



City of Sebastopol

SUBMITTAL REQUIREMENT CHECKLIST FOR PRELIMINARY PLANNING PROJECT REVIEW (outside agencies)

- ✓ Application Form and Admin Review Deposit (\$740.00)
- ✓ Written Project Description
- ✓ Accurate, scaled site plan (see attached "Site Plan Requirements"); does not need to be surveyed or prepared by a licensed professional, but **MUST** be accurate. [10-15 Sets]
- ✓ Conceptual Elevations, **INCLUDING** a contextual elevation (show buildings next door, as seen from the public way) [10-15 Sets]
- ✓ "Conceptual Development Plan" showing surrounding area, including (accurate but in outline) lot lines, streets and paved areas, building footprints, # of stories and use, major physical features. To show general orientation, relationship and scale of proposal to surrounding area.
- ✓ Description of Materials, generally (i.e., "wood w/iron, or similar rustic theme")
- ✓ Description of Color Palette, generally (i.e., "soft, muted earth tones, satin finish")
- ✓ Landscape Concept, Statement or Plan
- ✓ Sign Program Concept, Statement or Plan
- ✓ Preliminary Grading on all sites w/slope >5%
- ✓ Tree Inventory for all projects where new construction or enlargement of an existing footprint is proposed within 50 feet of a protected tree on **ANY** property
- ✓ Specific Project Features that might require further explanation
- ✓ Further requirements may be made by the Planning Director or another reviewing Department