



City of Sonoma

Planning Department
Revised 12/01/16

Uniform Application

Before submitting your application, have you checked with:

Planning Department? Building Department? Public Works Department? Fire Department?

Applicant Information

Name _____

Address _____

Phone _____

Owner Information

Name _____

Address _____

Phone _____

Type of Application

- | | | |
|---|--|---|
| <input type="checkbox"/> Environmental Review | <input type="checkbox"/> Rezoning/Annexation | <input type="checkbox"/> Design Review |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Rezoning:
from _____ to _____ | <input type="checkbox"/> Demolition Permit |
| <input type="checkbox"/> Conditional Use Permit (Minor) | <input type="checkbox"/> General Plan
Amendment: from _____
to _____ | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Tentative Subdivision Map (5+ lots) | <input type="checkbox"/> Variance | <input type="checkbox"/> Lot Line Adjustment/Merger |
| <input type="checkbox"/> Tentative Parcel Map (4 or fewer lots) | <input type="checkbox"/> Exception | <input type="checkbox"/> Public Notice |
| <input type="checkbox"/> Planned Unit Development | | <input type="checkbox"/> Other: _____ |

Notice of special fees: The following special fees may also apply to your application:

- 1) Public Notice Fee:** To cover costs associated with required newspaper and mailed public notices.
- 2) County Processing Fee:** Applies to environmental review. Collected at application submittal.
- 3) Fish and Game Fee:** Negative Declaration and EIR. Collected at application submittal. May be waived if project meets specific criteria.

Project Location (by address or nearest cross-street) _____

Assessor's Parcel Number (s) _____

General Plan Land Use Designation _____ Zoning _____

Brief Project Description _____

Submittal Requirements: SEE ATTACHED SHEET

I, the undersigned ("Applicant"), hereby state that I am the owner of record of the affected property or a duly authorized agent of the Property owner(s) (An agent must submit a letter of authorization signed by the property owner) and that all information submitted as part of this application is true and accurate.

I agree to the terms, conditions and obligations set forth in this Application.

I agree that I will provide written notice to the Planning Department in the event that there is a change in Applicant's interest in the property, the project, or the billing address or contact person for said project. Said Notice shall be mailed first class, postage paid, certified mail to: Planning Department, No. 1 The Plaza, Sonoma, CA 95476. Applicant shall remain responsible for all outstanding costs incurred by City.

I agree to indemnify and hold City harmless for all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicant's project.

Signature _____ Date _____

OFFICE USE ONLY
SUBMITTAL REQUIREMENTS CHECKLIST

Application Date: _____

Received By: _____

Project Name: _____

Assessor's Parcel Number (s) _____

	Submitted with Application:	Date Submitted if different from Application Date:	
Project Narrative:	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
Tentative Map:			
10 Full Sized Copies (24" x 36")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
1 Reduced Copy (not to exceed 11" x 17")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
Site Plan:			
10 Full Sized Copies (24" x 36")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
1 Reduced Copy (not to exceed 11" x 17")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
Building Elevations:			
10 Full Sized Copies (24" x 36")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
1 Reduced Copy (not to exceed 11" x 17")	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
Arborist's Report:	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable
Letter of Authorization from Property Owner:	<input type="checkbox"/> Yes	_____	<input type="checkbox"/> Not Applicable

Note: All drawings, along with the project narrative, should be provided electronically using the PDF format.

OFFICE USE ONLY

<input type="checkbox"/> Residential Development Project	<input type="checkbox"/> Rezoning	Total Fee Amount _____
<input type="checkbox"/> Commercial Development Project	<input type="checkbox"/> General Plan Amendment	Receipt Number _____
<input type="checkbox"/> Subdivision Map	<input type="checkbox"/> Environmental Review	Received By _____
<input type="checkbox"/> Parcel Map	<input type="checkbox"/> Design Review	Date _____
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Lot Line Adjustment	
<input type="checkbox"/> Minor Conditional Use Permit	<input type="checkbox"/> Lot Merger	
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Certificate of Compliance	
<input type="checkbox"/> Variance	<input type="checkbox"/> Zoning Permit	
<input type="checkbox"/> Prezoning	<input type="checkbox"/> Other: _____	

CITY OF SONOMA

Revised 12/01/16

SUBMITTAL REQUIREMENTS FOR ZONING AND DEVELOPMENT APPLICATIONS

Use the following chart to determine what additional information may need to be submitted along with your Uniform Application. If a ● appears in a box to the right of the application type, then that piece of information may be required in order for your application to be processed promptly. A more detailed description of each of the requirements is provided below; however, depending on the nature of the project, some of the requirements may be modified or waived. If you have any questions about whether a particular requirement applies to your project application, please contact the Planning Division as soon as possible. *Applications needing Planning Commission approval will not be placed on a Planning Commission agenda until all required information is submitted and determined to be complete by Planning Division staff.*

Application Type	Site Plan	Tentative Map	Project Narrative	Building Elevations	Arborist Report	Perspective Information
Conditional Use Permit	●		●	●	●	
Variance	●		●	●		
Exception	●		●	●		
Major Subdivision (5 or more lots or units)	●	●			●	
Minor Subdivision (4 or fewer lots or units)	●	●			●	
Planned Unit Development	●		●	●	●	
Rezoning/Prezoning	●		●			
General Plan Amendment	●		●			
Second Unit (exception)	●		●	●		
Lot Line Adjustment/Lot Merger	See requirements on page 2					
Certificate of Compliance	See requirements on page 2					
Design Review	●		●	●		
Demolition Permit	●		●	●		
Temporary Use Permit	●		●			

A Site Plan shall contain the following information, where applicable:

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> ◆ Adjacent lots & structures within 100' and estimated setback distances from adjacent structures ◆ North arrow and scale ◆ Lot dimensions ◆ Sidewalks ◆ Landscaped areas and dimensions ◆ Existing structures to remain | <ul style="list-style-type: none"> ◆ Calculations of building density, lot coverage, Floor Area Ratio (FAR), public and private open space and paved areas ◆ Building footprints & setbacks ◆ Proposed amenities (parks, etc.) ◆ Location of one- and two-story units ◆ Creeks and creek setback line ◆ Trunk and dripline of existing trees to remain | <ul style="list-style-type: none"> ◆ Breakdown of residential and commercial space ◆ Any designated pedestrian circulation ◆ Parking layout and space dimensions ◆ Driveways and curb cuts ◆ Location of inclusionary affordable units ◆ Existing natural features ◆ Proposed indoor and outdoor seating (for restaurants) ◆ Revision date(s) for site plans revised during the review process |
|--|--|--|

Unless otherwise approved by staff, Applicants shall submit ten (10) full-sized copies (24" x 36") when applicable, and one (1) reduced copy (11" x 17"). Site Plans may be drawn by an architect or other licensed professional, or may be drawn by the applicant, depending on the nature of the project.

Over . . .

A Tentative Map shall contain the following information:

- | | | |
|--|--|---|
| ◆North arrow and scale | ◆Name & address of owner(s) | ◆Name & address of subdivider |
| ◆Location of known wells, leach fields, and septic tanks | ◆Location, width & grade of proposed new streets or public ways | ◆Location, name & width of all adjoining streets or other public ways |
| ◆Lot layout & dimensions | ◆Name, address & registration or license number of engineer or land surveyor preparing the map | ◆Elevation contours |
| ◆Identification of all trees on the site | ◆Calculation of minimum and average lot size | ◆Location of existing structures to remain or be removed |
| ◆Location, width & direction of all watercourses | | ◆Location of all areas subject to inundation or storm water overflow |
| | | ◆Location, width & purpose of all existing or proposed easements |

Applicants shall submit ten (10) full-sized copies (24" x 36") and one (1) reduced copy (11" x 17").

Tentative Maps must be prepared by a licensed civil engineer or land surveyor.

A Lot Line Adjustment or Lot Merger shall contain the following information, as applicable:

Copy of a Preliminary Title Report for each affected property; copy of legal description of the properties resulting from the lot line adjustment and a Plat Map (both prepared and stamped by a registered civil engineer or licensed land surveyor).

A Certificate of Compliance shall contain the following information, as applicable:

Copy of a chain of title, deeds, official maps, or any other officially recorded documents supporting the application.

A Project Narrative shall contain the following information, as applicable:

For a Conditional Use Permit	Description of the proposed use or uses, including but not limited to: number of employees; hours of operation; shipping and delivery schedule; drive-through service; outdoor storage needs; or any other information determined by the Planning Division as pertinent to the Planning Commission's review of the application.
For a Variance	Description of the proposal and the justification for the request, including how the proposed variance satisfies the following state-mandated findings for approval: <ol style="list-style-type: none"> 1. The adjustment authorized by the Variance is consistent with the General Plan and any applicable Specific Plan; 2. There are special circumstances applicable to the property (i.e., size, shape, topography, location or surroundings), such that the strict application of the requirements of this Development Code deprives the property owner of privileges enjoyed by other property owners in the vicinity and within the same zoning district; 3. Granting the Variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the Variance is sought; 4. The adjustment authorized by the Variance will not constitute a grant of special privileges inconsistent with the limitations on other properties in the vicinity and in the same zoning district 5. Granting the Variance will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and in the same zoning district.
For an Exception	Description of the proposal and the justification for the request, including how the proposed exception satisfies the following findings for approval: <ol style="list-style-type: none"> 1. The adjustment authorized by the Exception is consistent with the General Plan, any applicable specific Plan, and the overall objectives of the Development Code; 2. An exception to the normal standards of the Development Code is justified by environmental features or site conditions; historic development patterns of the property or neighborhood; or the interest in promoting creativity and personal expression in site planning and development; 3. Granting the Exception will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and in the same zoning district.

<p>For a Planned Unit Development</p>	<p>Description of the proposal and the justification for the request, including how the proposed planned unit development satisfies the following findings for approval:</p> <ol style="list-style-type: none"> 1. The Planned Development Permit is consistent with the General Plan, any applicable specific Plan, and the intent and objective of this section; 2. The design of the development is consistent with the intent of applicable regulation 3. and design guidelines of the Development Code; 4. The various use and development elements of the Planned Development relate to one another in such a way as to justify exceptions to the normal standards of the Development Code; 5. The design flexibility allowed by the Planned Development Permit has been used to creatively address identified physical and environmental constraints; and 6. The proposed development will be well-integrated into its setting, will relate appropriately to adjacent uses, and will retain desirable natural features of the site and the surrounding area.
<p>For a Rezoning, Prezoning or General Plan Amendment</p>	<p>Description of the proposal and the justification for the request, including but not limited to: its potential impact on neighborhood compatibility and service availability; its consistency with surrounding land use and zoning designations; and its consistency with other applicable general plan goals and policies.</p>
<p>For a Second Unit (exception)</p>	<p>Description of the proposal and the justification for the request, including how the proposed second unit satisfies the following findings for approval: The second dwelling unit will be compatible with the design of the main dwelling unit and the surrounding neighborhood in terms of exterior treatment, height, landscaping, scale, and setbacks.</p>
<p>For Design Review</p>	<p>Description of the proposal and the justification for the request, including how the proposed project satisfies the following findings for approval:</p> <ol style="list-style-type: none"> 1. Basic findings. <ol style="list-style-type: none"> a. The project complies with applicable policies and regulations as set forth in the Development Code, other City ordinances, and the General Plan b. On balance, the project is consistent with the intent of applicable design guidelines set forth in the Development Code; and c. The project responds appropriately to the context of adjacent development, as well as existing site conditions and environmental features. 2. Projects within the Historic Overlay District. <ol style="list-style-type: none"> a. The project will not impair the historic character of its surroundings. b. The project substantially preserves the qualities of any significant historic structures or other significant historic features on the site. c. The project substantially complies with the applicable guidelines set forth in Chapter 19.42 (Historic preservation and infill in the Historic Zone). d. The project substantially complies with any applicable preservation plan or other guidelines or requirements pertaining to a local historic district as designated through section 19.42.020. e. The project substantially complies with the applicable Secretary of Interior Standards and Guidelines for the Treatment of Historic Properties. <p>Color and Material Sample Requirements:</p> <ul style="list-style-type: none"> • Provided ten copies of the proposed manufacture color samples (including manufacturer name and product number). • Bring color and material board to DRHPC meeting. • Provide brush-out sample on building.

For Demolition Permit	Description of the proposal and the justification for the request, including how the proposed demolition permit satisfies the following findings for approval: <ol style="list-style-type: none"> 1. The structure is not historically significant, based upon the criteria established by the State Office of Historic Preservation; or 2. The structure does not represent a unique and irreplaceable historic or architectural resource; 3. The community benefit of preserving the structure is outweighed by the cost of preservation and rehabilitation; 4. The adaptive re-use of the structure is infeasible or inappropriate due to economic considerations, structural conditions or land use incompatibility; and 5. The relocation of the structure is infeasible due to cost, structural conditions or lack of an interested taker.
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For a Temporary Use Permit	Description of the proposal and the justification for the request, including how the proposed project satisfies the following findings for approval: <ol style="list-style-type: none"> 1. The establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use; and 2. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.
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An Arborist's Report (commissioned by the City) shall contain the following information:

A complete description of all existing trees on the property, including scientific and common names, trunk circumference, general physical condition, and a designation of which trees are to be removed as a result of the project and the reasons in support of the removal. The report must be prepared by a City approved arborist certified by the International Society of Arboriculture. An *Arborist's Report* shall be required in the following circumstances:

- ◆ All new residential or commercial development
- ◆ Construction of a new commercial structure or structures
- ◆ The subdivision of property into two or more lots for the purpose of constructing new residential or commercial structures

Building Elevations shall be required in the following circumstances:

- ◆ Planned Developments
- ◆ Additions or exterior modifications to existing commercial structures
- ◆ New commercial development
- ◆ Projects in the Sonoma Residential Zoning District
- ◆ Projects in the Historic Overlay Zone
- ◆ New residential developments of five (5) or more units
- ◆ Proposed second units

Applicants shall submit ten (10) full-sized copies (24" x 36") when applicable, and one (1) reduced copy (11" x 17"). Elevation drawings shall also include a street front elevation drawing showing the proposed structure or modification in context with the elevations of existing adjoining structures within 100 feet of the subject property.

Additional Information on Building Height and Massing shall be required in the following circumstances:

- ◆ New commercial structures having an area of 1,000 sq. ft. or greater or which exceed 15 ft. in height.
- ◆ Commercial additions having an area of 1,000 square feet or greater; or which result in an increase in building height.

Applicants shall submit/provide at least one of the following: a) story poles on the site showing the height of the proposed building; b) perspective elevations showing views from public streets and adjacent residential areas; c) photomontages or other visual simulations. The Planning Commission or Design Review and Historic Preservation Commission may require additional information in this regard, as necessary to evaluate an individual application.

Over . . .

Design Review and Historic Preservation Commission Submittal Policy: For new developments and redevelopment involving multiple structures and/or parcels, it is the policy of the Design Review and Historic Preservation Commission to require that submittals address all areas and structures relevant to the type of review requested. For example, elevations of all new or modified buildings are required for design review and landscape plans must address all areas proposed to be landscaped in the review of project landscaping. When warranted by extraordinary circumstances, this policy may be waived at the discretion of the Design Review and Historic Preservation Commission on a case-by-case basis.
