



City of Sebastopol

VARIANCE 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, if required. 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. All plans shall be folded into a 9" x 11" 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 variance, including the section of the Municipal Code from which you are requesting the Variance. It should also include the information requested on the attached *Justification for Variances* form.
- [] 5. **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.

[] 6. **Site Plans:**(10 sets)

Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following 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 minor use permit can be prepared by the applicant or his/her representative. In some cases it will be helpful or required to have them 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.

Site plans shall include the following information.

For small projects some of these requirements may be waived. Check with the Planning Department.

- a. **Legal Boundaries:** Boundary lines, easements (with size and type called out), right-of-ways trails, paths, utility poles and the like.
- b. **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.
- c. **Public Areas:** Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- d. **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.
- e. **Tree Protection:** The site plan must identify all trees by species and diameter that have proposed development or construction activities within driplines. Label trees to be removed "R", trees to be protected "P". 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.
- f. **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.
- g. **Exterior lighting:** Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.
- h. **Utilities:** Show location of existing and proposed utilities (sewer, water, etc.).
- i. **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.

[] 7. **Building Elevations:**(10 sets)

- a. **Elevations:** Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures. If architectural details are not reviewed during the use permit process, they will be subject to review and approval by either the Design Review Board or staff prior to issuance of building permits.
- b. **Lights:** Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.

c. Features: Indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.

8. **Floor Plan:**(10 sets)
Floor plans of all stories showing rooms, exterior doors and windows, and seats for eating establishments indicated, so that parking and coverage calculations can be made.

9. **Reduction:** (1 set)
Include an 8 1/2" x 11" reduction of each plan.

