



RESIDENTIAL DESIGN REVIEW CHECKLIST

The following materials are required at minimum to submit a design review application. Additional materials may be required by the Planning and Building Director or their designee depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - Email 11" x 17" complete plans to planning@townofrossca.gov
- TITLE SHEET** - Include:
 - Title block with the project name, address, assessor's parcel number and contact information
 - Project description with a proposed scope of work
 - Vicinity map with north arrow, project location and major cross streets
 - Data table with the general plan designation, zoning district, lot size, as well as the existing and proposed total floor area, building height, existing and, and number of parking spaces
- SITE PLAN** - Show:
 - Property boundaries and dimensions
 - Footprints, dimensions and setbacks of existing/proposed structures, decks, pools and patios
 - Slope and direction of existing/proposed roofs
 - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
 - Existing/proposed trash enclosures and storage areas
 - Existing/proposed fences and fence heights
 - Existing/proposed mechanical equipment, pool equipment
 - Easements and waterways, if any
- LANDSCAPE PLAN** - Show: **(MMWD Approval)**
 - Applicable site plan information
 - Plant arrangement
 - Table with plant names (common and botanical), quantities and sizes
 - Existing and proposed impervious and pervious surfaces
 - Method of irrigation
 - Location and design of all hardscapes
 - Location and details of all site furnishings
 - Location of trash enclosures, pool equipment and storage areas
 - Location, height, and partial architectural elevations of all fences
 - Location of utility fixtures, meters and boxes
 - Location of all site light standards
- FLOOR PLAN** - Provide a floor plan of all existing/proposed floors with all rooms, dimensions and floor sizes labeled.

- ELEVATIONS** - Show:
 - Exterior features and openings including roofing, roof eaves, roof brackets, siding, doors, trim, sills, windows, vents, gutters, downspouts, scuppers, skylights, chimneys, fences and railings
 - Window and door types, sizes, models and colors
 - Type, finish, material and color of exterior surfaces
 - Exterior mechanical equipment

- STREET ELEVATION** - If the project involves more than a single-story addition, provide a fully dimensioned street elevation showing the proposed project in context with existing buildings on abutting lots. Building outlines are sufficient for abutting building elevations.

- BUILDING CROSS SECTIONS** - Provide critical building cross sections, including at least one cross-section passing through the tallest portion of the building. Include the floor plate and roof plate elevation heights.

- GRADING PLAN** - If the project involves more than 50 cubic yards of soil disturbance, provide a grading plan and erosion soil control plan prepared by a licensed surveyor, architect or engineer. Include a summary table of all proposed excavation, fill, and off-haul volumes. An erosion control and/or storm water pollution prevention plan as required by the Department of Public Works.

- STORMWATER CONTROL PLAN** – Prepared by a registered civil engineer, architect, or landscape architect. Refer to the publication entitled, “BASMAA Post-Construction Manual”. This publication is available at www.mcstopp.org website under “Development Projects/Post Construction Stormwater Management.

- MATERIAL SAMPLES EXHIBIT** - If the project involves new exterior materials, provide an exhibit with samples of proposed materials such as siding, trim, detailing and roof materials. Identify the manufacturer, product, identification numbers and other pertinent information on the exhibit. If the project involves no change in existing exterior materials, the materials can be labeled on the building elevations.

- COLOR SAMPLES EXHIBIT** - If the project involves new exterior colors, provide an exhibit with samples of the proposed color palette. Identify the manufacturer, product, identification numbers and other pertinent information on the exhibit. If the project involves no change in existing exterior colors, the colors can be labeled on the building elevations.

- PHOTO EXHIBIT** - Provide an exhibit with several photos of the subject site and buildings on abutting properties. Label all photos with addresses. Photos may also be included as a separate sheet on the project plans.

- STORY POLES** – Provide a story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately show the maximum heights of roof ridges and edges for all proposed structures. Story poles shall be installed at least fourteen days before a public meeting and be removed 10 days after final action of the application.

- VEGETATION MANAGEMENT PLAN** – Provide an approved VMP from Ross Valley Fire Department that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. For additional information, refer to [RVFD website](#).

- CONSTRUCTION/ MANAGEMENT PLAN** – Show:
 - Staging areas, dumpsters and trash receptacles, sanitary facilities, loading/unloading areas
 - Parking (location and number of onsite parking areas)
 - Site access points (show existing adjacent streets and driveways)
 - Construction hours
 - An erosion control and/or storm water pollution prevention plan as required by the Department of Public Works.