APPLICANT'S GUIDE AND SUBMITTAL CHECKLIST FOR TITLE 10A APPLICATIONS

(OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS FOR MULTIFAMILY HOUSING DEVELOPMENT)

CITY OF SAUSALITO – COMMUNITY DEVELOPMENT DEPARTMENT
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Applicability of Title 10A

Title 10A of the Sausalito Municipal Code (SMC) is an alternative, ministerial development approval process in lieu of the City's typical design review, use permit, variance, and tree removal permit processes. This streamlined process is only available for the following types of projects:

- Residential projects which include two or more new multi-family dwelling units;
- Mixed-use projects consisting of two or more new multi-family dwelling units where the square footage designated to non-residential uses does not exceed one-third of building area;
- Transitional or supportive housing projects;
- Modifications or additions to structures previously approved under Title 10A; and
- Projects which seek approvals under SB35, AB2011 or subsequent state legislation requiring ministerial approvals of qualified housing development projects.

For projects which choose the streamlined approval process under Title 10A, it is important to note that development standards for new or remodeled structures, site layout, parking, and landscaping are contained in both Title 10A (Objective Design and Development Standards for Multifamily Housing Development) and in Title 10 (Zoning Code) of the Sausalito Municipal Code.

Projects which fully comply with the standards of Title 10A and other objective standards of the Sausalito Municipal Code will be issued an Administrative Housing Compliance Review Permit and may proceed to obtain subdivision approvals if necessary or building permits.

Applicants which cannot or choose not to comply with all standards of Title 10A or other objective standards of the Sausalito Municipal Code will be processed in accordance with Title 10 (Zoning Code) of the Sausalito Municipal Code.

Submittal Requirements & Checklist

See SMC Sections 10A.01.050.C and 10.54.060 for detailed submittal requirements, summarized as follows:

Applicant Initial if Provided	**GENERAL REQUIREMENTS**
	Topographical map and boundary survey prepared by a licensed surveyor

	Vicinity map showing adjacent structures and their window locations
	Documentation of outreach to neighbors (adjacent and across the street)
	Arborist report which locates heritage trees as defined in SMC Section 11.12.020, if any
	Site plan with locations of staked building corners and story poles
	Certification of story poles by a licensed surveyor or civil engineer
	Evidence of compliance with SMC Section 10A.03.040 (View Standards)
	General Application Form completed
	Applicant's Guide And Submittal Checklist For Title 10A Applications (this form) completed with a signed certification on **Page 3.**
	Residential Site Data Table completed
	Applicable fee, as established by resolution of the City Council
	A narrative project description, providing rationale for proposed architectural and site design solutions
	One set of full-size plans (digital). Plans shall include: o Vicinity Map (as noted above) o Site Plan (as noted above) o Building elevations o Building floor plans o Building roof plan o Grading plan o Demolition plan o Sectional drawings o Landscape plans o Project description
	Materials sample board
	Geotechnical report
	Tree removal/alteration permit, as applicable
	Site photographs
	SB330 Preliminary Application Form completed *(if applicable)*
	SB35 Application Checklist completed *(if applicable)*
	Objective Design and Development Standards (ODDS) Compliance Checklist

Quick Guide to Preparing an Application under Title 10A

1. Schedule a Pre-Application Meeting with Community Development Department staff. This is required prior to submitting a complete application

2. Determine the Maximum Building Envelope

A. Identify the Property's Zoning District	Sausalito Zoning Map
B. Comply with density and building volume standards	Title 10: 10.22.040 for R-2 and R-3 Districts; 10.24.050 for C Districts; 10.28.090 for HO Overlay sites
C. For sites in the Certified Historic District	Title 10A Chapter 6
D. Select from allowed uses	Title 10: 10.22.030 for R-2 and R-3 Districts; 10.24.030 for C Districts; 10.28.090.C for HO Overlay sites
E. Select your Building Type and comply with standards for that building type	Title 10A Chapter 4
F. Comply with selected Massing Composition	Title 10A.04.080
G. Comply with parking standards	Title 10A.02.040.4.A

3. Verify Compliance with Public and Private View Synchronization Standards

A. Register for ViewSync account	ViewSync Sign Up
B. Upload project massing plan file into ViewSync	ViewSync Compliance Web App
C. Review ViewSync compliance report and update massing plan to avoid excessive view impact	
D. Obtain positive ViewSync compliance report and submit with project application	

4. Apply Adjustments if resulting building volume is below maximum allowed floor area ratio	Title 10A.01.060
5. Select a Building Frontage Type	Title 10A Chapter 5
6. Prepare Site Plan and Building Facades	Title 10A Chapter 2

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct. I also guarantee City staff and representatives access onto and through the project site for purposes of processing this application.

Applicant Name (please print) Signature Date