



# City of Sebastopol

## DESIGN REVIEW ADMINISTRATIVE Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department will determine if the application is complete. Once the application has been deemed complete, it can be processed by the Planning Department.

The applicant and/or his representative must be present for any meetings, if required. Failure to do so may result in the application being continued.

**Size Limit:** Plans should not be larger than 30" x 42" trimmed. All plans shall be folded into a 9" x 11" size. **Unfolded plans will not be accepted.**

**Scale:** The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### SUBMITTAL REQUIREMENTS (# of copies)

- 1. **Application Form:**..... (1)  
Completed and signed by applicant and property owner.
- 2. **Deposit:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol.
- 3. **Location Map:** ..... (1)  
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. **Written Statement:** ..... (1)  
Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail.
- 5. **Site Photographs:**..... (1 set)  
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view. Polaroids or digital photos on a CD are acceptable.
- 6. **Site Plans:** .....(2 sets)  
Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the approval process, they will be subject to review and approval prior to issuance of building permits.

In most cases the site plan for a design review permit must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan.

The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.

*For small projects, this requirement may be waived. Check with the Planning Department.*

Site plans shall include the following information:

- a. **Legal Boundaries:** Boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
- b. **Topography:** Topography of the land with 1-foot contour lines for land with a slope of 5% or less, and 2-foot contours for land over 5%. This contour interval may be increased for land with over 20% slope. Show faults, flood zones, and slide areas.
- c. **Grading/Drainage:** Preliminary grading/drainage plan clearly showing existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). Appropriate cross sections shall be shown to indicate resultant slopes.
- d. **Streets and Lots:** Proposed street layouts and lot design, off-street parking and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking, roads, and maneuvering areas.
- e. **Public Areas:** Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- f. **Land Use:** Land uses proposed. Show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50'+ of the property lines.
- g. **Tree Protection:** The site plan must identify all trees by species and trunk diameter that have proposed development or construction activities within driplines. Label trees to be removed "R" and trees to be protected "P". A Tree Protection Plan must also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department.
- h. **Buildings:** All existing and proposed buildings, and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial/industrial use, and indicate unit type and size. Show trash enclosures, storage buildings, bicycle racks, and the like. Indicate setbacks and distance between buildings.
- i. **Features:** Building appurtenances and features, including balconies, decks, stairs, roof lines shown.
- j. **Exterior Lighting:** Show the locations, size, height and type of exterior lights. Catalog cuts for each type of lighting must be submitted.
- k. **Utilities:** Show the location of existing and proposed utilities (sewer, water, etc.).
- l. **Phasing:** Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.

7. **Preliminary Landscape Plan:** .....(2 sets)  
 A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.
- The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture. The plan must adhere to the City's Water Reduction in Landscaping Ordinance.
8. **Building Elevations:**.....(2 sets)
- a. Elevations: Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.
- b. Lights: Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.
- c. Features: Indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.
9. **Floor Plans:** .....(2 sets)  
 Floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.
10. **Material & Colors Board:** .....(2 sets)  
 A material & colors board shall be submitted showing building colors and materials to be used.
11. **Sign Plans:** .....(2 sets)  
 If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review anyway. See Sign Plan application checklist available at the Planning Department.
12. **Reductions:**.....(1 set)  
 An 8 1/2" x 11" reduction of each plan.