



City of Sebastopol

TENTATIVE MAP MAJOR AND MINOR PROJECTS 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. The necessary level of environmental review must then be determined and completed. After this, the project can be scheduled before the Planning Commission within 3 to 6 weeks and to the City Council thereafter. The Planning Commission meets on the second and fourth Tuesday of every month and the City Council meets on the first and third Tuesday of every month. The Planning Commission and City Council meet at the Sebastopol Youth Annex, 425 Johnson Street, Sebastopol, CA at 7:00 p.m. A notice will be mailed no later than 10 days before the scheduled hearing.

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.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in 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:.....(1)
Completed and signed by applicant and property owner.
- 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:(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. Describe the project in detail, including a written description of each lot (area, dimensions, orientation) and proposed building envelope. 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. (This item may not be required for a Minor Use Permit. Please check with the Planning Department).

- [] 6. Preliminary Title Report:.....(2)
A preliminary title report, prepared within three months of filing application, including a complete legal description. (This item may not be required for a Minor Use Permit. Please check with the Planning Department).
- [] 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. Owner's Statement.....1
 - a. Tract name and number.
 - b. Name and address of owner(s).
 - c. Name and address of subdivider.
 - d. Name, address and number of civil engineer.
 - e. Existing use of property.
 - f. Proposed use of property.
 - g. Type of street improvements proposed.
 - h. Drainage facilities proposed.
 - i. Utilities proposed.
 - j. Proposed street lighting.
 - k. Proposed tree planting.
 - l. Protective covenants to be recorded, if any.
 - m. Public areas proposed, if any.
- [] 9. Tentative Map..... (15 sets)
(MUST BE FOLDED)

Tentative maps of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning or Engineering Departments 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.

The tentative map must be prepared and signed by a licensed civil engineer, whose name, address and phone number must appear on the map.

Tentative maps shall include the following:

- a. Scale should not exceed 1" = 100'.
- b. Tract name and number.
- c. North arrow and scale.
- d. Boundary of tract to be subdivided. Area in acres of subdivision.
- e. Names and addresses of owner, subdivider, engineer, and surveyor.
- f. Site map/vicinity map.
- g. 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. Contours should be sufficient to show the slope of the project and the adjoining ground for at least 100 feet beyond the project boundaries. Show faults, flood zones and slide areas, high point, low point, and benchmark on City Datum.
- h. Locations, names, width and approximate grades of all roads, streets, highways, and ways in proposed subdivision or proposed to be offered for dedication.

- i. Location, names and existing width of all adjoining and contiguous highways, streets, and ways.
- j. Existing and proposed utilities (sewer, water, street lighting, fire hydrants, etc). Indicate: location, type (example, sewer, water), size (example: diameter in inches), material, rough invert elevations and slopes (for sewer lines), provision of a clear delineation between proposed utilities intended to be public and those intended to be private.
- k. Approximate lot layout and dimensions of each lot, lot numbers.
- l. All existing buildings and structures on-site. Indicate whether to be removed or retained. For structures to remain, include their outside dimensions, location, use, setbacks, and distance between the buildings and to proposed streets and lot lines.
- m. Existing wells and septic systems, noted as to whether to be removed or retained.
- n. Identify all trees by species and indicate 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.
- o. Indicate water courses and open drainage channels: width to nearest foot, direction of flow, existing and proposed improvements, approximate boundaries of areas subject to inundation.
- p. Indicate existing and proposed culverts and underground storm drainage: location, diameter in inches, approximate length, direction of flow, materials. Proposed storm drainage measures should direct flows to the nearest downstream facility.
- q. Easements (with size, type, and public or private ownership called out), right-of-ways, trails, paths, utility poles, etc.
- r. Areas proposed to be dedicated or reserved for parks, trails, schools, public, or quasi-public buildings, and other such uses.
- s. Final map phasing boundaries should be indicated and a statement provided that sets forth the manner and phasing of the installation of subdivision improvements.

10. Preliminary Grading/Draining..... (15 sets)
 Preliminary grading/drainage plan clearly showing existing and proposed contours carried a minimum of 100 feet beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and material specified). Appropriate cross sections shall be shown to indicate resultant slopes.

11. Preliminary Landscape Plans..... (15 sets)
 A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be submitted prior to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed, including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

The plan must adhere to the City’s Water Efficient Landscape Program (WELPO); see WELPO checklist available at the Planning Department.

12. Reductions..... (1 set)
 Include one 8 ½ ” x 11” reproduction of each plan.