



# City of Sebastopol HISTORY INTEREST SITE 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 has 30 days in which to determine if the application is complete.

## SUBMITTAL REQUIREMENTS (# of copies)

- 1. **Application Form:**.....(1)  
Completed and signed by applicant and property owner.
- 2. **Fee/Deposit:** Initial deposit fees are non-refundable. Total application processing fees are determined by the Planning Department with the final amount based on processing time spent by Staff and consultants. Please make check 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. (Staff may require a map from applicant to clarify project.)
- 6. **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 take a series of overlapping photographs which when taped together show a panoramic view. Polaroids are acceptable.