



ZONING PERMIT APPLICATION
CITY OF SAUSALITO COMMUNITY DEVELOPMENT DEPARTMENT
420 Litho Street, Sausalito, CA 94965 | (415) 289-4128 | www.sausalito.gov

Address of Project Site: _____

APN: _____

Zoning District: _____

RECEIVED BY:

DESCRIPTION OF PROPOSED CONSTRUCTION AND USE

Scope of Work: _____

Does the project involve any exterior construction or modification of any structure that would modify the existing building “envelope” no matter how minor (i.e. any bump out of exterior walls or roofs, infill under/over an existing deck or bump-out, addition, decks not on grade, roof or side yard modifications or equipment)? If so, please describe:

Note: Staff will be required to conduct an assessment to determine if this project presents the potential to impair views.

APPLICANT CERTIFICATION

I, the applicant, do hereby, under penalty of perjury, swear that the information contained in this application is true and correct to the best of my knowledge.

Name: _____ Signature: _____ Date: _____

Email Address: _____ Phone Number: _____

Address: _____

PROPERTY OWNER CERTIFICATION (IF PROPERTY OWNER IS DIFFERENT THAN THE APPLICANT)

I, the property owner, hereby authorize the applicant designated in this application to act as my representative during consideration of this project by the City. I shall defend, indemnify (including reimbursement of all fees and costs reasonably incurred by separate counsel retained by the City) and hold harmless the City and its elected and appointed officials, officers, agents and employees, from and against any and all liability, loss, damage, or expense, including without limitation reasonable attorney’s fees which City may suffer or incur as a result of any claims relating to or arising from the City’s approval of the project or any portion of the project.

Name: _____ Signature: _____ Date: _____

COPYRIGHT MATERIALS RELEASE

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Sausalito hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City’s website for public review and providing electronic reproductions to the City’s review boards and commissions. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application agreeing to publication or reproduction of any such plans or drawings by the City. If signatures are not provided, permission to post the project plans will be deemed granted by submission of this application for City processing unless the applicant submits a site plan or massing diagram with the plans meeting the definitions of Section 65103.5 and directs the City to use only the site plan and massing diagram for distribution to the public and posting online.

Engineer Name: _____ Signature: _____ Date: _____

Architect/Designer Name: _____ Signature: _____ Date: _____

Landscape Architect/Designer Name: _____ Signature: _____ Date: _____

CONCURRENT PLAN CHECK AUTHORIZATION (FOR CONCURRENT BUILDING & ZONING PERMIT REVIEW)

The City offers plan check review to occur concurrently with the Zoning Permit review. Staff recommends the applicant wait until the Zoning Permit is approved prior to submitting a building permit application. If the applicant chooses to initiate the plan check process concurrently with Zoning Permit review, the following authorization must be completed:

I, the applicant, hereby authorize the release of the project plans submitted for plan check review. I understand that the release of plans to plan check does not constitute Zoning Permit or other Planning approval, and I will remain liable for all plan check processing fees if revisions or further planning review are deemed necessary

Signature of Applicant: _____ Date: _____ Staff Verification: _____

BUILDING PERMIT ISSUANCE PRIOR TO EXPIRATION OF ZONING PERMIT 10-DAY APPEAL PERIOD

Staff decisions on Zoning Permits may be appealed to the Planning Commission within 10 days of the staff decision. If the applicant chooses to initiate construction during the Zoning Permit appeal period, the following condition applies:

I, the applicant, hereby agree to cease all work described in this Zoning Permit application if an appeal of the staff decision on the Zoning Permit is filed. I understand a red tag will be placed on the project site and the building permit will be "on hold" until the issues regarding the appeal have been fully resolved by the City. I acknowledge I am beginning construction at my own risk and recognize the City is not liable for any loss of time and/or money if the City determines the work described in this Zoning Permit application must be modified or is not allowed. Furthermore, I agree to restore the project site to its original condition within 30-days if the Zoning Permit is denied.

Signature of Applicant: _____ Date: _____ Staff Verification: _____

ZONING DATA SHEET (TO BE COMPLETED BY APPLICANT)				STAFF USE ONLY		
SITE DEVELOPMENT STANDARD	EXISTING	PROPOSED CHANGE	PROPOSED TOTAL	STAFF VERIFIED	MAXIMUM ALLOWED	✓
Land Use ¹						☐
No. of Dwelling Units (DU) ²						☐
No. of Accessory DU						☐
Building Height ³						☐
No. of Parking Spaces ⁴ Tandem?	# spaces: _____ ☐ Y ☐ N	# spaces: _____ ☐ Y ☐ N	# spaces: _____ ☐ Y ☐ N			☐
Parcel Area						
Gross ⁵	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
Net ⁶	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
Setbacks ⁷						
Front N ☐ S ☐ E ☐ W ☐	ft.	ft.	ft.	ft.	ft.	☐
Rear N ☐ S ☐ E ☐ W ☐	ft.	ft.	ft.	ft.	ft.	☐
Right Side ⁸ N ☐ S ☐ E ☐ W ☐	ft.	ft.	ft.	ft.	ft.	☐
Left Side ⁸ N ☐ S ☐ E ☐ W ☐	ft.	ft.	ft.	ft.	ft.	☐
Floor Area ⁹						
Total Parcel	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
Perc. of <u>Net</u> Parcel Area	%	%	%	%	%	☐
Each Dwelling Unit ¹⁰ (Required for projects in R-2-2.5 and R-3 zones)	DU1: sq. ft. DU2 DU3	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
	DU1: % DU2 DU3	%	%	%	%	☐
Building Coverage ⁹						
Total Parcel	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
Perc. of <u>Gross</u> Parcel Area	%	%	%	%	%	☐
Each Dwelling Unit ¹⁰ (Required for projects in R-2-2.5 and R-3 zones)	DU1: sq. ft. DU2 DU3	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
	DU1: % DU2 DU3	%	%	%	%	☐
Impervious Surface Area ⁹						
Total Parcel	sq. ft.	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
Perc. of <u>Gross</u> Parcel Area	%	%	%	%	%	☐
Each Dwelling Unit ¹⁰ (Required for projects in R-2-2.5 and R-3 zones)	DU1: sq. ft. DU2 DU3	sq. ft.	sq. ft.	sq. ft.	sq. ft.	☐
	DU1: % DU2 DU3	%	%	%	%	☐

*The Sausalito Municipal Code (SMC) can be accessed at: <https://ecode360.com/47134195>

¹ From List of Allowable Land Uses in respective Zone (SMC [10.20.030](#) (O-/P-), [10.22.030](#) (R-), [10.24.030](#) (C-) or [10.26.020](#) (M-))

² Dwellings legally established from the zoning district's maximum density requirement; not including accessory dwelling units

³ Standard Building Height measured from the Average Natural Grade beneath the structure (SMC [10.40.060\(B\)\(1\)](#))

⁴ The standard dimensions for a code-compliant parking space are measured 9 feet wide by 19 feet long (SMC [10.40.120\(A\)\(1\)](#))

⁵ Total area of a parcel measured in a horizontal plane within the lot lines bounding the parcel.

⁶ Gross Parcel Area excluding net deductions specified in SMC [10.88.040](#) "Parcel size, net"

⁷ As specified in SMC [10.40.070](#) (Setbacks and yards)

⁸ As determined by standing at the front parcel line looking in the direction of the rear parcel line

⁹ As specified in SMC [10.40.040](#) (Floor area ratio); [10.40.050\(B\)](#) (Measurement of Coverage); [10.40.050\(C\)](#) (...Impervious Surfaces)

¹⁰ Sausalito City Council Ordinance No. 1217 established individual maximum limitations for floor area ratio (FAR), building coverage and impervious surface area for any single dwelling unit in the R-2-2.5 or R-3 zoning districts (SMC [10.44.330](#)). Projects located in the R-2-2.5 or R-3 zoning district subject to the single dwelling unit and total parcel maximum limitations.