



City of Sebastopol

ADMINISTRATIVE PERMIT REVIEW Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

1. Application Form (Master Planning Application Form)
2. Fee: As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol.
3. Written Project Description
4. Accurate, scale site plans, does not need to be surveyed or prepared by a licensed professional, but **MUST** be accurate. (2 sets)
5. Building Elevations: Contextual elevation (show buildings next door, as seen from the public way – photographic display of adjacent buildings is acceptable. (2 sets)
6. Materials and colors display (if applicable).
7. Landscape concept, statement or plan (if applicable)
8. Sign program concept, statement or plan (if applicable).
9. Preliminary grading plan.
10. Tree inventory for all projects where new construction or enlargement of an existing footprint is proposed within the dripline of a protected tree (per Municipal Code Section 8.12)
11. Specific project features that might require further explanation.
12. Further requirements may be made by the Planning Director or another reviewing Department.