

The following provides instructions for preparing the various documents associated with the submittal of Planning applications. Please refer to the specific application checklist, and the information below, to determine which documents should accompany the application submittal. All submittals shall be in conformance with the [City's Universal Digital File Standards](#).

A

Alcoholic Beverage Control (ABC) Documents– Provide any relevant documents submitted to the ABC to obtain a sales license.

Amendment (General, Master, Specific Plan) Criteria Narrative – Provide a narrative which addresses each of the following questions: (1) Why do you want the Plan changed? (2) What changes or events have occurred or what new evidence has arisen since the Plan was adopted which now warrant a change? (3) Have detailed neighborhood plans or other studies revealed the need for a Plan Amendment? (4) Describe the effect the proposed change will have on the surrounding uses. Describe how the proposed change will affect achievement of the Plan in this and the surrounding area.

Arborist Report –A report from a Certified Arborist which evaluates the tree(s) proposed for removal. A report will likely be required for removal of a diseased or dying tree. Please contact Planning Staff at planning@srcity.org or (707) 543-3200 to determine if an Arborist Report will be required.

Assessor's Parcel Map - Provide an Assessor's Parcel Map for the project site (from the [Sonoma County Assessor's Office website](#)).

C

Climate Action Plan Development Worksheet– The [Appendix E Worksheet](#), from the City's Climate Action Plan, must be provided for a project that creates a new building footprint or increases an existing building footprint, or subdivides property.

Color Photographs of the Site - Provide photographs of the site as viewed from any streets and neighboring property boundaries for context.

Color Photographs of Site Trees - Provide photographs of the subject tree(s) to depict condition or hazardous/ nuisance conditions.

Community Benefit Description - Describe all proposed community benefits, including: Public Open Space, Historic or Landmark Preservation, Infrastructure/Capital Improvement, or Family Size Rental Units. Please review Zoning Code Sections 20-31.070(K) and (L) for additional information. The community benefit(s) must be accessible to the public and significant and clearly beyond what would otherwise be required for the project under applicable code provisions, conditions of approval, and/ or environmental review mitigation measures.

Conditional Use Permit Project Description - A detailed project description, including but not limited to, days and hours of operation, number of employees working each shift, delivery details, parking analysis, and a description of any activity that may cause unusual noise or odor.

Cost Reduction Statement - Provide a clear statement of how Concessions or Incentives will result in identifiable and actual cost reductions to provide for affordable housing costs. The information should be sufficiently detailed to enable City staff to examine the conclusions reached by the Applicant.

D

Design Concept Narrative – Describe the proposed building and site changes or new construction. In addition, respond to review criteria for Superior Design as set forth in the Framework of Design Review (see [Design Guidelines](#), Introduction, Subsection C and corresponding table).

Density Bonus Project Narrative– Provide a written narrative that includes all of the following information:

- Project Site Acreage
- Maximum Density Allowed under General Plan and Zoning Code
- Proposed Residential Density with Density Bonus
- Statement of Eligibility with the [Density Bonus Ordinance](#) - must include the proposed number of affordable units with targeted income level and number of market rate units (if any), as required in the Density Bonus Ordinance.
- Requested Concessions or Incentives

Density Bonus Unit Map – Provide a map showing the project site and the location of bonus units and affordable units.

E

Eligibility Point Worksheet - Please contact Amy Nicholson, Senior Planner at anicholson@srcity.org, or (707) 543-3258 to discuss the project and receive the worksheet.

Extension Request and Project History – The extension request/project history should outline the reasons for the request, and any notable events that have occurred during the time period that the permit was not exercised. The burden of proof is on the applicant to establish, with substantial evidence beyond the control of the applicant (e.g., demonstration of financial hardship, legal problems with the closure of the sale of the parcel, poor weather conditions in which to complete construction activities, etc.), why the permit or approval should be extended.

Extension Project Description – Provide the project description submitted at the time of original approval.

F

Fence Elevation/Photo Examples – The proposed fence elevations should clearly show the height and materials. A drawing or photograph of an existing fence is acceptable.

Fence Project Description– Explain the reasons for the additional fence height (special circumstances associated with your property), and the proposed fence design and materials.

G

Geotechnical Report - A Preliminary Geotechnical Report identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity and is required for all Hillside Development Permit applications. Depending upon the site characteristics and project design, the review authority may also require a Final Geotechnical Report.

Grant Deed – A copy of a Grant Deed for the property is required for all Utility Certificate applications.

H

Historic Resource Evaluation – A Historic Resource Evaluation (HRE) may be required for exterior modifications to designated landmarks or structures on [the City's Historic Properties Inventory](#). Any HRE should be prepared by an architectural historian who meets the [Secretary of the Interior's Professional Qualifications](#). To locate a qualified architectural historian, reference the California Historic Resource Information System (CHRIS) Consultants List available at: <http://www.chrisinfo.org/>. Prior to application submittal, please contact Planning@srcity.org or at 707-543-3200 to determine if an HRE will be required.

L

Landmark Alteration Design Concept Narrative – Describe how the proposed building and site changes or new construction responds to the review criteria, as set forth in [Section 4.7](#) of the Design Guidelines, the [Processing Review Procedures for Owners of Historic Properties](#) and [Secretary of Interior Standards](#).

M

Maps of All Properties Adjoining the Boundaries of the Proposed Vacation - The maps shall be of a 100' scale, and should include the following: easement or right-of-way to be vacated, location of all known public utilities, existing use of property adjoining proposed vacation, assessor's parcel number of each parcel shown, existing use of the right-of-way by abutting properties*, names and widths of all adjacent streets*

*Note: *Applies only to vacation of right-of-way requests.*

Maximum Allowable Density Worksheet - Projects located on sites designated on Retail and Business Services, Office, or Business Park land uses, which have no maximum density limit, or where the zoning district does not establish a maximum density, must derive "maximum allowable density" based on the Maximum Allowable Density Worksheet.

Metes and Bounds Description of Area to be Vacated - A legal description written by a certified engineer or land surveyor of the area proposed to be vacated.

Modification of Final Map Project Description – Provide a narrative of the proposed changes to the subdivision including the proposed units per acre, number of lots, average lot size, maximum lot size and minimum lot size.

N

Neighborhood Context Map– A Neighborhood Context Map should indicate the proposed project location and clearly label the existing surrounding uses including residential, commercial, industrial, etc. and can also include the names of businesses (as shown on Google Maps, etc.).

P

PC or N Project Description - Please indicate type of Alcoholic Beverage Control (ABC) License with a description of activities permitted by the license, the type of alcoholic beverages to be sold, the square footage of proposed use, proposed days/hours of operation, an analysis of youth-oriented facilities, parks, open space, or recreational facilities within 500 feet of the project site.

Plan Text Change Narrative (Required only for proposed text change[s] only) – Submit in draft form any language to be added, deleted, or replaced in the General Plan, or any Specific Plan. The reason for the request must be explained, with additional analysis and support provided, as appropriate.

Preliminary Storm Water Low Impact Development Submittal (SWLIDS) – If required based on the Storm Water Determination Worksheet, the report should include a full design with the City's Storm Water Calculator. See the City's Low Impact Development [webpage](#) for requirements and resources.

Preliminary Drainage Report – A separate Drainage Study shall be submitted with the application if the project is required to extend the existing public storm drain to serve the parcel or if modification to the existing public drainage systems are proposed or required that may alter the historic flows outside of the project's boundaries. The Report shall be prepared by a Civil Engineering licensed to practice in the State of California and developed in accordance with the Sonoma Water's current Flood Management Design Manual and the City of Santa Rosa Design Standards. See the Plan and Report Requirements sheet for additional information. Preliminary drainage reports shall include the following:

- Hydrology map and hydraulic calculations for 10 yr. storm and 100 yr. storm
- Written description of existing storm drainage conditions, pipes, channels or outfalls
- Written description of the proposed drainage conditions, outfalls, pipe sizes and materials, slopes, detention and or retention basin with design dynamics; and how the Storm drainage interfaces with the Storm Water Low Impact Development Report;
- Pre and post-development flow calculations; Verification of public downstream outflow facilities has adequate capacity for the post development project flows
- Supporting charts/graphs for the factors of analysis used to calculate the Q (Flow) -C, I, A, Cw
- A description of other agency permits that are required for the project such as a 401 permit for Wetlands from California State Water Control Board; a Stream bed alteration permit from California State Fish & Game; Sonoma Water letter of approval or 404 permit from the Army Corp of Engineers or any other permits.

Preliminary Title Report– A Preliminary Title Report (issued in the last three months) is required for any development that creates a new building footprint or increases an existing building footprint, and all Map Rezoning and Utility Certificate applications.

Project Valuation - A cost summary prepared by the project Architect or Civil Engineer with the estimated project costs, including on and offsite improvement costs and tenant improvement costs for both design and construction.

R

Response to Sign Variance Criteria – Please provide a written narrative responding to following findings:

- Strict compliance would preclude an effective design solution improving sign functionality, operational efficiency or appearance.
- Strict compliance would preclude an effective design solution fulfilling the basic intent of the applicable regulations.
- The variance will not constitute a grant of special privilege inconsistent with limitations imposed on similarly zoned properties or inconsistent with the purposes of the zoning regulations.
- The proposed sign is architecturally and aesthetically compatible with the major structures on the subject site, and adjacent sites and is compatible with the character of the established neighborhood and general environment.

S

Septic or Well Hazard Certification - Required for Utility Certificate applications if connection is required because of an identified hazard.

Sewer Capacity Study - (Required only for General or Specific Plan Amendments increasing residential density) – Submit a sewer capacity study analyzing the existing flows in the tributary area and identifying any impacts on the public sewer system created by the highest possible build out density on the site. Provide a signed and sealed engineering letter on letter head supporting the sanitary sewer capacity calculation which states the following: There will be no adverse effect on the sanitary sewer system that would require an increase in downstream pipe size and or affect the existing infrastructure size by the proposed increase in density. Note that if the calculation is not suitable then a “Sanitary sewer modeling run” shall be requested from the City staff performed by the City’s Sewer modeling Consultant on behalf of the applicant to verify the existing sewer capacity is not reached by the project change in density. The initial deposit for the study is \$5,000 for the City Consultant to run the Sanitary sewer model for the projects specific highest possible sewer increase in density. The applicant will be financially responsible for the full final modeling fee.

*Sentiment Survey – A sentiment survey may be required by LAFCO as a part of the application review process. This is not required at the time of application.

Sign Table Worksheet– This [worksheet](#) must be provided for all Sign Permit, Sign Program, and Sign Variance Applications.

Storm Water Determination Worksheet – A completed [Storm Water Determination Worksheet](#) is required for all applications.

T

Temporary Use Permit Project Description - A detailed project description, including but not limited to: days and hours of operation, the planned dates of the events, seasonal sales lot or temporary auto sales (as applicable), number of employees working each shift, delivery details, parking analysis, and a description of any activity that may cause unusual noise or odor.

Tentative Map or Entitlement Extension Request and Project History – The extension request/project history should outline the reasons for the request, and any notable events that have occurred during the time period that the permit was not exercised. The burden of proof is on the applicant to establish, with substantial evidence beyond the control of the applicant (e.g., demonstration of

financial hardship, legal problems with the closure of the sale of the parcel, poor weather conditions in which to complete construction activities, etc.), why the permit or approval should be extended.

Tentative Map or Entitlement Extension Request and Project Description – Provide the project description submitted at the time of original approval.

Traffic Analysis – Prepare any necessary analysis specified in the [City's Traffic Operation Analysis Guidelines](#).

Tree Removal Permit Site Plan – A site plan which shows the property lines, existing structures (buildings, fences, decks) and the location of trees proposed for removal by utilizing the location key from the table on the Tree Permit Removal Application.

V

Variance Findings Response – A response to each of the required Variance findings found in [Zoning Code Section 20-52.060\(G\)](#).

Vacation Project Description – A written narrative explaining the need for the proposed vacation. The description must explain if/how the proposed easement(s) are no longer necessary for public use.

Variance Project Description - A detailed project description which explains your proposal, states the section of the Zoning Code you are requesting a Variance from, and why.

Visual Analysis is required for a Hillside Development Permit which includes a subdivision, multi-family dwellings, and non-residential project, prepared in compliance with [Zoning Code Section 20-50.100 \(Visual Analysis\)](#), and shall include identification of:

- Significant natural landforms on the site. These shall include slopes greater than 25 percent, groves of trees, and/or open meadows, that are highly visible from multiple public viewpoints within the city; and
- Major public viewpoints from which the site contributes to community character, which include Highways 101, 12, and other vantage points.

Z

Zoning Clearance Project Description - A description of the proposed use, including but not limited to, days and hours of operation, anticipated number of employees working each shift, any delivery details, and a description of any activity that may cause unusual noise or odor.

Zoning Clearance Site Analysis– An aerial photograph or plan of the site showing the number of vehicle and bicycle parking spaces and site access.

Zoning Code Text Change (For Text Amendments) - Provide the Section of the Zoning Code to be amended and any proposed language. The reasoning for the proposed text amendment must also be included.

For general questions regarding document sheet requirements, please contact Planning Division staff at 707-543-3200 or planning@srcity.org.