

**CITY OF SONOMA**

Revised 01/04/22

**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.*

<b>Application Type</b>	<b>Site Plan</b>	<b>Tentative Map</b>	<b>Project Narrative</b>	<b>Building Elevations</b>	<b>Arborist Report</b>	<b>Title Documents</b>	<b>Cost Recovery Agreement</b>
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	●		●				●
Lot Line Adjustment/ Lot Merger	See requirements on page 2						●
Certificate of Compliance	See requirements on page 2						●
Design Review	●		●	●			● (Only if Deposit Based Fee)
Demolition Permit	●		●	●			
Temporary Use Permit	●		●				

**Building Elevations** shall contain the following information, where applicable:

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations must be provided. Exterior building materials, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of 1/4 inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans. If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines. In some instances, elevations may be required to indicate the location and height of structures and buildings on adjacent properties in relation to the proposed project.

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

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

A **Tentative Map** shall contain the following information:

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| <ul style="list-style-type: none"> <li>◆ North arrow and scale</li> <li>◆ Location of known wells, leach fields, and septic tanks</li> <li>◆ Lot layout &amp; dimensions</li> <li>◆ Identification of all trees on the site</li> <li>◆ Location, width &amp; direction of all watercourses</li> </ul> | <ul style="list-style-type: none"> <li>◆ Name &amp; address of owner(s)</li> <li>◆ Location, width &amp; grade of proposed new streets or public ways</li> <li>◆ Name, address &amp; registration or license number of engineer or land surveyor preparing the map</li> <li>◆ Calculation of minimum and average lot size</li> </ul> | <ul style="list-style-type: none"> <li>◆ Name &amp; address of subdivider</li> <li>◆ Location, name &amp; width of all adjoining streets or other public ways</li> <li>◆ Elevation contours</li> <li>◆ Location of existing structures to remain or be removed</li> <li>◆ Location of all areas subject to inundation or storm water overflow</li> <li>◆ Location, width &amp; purpose of all existing or proposed easements</li> </ul> |
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**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 <b>Conditional Use Permit</b>	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 <b>Variance</b>	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"> <li>1. The adjustment authorized by the Variance is consistent with the General Plan and any applicable Specific Plan;</li> <li>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;</li> <li>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;</li> <li>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</li> <li>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.</li> </ol>
For an <b>Exception</b>	<p>Description of the proposal and the justification for the request, including how the proposed exception satisfies the following findings for approval:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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.</li> </ol>
For a <b>Planned Unit Development</b>	<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"> <li>1. The Planned Development Permit is consistent with the General Plan, any applicable specific Plan, and the intent and objective of this section;</li> <li>2. The design of the development is consistent with the intent of applicable regulation</li> <li>3. and design guidelines of the Development Code;</li> <li>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;</li> <li>5. The design flexibility allowed by the Planned Development Permit has been used to creatively address identified physical and environmental constraints; and</li> <li>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.</li> </ol>
For a <b>Rezoning, Prezoning or General Plan Amendment</b>	<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>
For a <b>Second Unit (exception)</b>	<p>Description of the proposal and the justification for the request, including how the proposed second unit satisfies the following findings for approval:</p> <p>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>
For <b>Design Review</b>	<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"> <li>1. Basic findings. <ol style="list-style-type: none"> <li>a. The project complies with applicable policies and regulations as set forth in the Development Code, other City ordinances, and the General Plan</li> <li>b. On balance, the project is consistent with the intent of applicable design guidelines set forth in the Development Code; and</li> <li>c. The project responds appropriately to the context of adjacent development, as</li> </ol> </li> </ol>

	<p>well as existing site conditions and environmental features.</p> <ol style="list-style-type: none"> <li>2. Projects within the Historic Overlay District. <ol style="list-style-type: none"> <li>a. The project will not impair the historic character of its surroundings.</li> <li>b. The project substantially preserves the qualities of any significant historic structures or other significant historic features on the site.</li> <li>c. The project substantially complies with the applicable guidelines set forth in Chapter 19.42 (Historic preservation and infill in the Historic Zone).</li> <li>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.</li> <li>e. The project substantially complies with the applicable Secretary of Interior Standards and Guidelines for the Treatment of Historic Properties.</li> </ol> </li> </ol> <p>Color and Material Sample Requirements:</p> <ul style="list-style-type: none"> <li>• Provided ten copies of the proposed manufacture color samples (including manufacturer name and product number).</li> <li>• Bring color and material board to DRHPC meeting.</li> <li>• Provide brush-out sample on building.</li> </ul>
For Demolition Permit	<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"> <li>1. The structure is not historically significant, based upon the criteria established by the State Office of Historic Preservation; or</li> <li>2. The structure does not represent a unique and irreplaceable historic or architectural resource;</li> <li>3. The community benefit of preserving the structure is outweighed by the cost of preservation and rehabilitation;</li> <li>4. The adaptive re-use of the structure is infeasible or inappropriate, due to economic considerations, structural conditions or land use incompatibility; and</li> <li>5. The relocation of the structure is infeasible due to cost, structural conditions or lack of an interested taker.</li> </ol> <p>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.</p>