



City of Sebastopol

DESIGN REVIEW PROJECT

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 Design Review Board within 3 to 6 weeks. The Design Review Board meets on the first and third Wednesday of each month at Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol, CA at 4:00pm.

The Applicant and/or his representative must be present for any meetings. Failure to do so may result in the application being continued.

In most cases site plans for a major use permit or design review application must be prepared, stamped, and signed by a licensed architect, landscape architect, civil engineer, land surveyor, or building designer whose name, address and phone number must appear on the plan.

For small projects requirements may be waived by the Planning Department.

Size Limit: Plans shall not be larger than 30"x42" trimmed. All plans shall be collated and folded into a 9"x11" size. **Unfolded plans will not be accepted.**

Scale: the scale used on submittal plans shall generally be at 1/8" = 1'0" for 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)
<input type="checkbox"/>		Application Form: Completed and signed by applicant and property owner.	(1)
<input type="checkbox"/>		Complete Design Review Project Checklist: Complete and sign this checklist.	(1)
<input type="checkbox"/>		Location Map: Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.	(1)
<input type="checkbox"/>		Written Statement: Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail, including any other entitlements/permits requested such as variances, tree removal permits, concessions/incentives, etc.	(1)

□	<p>Site Photographs: 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 photomontage (series of overlapping photographs) of the surrounding neighborhood and that shows a panoramic view. Digital photos on a CD, flash drive, drop box, google drive, etc. are acceptable.</p>	(1)
□	<p>Preliminary Title Report: A preliminary title report, prepared within three months of filing application, including a complete legal description. This item may not be required for all projects. Please check with the Planning Department.</p>	(3)
□	<p>Copy of Deed(s): This item may not be required for all projects. Please check with the Planning Department.</p>	(1)
□	<p>Reductions: One ½-size reduction of the project plans (50% scalable). For smaller projects 8.5"x11" may be suitable, please confirm with the Planning Department.</p>	(1)
□	<p>Electronic Copy of plans: An electronic copy may be provided as a CD, flash drive, drop box, google drive, etc.</p>	(1)
□	<p>Materials and Colors Board: A material and color board shall be submitted showing building colors and materials to be used.</p>	(1)
PROJECT PLANS		
□	<p>Site Data: A site data table shall be provided on the cover sheet or site plan and is required to identify the following information:</p> <ol style="list-style-type: none"> 1. <u>Zoning District</u> 2. <u>Use:</u> Existing and proposed uses. 3. <u>Lot Size:</u> Lot size, if the lot size is proposed to change identify the existing and proposed. 4. <u>Lot Coverage:</u> Existing, proposed, maximum allowed. 5. <u>Number of units:</u> provide the existing and proposed number of residential units (if applicable). 6. <u>Building Floor Area:</u> Existing and proposed (Total sq. ft., floor sq. ft./per floor and garage sq. ft.). 7. <u>Floor Area Ratio (FAR):</u> For projects in industrial and commercial zones, provide existing, proposed, and maximum allowed. 8. <u>Parking Spaces:</u> Existing, proposed, and required. 9. <u>Height:</u> Existing, proposed, and maximum allowed. 10. <u>Setbacks:</u> Existing, proposed, and required setbacks. 11. <u>Landscaping:</u> Existing, proposed, and required landscaping. 12. <u>Trees:</u> Number of trees proposed for removal and to be planted (regulated trees will require a tree removal permit). 13. <u>Grading:</u> Proposed grading in cubic yards (Cut, Fill, Import, and Off-haul). 	(10)
□	<p>Survey: A signed, stamped and professional survey is required for any project submitted for Design Review that adds additional square footage. The survey shall be submitted</p>	(11)

	<p>as a standalone plan and incorporated into the plans. The data on the site plan (lot size, property lines, right-of-way, easements, setbacks, etc.) shall be consistent with the survey data. The survey shall show all existing trees with a diameter at breast height (DBH) of 6" or greater. Flat sites with an average slope of 5% or less, show 1-foot topographic contours. Sites with an average slope greater than 5%, show 2-foot topographic contours. All legal boundaries, property lines and easements from a current (within three months) preliminary title report shall be shown and labeled. All existing structures shall be shown.</p>	
<p>□</p>	<p>Site Plan: Site plans of the project shall be scaled, fully dimensioned, accurately drawn, include a north arrow, scale and a bar scale on all plans. The plans shall contain the following basic information listed below.</p> <ol style="list-style-type: none"> 1. <u>Legal Boundaries:</u> Identify all boundary lines, easements (identify size and type), rights-of-way, trails, paths, utility poles, etc. 2. <u>Setbacks:</u> Identify all required setbacks on the plans. 3. <u>Topography:</u> Identify the 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. Show faults, flood zones, and slide areas. 4. <u>Buildings/Structures:</u> Identify all existing and proposed buildings and structures. This should include all retaining walls, bicycle racks, trash enclosures, storage sheds and other accessory structures. Include the outside dimensions, height (ground to top of roof), location and use. 5. <u>Streets, Driveways and Parking:</u> Identify existing and proposed streets (public and private), driveways, parking lots, off-street parking spaces and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking spaces, drive aisles, roads, driveways, and maneuvering areas. Turning diagrams may be required by staff if there are sight distance limitations, topography or other unsafe circumstances. 6. <u>Right-of-Way:</u> Identify all adjacent streets (name of street), off-site parking on both sides of the street, adjacent driveways, and offsite improvements (curbs, gutters, sidewalks, street trees, etc.). 7. <u>Tree protection:</u> The site plan shall identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. The plans shall clearly identify trees proposed to be removed with an "X". A separate Tree Protection Plan shall 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. 8. <u>Creeks:</u> Identify "top of bank" and required 30-foot setback, if applicable. 9. <u>Phasing:</u> 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. 10. <u>Utilities:</u> Identify existing and proposed utilities (gas, electric, water, sewer, underground conduit location, etc.) and connection locations. 	<p>(10)</p>

□	<p>Demolition Plan: The demolition plan may be combined onto the Survey or Site Plan and shall include the following:</p> <ol style="list-style-type: none"> 1. Clearly identify structures, site features, and trees intended for demolition/removal. 2. Indicate all surfaces to be removed (foundations, floors, interior walls, exterior walls, roof, siding, windows, etc.). <p>The City may require a report by a structural engineer.</p>	(10)
□	<p>Building Elevations: For projects involving exterior building changes, the following minimum information required:</p> <ol style="list-style-type: none"> 1. Existing and proposed elevations for all sides of the structure(s), to scale and dimensioned. 2. Existing and proposed elevations for each side of the structure should be plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation). 3. Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted. 	(10)
□	<p>Streetscape Elevations: A “Streetscape Elevation” showing the proposed project frontage in context with existing structures on adjoining properties on both sides of the proposed project site, including street trees. A streetscape elevation is required for a property which has one or more structures on either side within 50’ of the property lines. Corner properties and properties with multiple frontages will require a street elevation for each frontage.</p>	(10)
□	<p>Renderings: On commercial and large residential projects, the City will require 3-D (color) renderings of the project to be incorporated into the plans. A streetscape rendering is required to be one of the projects renderings.</p>	(10)
□	<p>Floor Plans:</p> <ol style="list-style-type: none"> 1. Existing and proposed floor plans showing floor levels, areas, walls, windows, doors, equipment (stove, water heater, furnace, etc.), rooms, and uses. 2. Location, dimensions and square footage of project area. 3. Additions shall identify the project area with outlines or shading. 	(10)
□	<p>Sections:</p> <ol style="list-style-type: none"> 1. Site and Building Sections showing existing grades and new proposed grades. For remodel projects, show lightly dashed lines of existing improvements. A minimum of one section in each direction is required, additional sections may be required by Planning Staff. 2. <u>Building sections</u> shall show roof and finished floor elevations, total height measure from natural grade, site slope, basements, crawl space, storage, underground garage, penthouse, natural grade, etc. 3. <u>Site sections</u> are required in each direction, with the number and location of section cuts to be confirmed by staff. The site sections shall show adjacent properties in order to indicate any grade differential to show 	(10)

		<p>fence height, retaining walls, ground slope, approximate neighboring structures and trees.</p> <p>4. The section locations shall be referenced on the site, floor, and elevation plans.</p>	
<input type="checkbox"/>		<p>Roof Plan: The existing and proposed roof plan shall show the following:</p> <ol style="list-style-type: none"> 1. Property lines 2. Outline of building footprint 3. Direction of drainage 4. Location of drainage collectors 5. Rooftop structures (e.g., vents, equipment, screening, access) 6. Material 7. Ridge 8. Various roof levels (heights/elevations) 9. Slope 	(10)
<input type="checkbox"/>		<p>Grading/Drainage Plan: A preliminary grading/drainage plan shall clearly show existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad, finished elevations, and retaining walls (with height and materials specified). Grading with retaining walls greater than 2' shall provide a cross section of 50' from retaining wall limits. Appropriate cross sections shall be shown to indicate slopes.</p>	(10)
<input type="checkbox"/>		<p>Preliminary Landscape Plan: 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 subject 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.</p> <p>The preliminary landscape plan shall 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 Reduction in Landscaping Ordinance.</p>	(10)
<input type="checkbox"/>		<p>Sign Plans: If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review. See Sign Plan application checklist available at the Planning Department.</p>	(10)
REPORTS AND STUDIES			
<input type="checkbox"/>		<p>Arborist Report: An Arborist Report is required for trees with a DBH of more than 10" are slated to be removed on a commercial, industrial, or multi-family property. On a single-family residential property, a report will be required for the proposed removal of four or more trees with a DBH of 20". The Arborist Report should include:</p>	(2 physical & 1 digital)

	<ol style="list-style-type: none"> 1. Type of tree, location, size, health and recommendations for alternatives to removal. 2. Map of site with the location of all trees of interest outlined in the report. Each tree should be numbered in the report and correspond to the trees shown graphically on the map. Photos of affected trees shall be included in the report. 3. Tree protection measures recommended before, during and after construction. 4. Each tree mentioned in the Arborist Report within the project area shall be clearly marked with tape on the site 10 days prior to the hearing. <ul style="list-style-type: none"> • Red Tape = Tree Proposed to be removed • Yellow Tape = Tree within the project area that will be preserved using the tree protection measures. 													
<input type="checkbox"/>	<p>Photometric Study/Plan A Photometric Study may be required for new or proposed lighting at commercial/industrial parking lots, sports courts, gas stations or other uses which may require significant lighting levels.</p>	(1 physical & 1 digital)												
<input type="checkbox"/>	<p>Other Reports or Studies may be required to comply with the California Environmental Quality Act (CEQA) or other City Policies and Regulations. Any reports or studies submitted by the applicant may require peer review by a City-retained expert at the applicant's expense. As an alternative the applicant may request that the City have the report prepared in order to avoid the additional cost and time of a peer review. A report done under the auspices of the City will also be at the applicant's expense. These reports may include:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Historical Analysis</td> <td><input type="checkbox"/> Traffic</td> </tr> <tr> <td><input type="checkbox"/> Soils/Geotechnical</td> <td><input type="checkbox"/> Noise</td> </tr> <tr> <td><input type="checkbox"/> Structural</td> <td><input type="checkbox"/> Solar/shadow</td> </tr> <tr> <td><input type="checkbox"/> Biological</td> <td><input type="checkbox"/> Visual Impact Analysis</td> </tr> <tr> <td><input type="checkbox"/> Archaeological</td> <td><input type="checkbox"/> Hydrological</td> </tr> <tr> <td><input type="checkbox"/> Parking Study</td> <td><input type="checkbox"/> Shadow Diagram</td> </tr> </table>	<input type="checkbox"/> Historical Analysis	<input type="checkbox"/> Traffic	<input type="checkbox"/> Soils/Geotechnical	<input type="checkbox"/> Noise	<input type="checkbox"/> Structural	<input type="checkbox"/> Solar/shadow	<input type="checkbox"/> Biological	<input type="checkbox"/> Visual Impact Analysis	<input type="checkbox"/> Archaeological	<input type="checkbox"/> Hydrological	<input type="checkbox"/> Parking Study	<input type="checkbox"/> Shadow Diagram	(1 physical & 1 digital)
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If there are any questions regarding the submittal requirements, please contact the planning Department at (707)823-6167

Certification of Application Submittal				
<p><i>I, the undersigned applicant, have read this application for a development permit and certify that the information, drawings and specifications checked above and submitted herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.</i></p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Applicant's Signature</td> <td>Date</td> </tr> </table>			Applicant's Signature	Date
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Staff Use only: Received By: _____ Submittal Date: _____