



**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"/> <b>Zoning Administrator</b>	<input type="checkbox"/> <b>Planning Commission</b>	<input type="checkbox"/> <b>Heritage Board</b>
<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 1, 2017 (subject to change without notice):

Planning Director .....	\$204.00
Senior/Staff Planner .....	\$157.00
Associate Planner.....	\$151.00
Assistant Planner.....	\$126.00
Public Works Director .....	\$261.00
Junior Engineer .....	\$137.00
Permit Technician .....	\$133.00
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.

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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: <a href="mailto:info@greenbrae.org">info@greenbrae.org</a>          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 &amp; 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 &amp; Company          1700 Jackson Street          San Francisco, CA 94109          (415) 321-4231</p>	