



City of Sebastopol

USE PERMIT – TEMPORARY
LIVE MUSIC – Special Events Category
Application Checklist

The following shall be submitted 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.

Size Limit: Plans should not be larger than 30" x 42" trimmed. All plans must be folded into a 9"x11" 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)

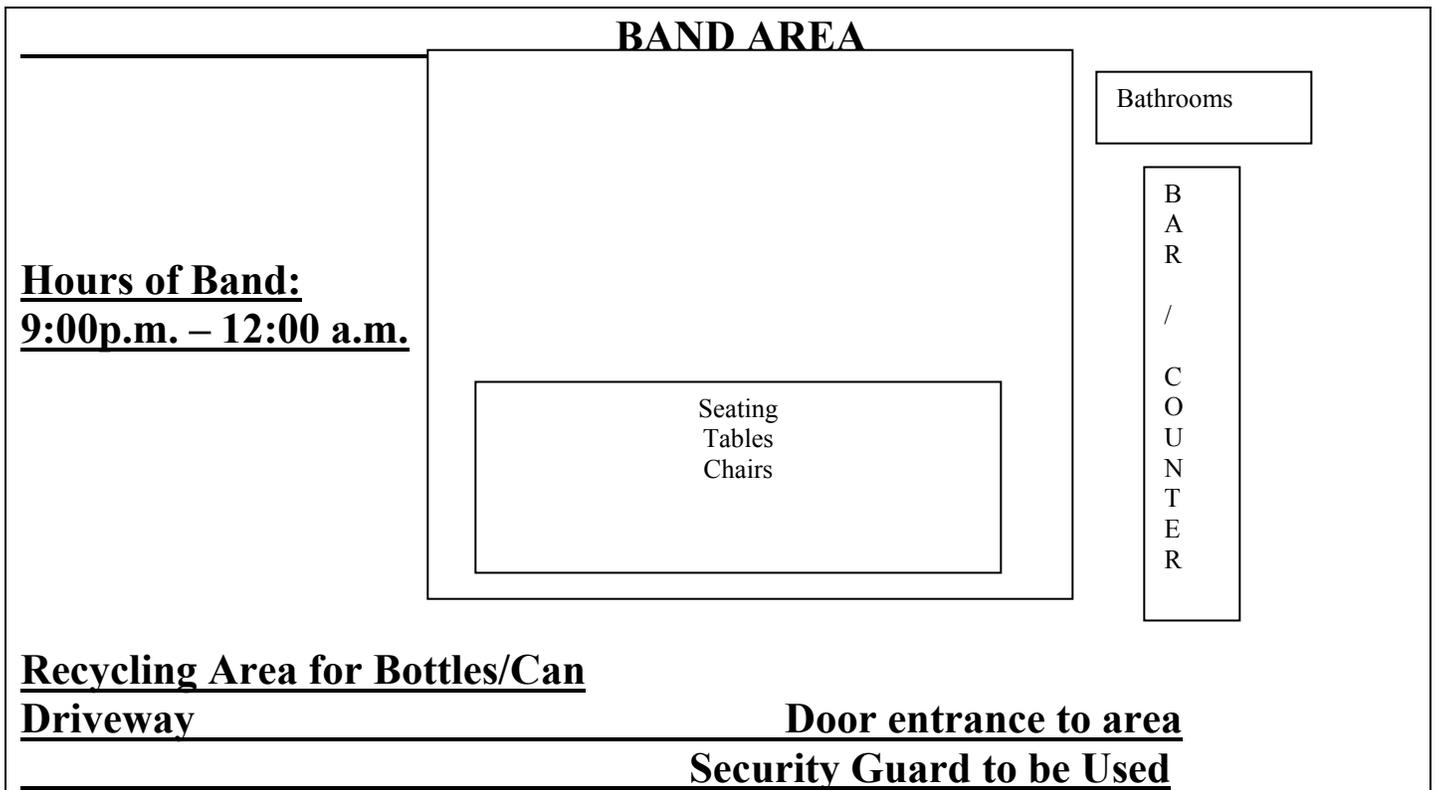
- 1. Application Form: Completed and signed by applicant and property owner. (1)
2. Deposit: As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount based on processing time spent by staff and consultants.
3. Location Map: Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map. (1)
4. Written Statement: 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 the applicant to clarify the project). (1)
5. Site Photographs: 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. (1 set)
6. Site Plans: Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information such as the area where the music is to be played.. (2 sets)
7. Reduction: An 8 1/2" x 11" reduction of each plan. (1)

**DATE OF EVENT:**  
**NAME OF EVENT:**  
**TIME OF EVENT:**  
**TIME(S) THAT MUSIC WILL BE PLAYED:**

**LOCATION MAP OF PROPERTY:**  
**WILL AREA BE BARRICADED OFF?**  
**IF SO, HOW?**

**SURROUNDING PROPERTIES:**

**Residences and/or Businesses behind event location? If so, please indicate on map the location of residences/businesses.**



ARE RESIDENCES LOCATED ACROSS THE STREET FROM THE EVENT LOCATION?? IF SO, PLEASE INDICATE ON A MAP THE LOCATION OF THESE RESIDENCES