



City of Sebastopol

SITE PLAN SUBMITTAL REQUIREMENT CHECKLIST

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 major use 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, trees, and other pertinent features within 50'+ of the property lines.
- g. Tree Protection: The site plan must identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. Please note whether they are to be removed or saved. 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 locations 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.