



City of Sonoma
Planning and Community Services
Department

**Housing Development
Project
(Preliminary Application)**
Revised 02/01/21

Submitting a complete application is the key to finishing the planning process quickly. This checklist describes all the plans, documents, and other information necessary to prepare a complete application

Please check entitlements being requested:

- | | | |
|---|--|--|
| <input type="checkbox"/> Use Permit (Major) | <input type="checkbox"/> Design Review | <input type="checkbox"/> Demolition Permit |
| <input type="checkbox"/> Use Permit (Minor) | <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Tentative Subdivision Map (5+ lots) | <input type="checkbox"/> Exception | <input type="checkbox"/> Pre-zoning/Annexation |
| <input type="checkbox"/> Tentative Parcel Map (4 or fewer lots) | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Planned Development Permit | <input type="checkbox"/> Merger | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

TO BE COMPLETED/PROVIDED BY APPLICANT:

1. Assessor's Parcel No(s): _____

General Plan designation: _____

2. Project Address: _____

Zoning District: _____

3. Property Size: _____

Planning Area: _____

4. Property Owner: _____

Phone: _____

Owner Address: _____

City/Zip: _____

Email: _____

5. Applicant/Agent: _____

Phone: _____

Applicant Address: _____

City/Zip: _____

Email: _____

(If applicant/agent is not the owner of the subject property, the following must be signed by the owner:

AGENT AUTHORIZATION

_____ is the owner of the property for which a preliminary application for a housing development project is being submitted.

The address of the property is: _____

The Agent for this project is: Name: _____

Address: _____

Telephone: _____

Signature(s) of Property Owner(s): _____

Print name: _____

6. Proposed Uses: _____

7. Project Description: _____

8. Submit elevation plans showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.

9. Provide a legal description of the property in a Preliminary Title Report that is no older than six months from the date of submittal of this "Preliminary Application". Further, the Title Report shall include the location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.

10. Any species of special concern known to occur on the property: (Yes: ____/No: ____)

11. Whether a portion of the property is located within any of the following:

(A) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178. (Yes: ____/No: ____)

(B) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993). (Yes: ____/No: ____)

(C) A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code. (Yes: ____/No: ____)

Pursuant to California Government Code Section 65962.5(e), before a local agency accepts as complete an application for any development project, the applicant shall consult the latest State of California Hazardous Waste and Substances Sites List on file with the Planning and Community Services Department and submit a signed statement indicating whether the project is located on a site which is included on the List.

Statement: I have consulted the latest State of California Hazardous Waste and Substances List on file with the Planning and Community Services Department, and I have determined that the project site is / is not (please circle one) included on the List.

Date of List consulted: _____

Source of the listing: _____

(D) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. (Yes: ____/No: ____)

(E) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2. (Yes: ____/No: ____)

(F) A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code. (Yes: ____/No: ____)

12. Does the project propose any point sources of air or water pollutants. (Yes: ____/No: ____)

13. Are any historic or cultural resources known to exist on the property. (Yes: ____/No: ____)

14. Provide the number of proposed below market rate units and their affordability levels.

15. Provide the number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.

16. Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Include any information necessary to determine compliance with Government code Section 66300(d), including, but not limited to, information on the number of dwelling units being removed if any, whether any dwelling units meet the definition of a “protected unit” (Cal. Gov’t Code §66300(d)(2)E(ii)), whether any dwelling units were subject to rent or price control, and whether any dwelling units are for rent.

17. Provide a site plan showing the following:

(A) Location on the property.

(B) The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

(C) The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

(D) The proposed number of parking spaces (and existing spaces ,if applicable).

(E) Streams or other resources that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

Development applications require the submittal of five copies of the complete set of plans plus a reduced plan set no larger than 11 inches by 17 inches in size. Each full-sized set of plans should not exceed 24 inches by 36 inches, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated. Applications must be submitted by appointment to the Planning Department. If you are submitting revisions to an existing application, the revisions must be clouded and properly identified with each revised sheet marked “revised” and the revision date clearly indicated. Please consult with your assigned planner when submitting revisions to see if you will be required to submit complete sets of revised plans. All plans must be accurate and internally consistent.

18. Development Application fee deposit of \$5,000.00 and signed and dated Cost Recovery Agreement.

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.

Applicant Signature: _____ Date _____

Property Owner Signature (if different): _____ Date: _____

City of Sonoma Planning Division
1 Sonoma Plaza, Sonoma CA 95476

General Planning Counter hours:
Monday and Wednesday: 8:00am – 12 noon
Tuesday and Thursday: 8:30am – 12 noon
Monday -Thursday: 1:00pm - 5:00pm, By Appointment Only
Friday: Closed

