



CITY OF LARKSPUR

Planning Department
400 Magnolia Avenue
Larkspur, CA 94939

Phone: 415 927-5038
Fax : 415 927-5023
www.cityoflarkspur.org

Planning Application

<input type="checkbox"/> Zoning Administrator	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Heritage Board
<input type="checkbox"/> Circulation Assessment Permit (CAP) <input type="checkbox"/> Nonconforming Structure Exception (EXC) <input type="checkbox"/> Design Review (DR) <input type="checkbox"/> Floor Area Ratio Exception (FAR) <input type="checkbox"/> Fence Height Exception (FHE) <input type="checkbox"/> General Plan Amendment (GPA) <input type="checkbox"/> Variance (V) <input type="checkbox"/> Slope Use Permit (SUP) <input type="checkbox"/> Preliminary or Precise Planned Development (PREL/PREC) <input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Heritage Tree Removal (HT) <input type="checkbox"/> Rezoning (RZ) <input type="checkbox"/> Lot Line Adjustment (LLA) <input type="checkbox"/> Zoning Clearance (ZC) <input type="checkbox"/> Sign Review (SIGN) <input type="checkbox"/> Tentative Map (TM) <input type="checkbox"/> Final Map (FM) <input type="checkbox"/> Text Amendment (TEXT) <input type="checkbox"/> Conditional Use Permit (CUP) <input type="checkbox"/> Grading Permit - over 1,000 cubic yards (GP) <input type="checkbox"/> Other	

- Property address: _____
- Assessor Parcel(s): _____
- Applicant's name: _____
Mailing address: _____
City, State, Zip: _____
Phone No: _____ Fax No: _____
Email: _____
- Property owner's name (if different): _____
Mailing address: _____
Phone No: _____ Fax No: _____
Email: _____
- Please briefly describe the purpose of the application. Attach a separate page if needed.

I, applicant, do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge.

I, property owner, do hereby authorize the applicant designated herein to act as my representative during the review process by city staff and agencies.

Applicant* _____ Date _____ Property Owner* (if not the same as applicant) _____ Date _____
*Note: Only original signatures accepted; copies and/or faxes of application materials not accepted

FOR OFFICE USE ONLY

Application No. _____	Payment amount received: _____
Date received: _____	Receipt no. _____
Date deemed complete: _____	Received by: _____
Set up a 621 account? (Y/N): _____	

CITY OF LARKSPUR

Acknowledgment of Permit Processing Costs

This form is to advise you of costs that may be involved in processing discretionary planning permits and building permits. You are requested to acknowledge this information and agree to be responsible for all expenses incurred in the processing of your application.

The property owner or his/her authorized representative (as indicated below), agrees to be responsible for the payment of all costs, both direct and indirect, associated with the processing of the discretionary planning permit or building permit application. Such costs may be incurred from any or all of the following sources or other consultants the city may require:

Hourly billing costs as of July 18, 2016 (subject to change without notice):

Planning Director	\$98.00
Senior/Staff Planner	\$80.00
Associate Planner.....	\$79.00
Assistant Planner.....	\$50.00
Public Works Director	\$104.00
Junior Engineer	\$49.00
Permit Technician	\$56.00
Assistant to City Manager.....	\$57.00
Building Inspector.....	\$115.00
Building Official	Cost + 5%
Planning Consultant.....	Cost + 5%
Geotechnical Engineer (Principal/Senior Geologist).....	Cost + 5%
Traffic Engineer.....	Cost + 5%
City Attorney	Cost + 5%

Mailing materials/postage fees: \$1.00 per parcel for mailing public notices if required.
 Scanning Fees: \$0.64 per 8 1/2" x 11" page and \$2.76 per plan page, with \$5.00 minimum.

In addition to the initial deposit made at the time of application submittal, the property owner or the owner's authorized representative may be required to make further deposits for anticipated work. No work will proceed until the deposits are received. Any invoices for charges incurred in excess of the amount deposited are payable within 30 days.

I have read the information provided above and agree to be responsible for all debts incurred in connection with the processing of my application/building permit for the following address:

Property Address: _____

Signature of Property Owner or authorized representative: _____

Print Name: _____

Phone no. () _____ Date _____

Mailing address: _____

HOMEOWNERS' ASSOCIATION NOTIFICATION

Dear property owner:

The purpose of this form is to help each homeowner's association track development within the association. Homeowner's associations may have the right to review building and planning permit applications for compliance with the covenants, conditions, and restrictions (CC&Rs) that regulate development in the association; therefore you should carefully review the CC&Rs for your property prior to submitting a building or planning application. The City of Larkspur staff, in cooperation with homeowners' associations in Larkspur, requires that an appropriate homeowner's association representative sign this form as part of an application for planning department permits.

If your property is not part of a homeowner's association, sign the declaration provided at the bottom of this form.

Reviewed by: (please print name) _____

Reviewer's signature: _____ Date: _____

Phone number: _____

Project disposition: Approved _____ Denied _____

Condition(s) _____

I declare that my property is not subject to review by any homeowner's association or architectural committee:

Property owner (please print name) _____

Property owner's signature _____ Date: _____



INDEMNIFICATION AGREEMENT

Project address

As part of this application the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of Larkspur, its agents, officers, council members, employees, boards, commissions and Council from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Larkspur shall have the right to appear and defend its interest in any action through its City Attorney or other counsel. The applicant shall not be required to reimburse the City for attorneys' fees incurred by the City Attorney or the City's other counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Applicant (please print name)

Applicant signature

Date

Property owner name (if different from applicant)

Property owner signature (if different from applicant)

Date

The following is a list of homeowner's associations that have requested notification of proposed projects:

<p>Baltimore Park Homeowner's Assn. Attn: Bambi Grbac 137 Baltimore Avenue Larkspur, CA 94939-2015</p>	<p>Greenbrae Property Owner's Assn. Email: info@greenbrae.org Jack V. Valinoti: (415) 957-1800 x.240 David Sternberg: (415) 882-9783</p>
<p>Boardwalk Number One Katherine Washburn (415) 924-3204 28 Boardwalk One Larkspur, CA 94939</p>	<p>Hillview Gardens Homeowner's Assoc. Attn: Peter Wm. Sullivan 173 Harvard Drive Larkspur, CA 94939</p>
<p>Cape Marin Homeowner's Association c/o John Stewart Company 1388 Sutter Street San Francisco, CA 94109-5427</p>	<p>Lark Court Homeowner's Assn. Attn: Linda Simon 17 Lark Court Larkspur, CA 94939</p>
<p>Creekside Homeowner's Association Attn: Dan Sharp, Sharp Property Services P.O. Box 2803 Novato, CA 94948-2803</p>	<p>Larkspur Isle Attn: Jason Saeva, c/o Paradise Properties 1001 Bridgeway, B-4 Sausalito, CA 94965</p>
<p>Drakes Landing Garden HOA Attn: Brian Kiernan c/o Hill & Co. Property Management 1870 Lombard Street San Francisco, CA 94123</p>	<p>Larkspur Marina Architectural Review Committee Bill Helvestine: (415) 945-1333 Dick Ryerson: (415) 924-7673</p>
<p>Escalle Village HOA Attn: Milo Wood 17 Escalle Lane Larkspur, CA 94939</p>	<p>The Muse HOA 36 St. Patrick Ct. Sonoma, CA 95476</p>
<p>Rose Lane Master Association Attn: Pamela Young, c/o Hill & Company 1700 Jackson Street San Francisco, CA 94109 (415) 321-4231</p>	