

City of Sebastopol

Certificate of Compliance Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Master 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 this is completed the project can be scheduled before the Environmental Review Committee. This Committee meets as needed. You will be notified of the hearing date as least 72 hours in advance of that date. The Environmental Review Committee generally meets at Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol, Ca.

The applicant and/or his representative must be present for any meetings. 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 all parties having a record title interest in the involved property.
- 2. **Deposit:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount based on processing time spent by staff and consultants.
- 3. **Copies:**(1)
 Copies of the recorded document that established each involved parcel as a legal parcel. For purposes of this subparagraph, parcels separated for assessment purposes are not legal parcels for purposes of processing a lot line adjustment.
- 4. **Location Map:**(1)
 Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 5. **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.
- 6. **Preliminary Title Report:**(2)
 A preliminary title report, prepared within three months of filing application, including a complete legal description of parcels involved with the application, and a chain of title presented in table form, and with accompanying documentation.
- 7. **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.

[] 8. **Map Showing Configurations and Dimensions of Parcels Involved (accurately drawn to scale):**.....(3 sets)

The map must be prepared by an appropriately licensed civil engineer and/or land surveyor whose name, seal and signature must appear on the map. Measurements shall be identified by feet, square feet, or acres to the nearest tenth (10th). The map shall be 8 ½” x 11” in size if practical, or be no larger than 30” x 42” trimmed in size and folded and shall specifically show the following:

- (a) All exterior and interior lines shall be shown on the map and shall be identified by course and bearing description, based on survey data, calculated data, or information of record.
- (b) All existing structures shall be accurately located on the original parcels together with their dimensions, the distance between structures and the number of stories and height of each structure.
- (c) The distance from the existing structures to the boundary lines of the new parcel on which the structures are located.
- (d) The distance from existing wells, septic tank and leach fields to existing and proposed property lines.
- (e) The locations, purpose and width of all existing and proposed easements, streets and appurtenant utilities.
- (f) The approximate location of all watercourses and existing drainage structures.
- (h) 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. Contours should be sufficient to show the slope of the project and the adjoining ground for at least 100 feet beyond the project boundaries. Show faults, flood zones and slide areas, high point, low point, and benchmark on City Datum.
- (j) Trees: Identify all trees greater than 6” in trunk diameter by species and indicate whether they are to be removed or protected. A reference to prior parcel maps or prior lot line adjustments on the subject property. Any proposed tree removals may require a separate application.
- (k) A copy of any existing Williamson Act agreements affecting the parcels to be adjusted.
- (l) The assessor parcel numbers of all presently existing lots involved in the application.
- (m) An authorization consenting to the proposed Certificate(s) signed by all parties having a record title interest in the parcel.
- (n) A copy of the instrument used to create the parcel.

[] 9. **Reduction:**(1 set)
Include an 8 1/2" x 11" reduction of each plan.

Procedure:

The documents submitted shall be reviewed by the Environmental Review Committee (ERC) who will determine if the Certificate merits approval. The ERC may impose conditions on their approval to conform to local Zoning and building requirements or to facilitate the relocation of existing utilities, infrastructure or easements. The ERC’s decision shall be final unless appealed to the Planning Commission as outlined below. The ERC also has authority to refer the matter to the Planning Commission.

Appeals of ERC’s action shall be made to the Planning Commission in accordance with the provisions of Section 7.4 of the Zoning Ordinance. On appeal, the Planning Commission shall review the application and appeal materials, and review the matter per Subdivision Ordinance criteria. The Planning Commission may add, delete or modify conditions if the Planning Commission determines that such changes are necessary to ensure that the application conforms to the State Subdivision Map Act and this Code.