



City of Sebastopol

GENERAL PLAN OR TEXT AMENDMENT

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 has 30 days in which to determine if the application is complete. The necessary level of environmental review must then be determined and completed. After this, the project can be scheduled before the Planning Commission.

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" = 1'10" 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:(1)
As defined on the fee schedule listed on the Master Planning Application form. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount being based on processing time spent by staff and consultants. |
| [] | 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. Complete the attached Statement of Justification for a General Plan or Text Amendment. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs. |
| [] | 5. | Environmental Assessment Form:(1)
Added information such as traffic reports, noise studies or visual impact studies may be required by the Planning Department to complete the environmental review. |



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- [] 6. **Preliminary Title Report:**.....(3)
A preliminary title report, prepared within three months of filing application, including a complete legal description.
- [] 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. **Area Development Map:**.....(15 sets)
Drawing should show existing development on site, surrounding land uses, streets and driveways and structures within 300 feet of subject parcel. Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos. This area map is a separate requirement from a specific, detailed site plan. Drawing should also show proposed plan showing the improvements you want to develop. If other permits such as use permit are processed simultaneously with this application, the detailed site plan requirements of that application, will have to be submitted as well.
- [] 9. **Draft Development Plan:**.....(15 sets)
If you want the General Plan or Zoning Ordinance changed for a specific purpose or future use, please submit a draft development plan showing the improvements you want to develop. If other permits such as use permit are processed simultaneously with this application, the detailed site plan requirements of that application, will have to be submitted as well.
- [] 10. **Proposed General Plan or Text Amendment Language:**.....(1)
For a proposed change in the General Plan or Zoning Ordinance text, submit in draft form, any language you want added, deleted, substituted, etc. This should be typed and submitted on 8 1/2" x 11" paper.
- [] 11. **Reduction:**.....(1 set)
Include an 8 1/2" x 11" reduction of each plan.

