
  - B. [Compatibility with neighbors] The height, elevations, and placement on the site of the proposed structure or addition are consistent with the prevailing neighborhood architectural character and scale and with the existing pattern of development in the neighborhood and/or commercial area. Further, the proposed structure or addition avoids significant or unreasonable loss or interference with privacy, light, solar access, and prominent scenic views (i.e., views of hillsides, Mt. Tamalpais, and San Francisco Bay from primary living areas).
  - C. [Bulk] The orientation and scale of the proposed structure or addition in relation to the immediate neighborhood minimizes the perception of excessive bulk. The proposed structure or addition employs architectural features and details, which minimize, rather than accentuate, the prominence of the structure.
  - D. [Overall Design] Architectural features of multiple structures, additions, or design elements combine together in an attractive and visually cohesive manner. Further, the overall composition of the proposed structure or addition is compatible with and compliments the historic, architectural, and/or aesthetic character of the neighborhood or commercial area. These considerations include, but are not limited to, the structure's architectural style, size, design quality, use of building materials, and similar elements (e.g., relative to residential development, garage location, garage doors-number and size, window styles, front porches or entry stoops).
  - E. [Other Plans and Regulations] The project is consistent with any applicable specific, area, or precise plans and conforms to the standards and regulations of all applicable provisions of the Larkspur Municipal Code.

### ➤ **Can the public or applicant appeal the decision of the Planning Commission (PC) and the Zoning Administrator (ZA)?**

Yes, anyone disagreeing with the PC or ZA decision may file an appeal with the City Clerk within 10 calendar days of the date of the meeting at which the decision was made. A filing fee is charged. The City Council then will hold a new hearing.

### ➤ **When does the Design Review expire?**

The permit must be acted upon (commencement or construction) **within two years** of the approval or the permit would be rendered invalid. Applicants unable to meet this schedule should apply for an extension before the two-year period expires.

**NOTE: The City strongly encourages the applicant/property owner to consult with neighboring property owners regarding the proposed project before submittal.**