



# City of Sebastopol

Planning Department  
7120 Bodega Avenue  
Sebastopol, CA 95472  
(707) 823-6167 (Phone) or (707) 823-1135 (Fax)  
[www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

## MASTER PLANNING APPLICATION FORM

### PROJECT INFORMATION:

ADDRESS:	_____
PARCEL #:	_____
PARCEL AREA:	_____

### FOR CITY USE ONLY

PLANNING FILE #: _____ / _____
DATE FILED: _____
TOTAL FEES PAID: \$ _____
RECEIVED BY: _____
DATE APPLICATION DEEMED COMPLETE: _____

### APPLICANT OR AGENT:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business License #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OWNER OF PROPERTY IF OTHER THAN APPLICANT:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business License #: \_\_\_\_\_

Signature: \_\_\_\_\_

*I certify that this application is being made with my consent.*

Date: \_\_\_\_\_

### OTHER PERSONS TO BE NOTIFIED: (Include Agents, Architects, Engineers, etc.).

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**PROJECT DESCRIPTION:**

DESCRIBE IN DETAIL, the proposed project and permit request. (Attach additional pages, if needed):

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This application includes the checklist for the type of application requested:  Yes  No

Please indicate the type(s) of application that is being requested (example: Use Permit, Design Review, Variance, Planned Community Rezone, etc.):

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Please describe existing uses (businesses, residences, etc.) and other structures on the property:

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**DEVELOPMENT DATA:**

<b>SQUARE FEET BUILDING EXISTING:</b>		<input type="checkbox"/> N / A
<b>SQUARE FEET BUILDING DEMOLISHED:</b>		<input type="checkbox"/> N / A
<b>SQUARE FEET BUILDING NEW:</b>		<input type="checkbox"/> N / A
<b>NET CHANGE IN BUILDING SQUARE FEET:</b>		<input type="checkbox"/> N / A
<b>NUMBER OF DWELLING UNITS EXISTING:</b>	<input type="checkbox"/> 0 Bedrooms <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 4+ Bedrooms	<input type="checkbox"/> 1 Bedrooms <input type="checkbox"/> 3 Bedrooms <input type="checkbox"/> N / A
<b>NUMBER OF DWELLING UNITS PROPOSED:</b>	<input type="checkbox"/> 0 Bedrooms <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 4+ Bedrooms	<input type="checkbox"/> 1 Bedrooms <input type="checkbox"/> 3 Bedrooms <input type="checkbox"/> N / A
<b>NET CHANGE IN DWELLING UNITS:</b>		<input type="checkbox"/> N / A
<b>SETBACKS:</b>	<u>Existing:</u> <input type="checkbox"/> Front Yard _____ <input type="checkbox"/> Side Yard _____ <input type="checkbox"/> Rear Yard _____ <input type="checkbox"/> N / A	<u>Proposed:</u> <input type="checkbox"/> Front Yard _____ <input type="checkbox"/> Side Yard _____ <input type="checkbox"/> Rear Yard _____ <input type="checkbox"/> N / A

<b>EXISTING LOT DIMENSIONS:</b>	Front: _____ Left: _____	Rear: _____ Right: _____	<input type="checkbox"/> N/A
<b>PROPOSED LOT DIMENSIONS:</b>	Front: _____ Left: _____	Rear: _____ Right: _____	<input type="checkbox"/> N/A
<b>EXISTING LOT AREA:</b>	_____ Square Feet		<input type="checkbox"/> N/A
<b>PROPOSED LOT AREA:</b>	_____ Square Feet		<input type="checkbox"/> N/A
<b>BUILDING HEIGHT:</b>	Existing: _____	Proposed: _____	<input type="checkbox"/> N/A
<b>NUMBER OF STORIES:</b>	Existing: _____	Proposed: _____	<input type="checkbox"/> N/A
<b>PARKING SPACE (S):</b>	Existing: _____	Proposed: _____	<input type="checkbox"/> N/A
<b>ZONING</b>	Existing: _____	Proposed: _____	<input type="checkbox"/> N/A

Will the project involve a new curb cut or driveway?  Yes  No

Are there existing easements on the property?  Yes  No

Will Trees be removed?  Yes  No

If yes, please describe (**Example:** Type, Size, Location on property, etc.)


Will Existing Landscaping be revised?  Yes  No

If yes, what is square footage of new or revised landscaping?


Will Signs be Changed or Added?  Yes  No

Business: Hours of Operation? Open: \_\_\_\_\_ Close: \_\_\_\_\_

Is alcohol service proposed?  Yes  No

If yes, what type of State alcohol license is proposed? \_\_\_\_\_

If yes, have you applied to the State Alcoholic Beverage Control for a license?  Yes  No

If this is a restaurant, café or other food service, bar, or nightclub, please indicate total number of seats: \_\_\_\_\_

Is any live entertainment proposed?  Yes  No

If yes, please describe: \_\_\_\_\_

# INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

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Applicant's Signature

Date Signed

Planning File Number

**NOTE:** The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

## NOTICE OF MAILING:

Email addresses or facsimiles will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.

**Please sign and acknowledge you have been notified of the Notice of Mailing for applications and have provided an email address or fax number.**

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Signature

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Printed Name

**NOTE:** It is the responsibility of the applicant and their representative to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however the applicant has responsibility for determining and following applicable regulations.

# NEIGHBOR NOTIFICATION

In the interest of being a good neighbor, it is highly recommended that you contact those homes or businesses directly adjacent to, or within the area of your project. Please inform them of the proposed project, including construction activity and possible impacts such as noise, traffic interruptions, dust, larger structures, tree removals, etc.

Many projects in Sebastopol are remodel projects which when initiated bring concern to neighboring property owners, resident and businesses. Construction activities can be disruptive, and additions or new buildings can affect privacy, sunlight or landscaping. Some of these concerns can be alleviated by neighbor-to-neighbor contacts early in the design and construction process.

It is a "good neighbor policy" to inform your neighbors so that they understand your project. This will enable you to begin your construction with the understanding of your neighbors and will help promote good neighborhood relationships.

Many times development projects can have an adverse effect on the tranquility of neighborhoods and tarnish relationships along the way. If you should have questions about who to contact or need property owner information in your immediate vicinity, please contact the Building and Safety Department for information at (707) 823-8597, or the Planning Department at (707) 823-6167.

**I have informed site neighbors of my proposed project:**

Yes

No

If yes, or if you will inform neighbors in the future, please describe outreach efforts:


## WEBSITE REQUIRED FOR MAJOR PROJECTS

Applicants for major development projects (which involves proposed development of 25,000 square feet of new floor area or greater, or 25 or more dwelling units), are required to create a project website in conjunction with submittal of an application for Planning approval (including but not limited to Subdivisions, Use Permits, Rezoning's, and Design Review). Required information may be provided on an existing applicant web site.

The website address shall be provided as part of the application. The website shall be maintained and updated, as needed until final discretionary approvals are obtained for the project.

Such website shall include, at a minimum, the following information:

- √ Project description
- √ Contact information for the applicant, including address, phone number, and email address
- √ Map showing project location
- √ Photographs of project site
- √ Project plans and drawings

# Exemption Questionnaire

## **STORM WATER LOW IMPACT DEVELOPMENT**

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**PURPOSE:** This questionnaire will determine *whether* or *not* you need to submit the 'Storm Water Low Impact Development Determination Worksheet' as part of this application. Any application that does not contain this questionnaire OR the Determination Worksheet will be deemed incomplete.

**PROJECT ADDRESS:**

### TYPE OF APPLICATION

Your project is exempt from the 'Determination Worksheet' submittal requirement, if it falls under any of the below listed application categories. However, the City Staff may require the submittal of a 'Determination Worksheet', as determined on a case-by-case basis.

- Administrative Review (Interior Improvements or Use)
- Sign Review
- Temporary Use Permit
- Time Extension Request
- Tree Removal Permit
- Zoning Determination or Interpretation

**The project is exempt from the 'Storm Water Low Impact Development Determination Worksheet' submittal requirement as determined by City Staff.**

I certify this information:

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE



**CITY OF SEBASTOPOL**

7120 Bodega Avenue, Sebastopol, California 95472 707-823-6167

*MWELo: California Model Water Efficient Landscape Ordinance*

*Permit applicants are required to complete this form, or applications may be incomplete.*

**MWELo PRELIMINARY APPLICABILITY DETERMINATION CHECKLIST**

**Applicant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information:**

Site Address: \_\_\_\_\_

Project Type (*new dwelling, commercial, remodel, etc.*): \_\_\_\_\_

- A.  Currently, this project **does not include new or rehabilitated landscaping**. I am aware that future landscape installations may be required to comply with the Model Water Efficient Landscape Ordinance (MWELo) requirements per California Code of Regulations, Municipal code 15.36 Title 23, Division 2, Chapter 2.7.
- B.  This project is **not** a homeowner project and will include new or rehabilitated landscaping of **2,500 sq. ft. or greater in area**.
- C.  This project is for a **homeowner-provided or homeowner hired single-family or multi-family residential project** with new or rehabilitated landscaping of **more than 5,000 sq. ft.**

*If you checked Item B. or C. above, please provide the information below specific to the new or rehabilitated landscape area which will be completed as part of this project **and** specify the compliance method to be used (ask Planning staff for compliance options, if you have questions):*

Total Landscape Area (sq. ft.): \_\_\_\_\_ Turf Area (sq. ft.): \_\_\_\_\_

Non-Turf Plan Area (sq. ft.): \_\_\_\_\_ Special Landscape Area (sq. ft.): \_\_\_\_\_

Water Type (*potable, recycled, well*): \_\_\_\_\_

Name of water purveyor (*If not served by private well*): \_\_\_\_\_

**Compliance Method** (*anticipated*):

- Performance (Items required in Performance Checklist to be included on final plans)
- Prescriptive (Items required in Prescriptive Checklist to be included on final plans)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I certify the above information is correct and agree to comply with the applicable requirements of the MWELo.*

## PLANNING FEES – FY 2016/17

CHECK ALL THAT APPLY	PERMIT TYPE	FEE TYPE	AMOUNT	SUPPLIES AND MAILING LIST PREPARATION FEE*	TOTAL
<input type="checkbox"/>	Adjustment	Fee	\$290.00	\$155.00	\$445.00
<input type="checkbox"/>	Administrative Permit Review	Fee	\$240.00	\$15.00	\$255.00
<input type="checkbox"/>	Administrative Permit Review – Minor	Fee	\$90.00	\$15.00	\$105.00
<input type="checkbox"/>	Administrative Time Extension	Fee	\$110.00	\$15.00	\$125.00
<input type="checkbox"/>	Annexation Request – Preliminary	Deposit	\$2,565.00	\$15.00	\$2,580.00
<input type="checkbox"/>	Annexation/Pre-zone Request	Deposit	\$5,100.00	\$175.00	\$5,275.00
<input type="checkbox"/>	Antenna Permit – Administrative	Fee	\$500.00	\$155.00	\$655.00
<input type="checkbox"/>	Appeal of Board, Commission or Staff Decisions	Fee	\$400.00	\$175.00	\$575.00
<input type="checkbox"/>	Building Permit Review Fee – Major	Fee	\$170.00	N/A	\$170.00
<input type="checkbox"/>	Building Permit Review Fee – Minor	Fee	\$60.00	N/A	\$60.00
<input type="checkbox"/>	Business License Application Review	Fee	\$25.00	N/A	\$25.00
<input type="checkbox"/>	Certificate of Compliance	Deposit	\$1,400.00	\$15.00	\$1,415.00
<input type="checkbox"/>	Design Review – Administrative	Fee	\$140.00	\$15.00	\$155.00
<input type="checkbox"/>	Design Review – Major Project	Deposit	\$1,100.00	\$35.00	\$1,135.00
<input type="checkbox"/>	Design Review – Minor Amendment	Deposit	\$145.00	\$15.00	\$160.00
<input type="checkbox"/>	Design Review – Minor Project	Fee	\$300.00	\$15.00	\$315.00
<input type="checkbox"/>	Development Agreement	Deposit	\$10,500.00	\$175.00	\$10,675.00
<input type="checkbox"/>	Environmental Impact Report Review	Deposit	\$6,800.00	\$175.00	\$6,975.00
<input type="checkbox"/>	Filming Permit	Fee	\$530.00	\$15.00	\$545.00
<input type="checkbox"/>	Filming Permit – Non-Profit or Student	Fee	\$100.00	\$15.00	\$115.00
<input type="checkbox"/>	Filming Permit – Still	Fee	\$395.00	\$15.00	\$410.00
<input type="checkbox"/>	General Plan Map or Text Amendment	Deposit	\$3,255.00	\$175.00	\$3,430.00
<input type="checkbox"/>	Historic Interest Site	Fee	\$485.00	\$155.00	\$640.00
<input type="checkbox"/>	Initial Study Preparation	Deposit	\$2,545.00	\$175.00	\$2,720.00
<input type="checkbox"/>	Landmark Designation	Fee	\$565.00	\$155.00	\$720.00
<input type="checkbox"/>	Lot Line Adjustment or Voluntary Merger	Deposit	\$1,555.00	\$155.00	\$1,710.00
<input type="checkbox"/>	Medical Cannabis Administrative Exception	Fee	\$100.00	\$15.00	\$115.00
<input type="checkbox"/>	Photocopying (per copy)	Fee	\$0.25	N/A	\$0.25
<input type="checkbox"/>	Preliminary Review	Deposit	\$1,500.00	\$15.00	\$1,515.00
<input type="checkbox"/>	Public Art Review	Deposit	\$905.00	\$15.00	\$920.00
<input type="checkbox"/>	Reasonable Accommodation Request	Fee	\$400.00	\$15.00	\$415.00
<input type="checkbox"/>	Research Fee	Deposit	\$50.00/hourly	N/A	\$50.00/hourly
<input type="checkbox"/>	Rezone or Zoning Text Amendment	Deposit	\$3,100.00	\$175.00	\$3,275.00
<input type="checkbox"/>	Sandwich Board Sign/Banner Review	Fee	\$25.00	N/A	\$25.00
<input type="checkbox"/>	Sign Removal	Fee	\$25.00	N/A	\$25.00
<input type="checkbox"/>	Sign Review – Administrative/Staff	Fee	\$95.00	\$15.00	\$110.00

CHECK ALL THAT APPLY	PERMIT TYPE	FEE TYPE	AMOUNT	SUPPLIES AND MAILING LIST PREPARATION FEE*	TOTAL
<input type="checkbox"/>	Sign Review – Individual/Minor	Fee	\$130.00	\$15.00	\$145.00
<input type="checkbox"/>	Sign Review – Major	Fee	\$230.00	\$15.00	\$245.00
<input type="checkbox"/>	Sign Variance	Fee	\$55.00	\$15.00	\$70.00
<input type="checkbox"/>	Site Inspection	Fee	\$90.00	N/A	\$90.00
<input type="checkbox"/>	Subdivision – Tentative Major	Deposit	\$5,450.00	\$175.00	\$5,625.00
<input type="checkbox"/>	Subdivision – Tentative Minor	Deposit	\$4,900.00	\$175.00	\$5,075.00
<input type="checkbox"/>	Subdivision Ordinance Exception	Fee	\$985.00	\$15.00	\$1,000.00
<input type="checkbox"/>	Time Extension Request	Fee	\$130.00	\$15.00	\$145.00
<input type="checkbox"/>	Transfer of Alcoholic Beverages/in Same Building	Fee	\$90.00	\$15.00	\$105.00
<input type="checkbox"/>	Tree Protection Plan	Fee	\$380.00	N/A	\$380.00
<input type="checkbox"/>	Tree Removal – City Arborist	Fee	\$250.00	\$15.00	\$265.00
		Plus Refundable Replacement Deposit of \$150 Per Tree			
<input type="checkbox"/>	Tree Removal Request – Tree Board	Fee	\$300.00	\$15.00	\$315.00
		Plus Refundable Replacement Deposit of \$150 Per Tree			
<input type="checkbox"/>	Use Permit – Major	Deposit	\$1,280.00	\$175.00	\$1,455.00
<input type="checkbox"/>	Use Permit – Minor	Deposit	\$895.00	\$155.00	\$1,050.00
<input type="checkbox"/>	Use Permit – Temporary	Fee	\$185.00	\$155.00	\$330.00
<input type="checkbox"/>	Variance	Deposit	\$795.00	\$175.00	\$970.00
<input type="checkbox"/>	Water Efficient Landscape Plan Review	Fee	\$375.00	\$15.00	\$390.00
<input type="checkbox"/>	Zoning Determination	Fee	\$80.00	\$15.00	\$95.00
<input type="checkbox"/>	Zoning Ordinance Interpretation	Fee	\$375.00	\$15.00	\$390.00

In addition, such fees as required by Local Agency Formation Commission and State Board of Equalization are to be paid to City of Sebastopol by the applicant prior to City filing annexation documents with Local Agency Formation Commission.

\* For multiple applications (in most cases), only one supplies and/or mailing list preparation fee per application.

**DEPOSIT ACCOUNT INFORMATION:** Rather than flat fees, some applications require a 'Deposit'. The initial deposit amount is based on typical processing costs. However, each application is different and will experience different costs. The City staff and City consultant time, in addition to other permit processing costs, (i.e., legal advertisements and copying costs are charged against the application deposit). If charges exceed the initial deposit, the applicant will receive billing from the City's Finance department. If at the end of the application process, charges are less than the deposit, the City Finance department will refund the remaining monies.

