



City of Sebastopol

PRELIMINARY ANNEXATION

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.

The first step in filing for annexation to the City of Sebastopol is to request review by the Sebastopol City Council to determine if the proposed annexation is logical and feasible. A formal application for annexation and rezoning will not be accepted by the City until the City Council has provided feedback on the preliminary request.

The applicant and/or his representative should attend any meetings. Failure to do so may result in the application being continued or denied.

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.

City Council Policy No. 39 and the Annexation Guidelines of the Sebastopol General Plan (Policy P.12) set forth the following submittal requirements for this early review of annexation proposals:

	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. Complete the attached Statement of Justification for Rezoning. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs. This statement should clarify the basis for the annexation request and identify how the request is consistent with the General Plan.	(1)
[]	5. Annexation Supplemental (attached).....	(1)

- [] 6. **Area Development Map:**..... (10 sets)
Drawing should show existing development on site, surrounding land uses, including streets and driveways and structures within 300 feet of subject parcel. Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos. This area map is a separate requirement from a specific, detailed site plan. Drawing should also show proposed plan showing the improvements you want to develop. If other permits such as use permit are processed simultaneously with this application, the detailed site plan requirements of that application, will have to be submitted as well.

- [] 7. **Project Development Plan:**.....(1 set)
A draft development plan showing the proposed improvements you want to develop, in as much detail as possible. (10 copies).

City staff may request additional information if it is needed to prepare your annexation request for review by the Sebastopol City Council.

ANNEXATION SUPPLEMENTAL

In addition to the Master Planning Application, annexation applicants must provide the following information on separate pages:

1. Provide a map showing the land to be annexed and its relation to the existing City Sphere of Influence and City boundaries.
2. List address and assessor's parcel number of all property proposed for annexation along with the owner(s) name(s) and address(es).
3. Describe the County General Plan and Zoning designations for the property. Provide maps showing these designations for the property.
4. Describe existing and surrounding on-site land uses. Provide maps showing existing and proposed land uses.
5. Describe any City of Sebastopol General Plan designations for the property. Provide maps showing existing and proposed designations.
6. List any special districts serving the site (such as fire districts) and indicate whether such districts will continue to serve the site if the annexation is approved.
7. Describe existing infrastructure (roads, water, storm drains, sewer, electricity, gas, cable) serving the site, and how services will be provided to the site with the annexation.
8. Provide an analysis of how the proposal relates to Sonoma County Local Agency Formation Commission (LAFCO) policies.
9. Indicate whether affected property owners have been informed of the proposed annexation. Provide written consent for those owners agreeing to the annexation.
10. Provide preliminary calculation of City of Sebastopol annexation fees for each property proposed for annexation.
11. Under the General Plan, annexation of an area must not have either short- or long-term negative impacts on the City's fiscal condition. The application must provide an analysis of the impact of the proposed annexation on the City's fiscal condition.

Describe how the proposed development affects area-wide jobs-to-housing balance.