

UTILITY CERTIFICATE CHECKLIST

Project Information

Project Name: _____

Site Address: _____

Utility Certificate is requested for: * Water * Sewer * Both

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Utility Certificate Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS

- Assessor's Parcel Map
- Grant Deed for Property
- Neighborhood Context Map
- Septic or Well Hazard Certification*
- Preliminary Title Report

PROJECT PLAN SET COMPONENTS

- Existing and Proposed Elevations Sheet*
- Site Plan Sheet
- Utility Plan Sheet

*May be required, see plan sheet requirements and document requirements linked below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to view Utility Certificate Application Fee(s). Utility Certificate fees differ based on the review authority. Please contact Planning Staff at planning@srcity.org or (707) 543-3200, to determine which fee will apply.

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

UTILITY CERTIFICATE INFORMATION & PROCESS

The City of Santa Rosa has no obligation to provide City water or sewer service outside the City limits. There are various situations and circumstances under which the City will consider permitting the extension of one or both of these services to property located outside the City limits and the conditions that will be attached to any permission which is granted. **Please contact the Sonoma County Local Agency Formation Commission (LAFCO) prior to seeking a Utility Certificate approval.**

The process for approval of the Utility Certificate varies based on project scope and site. Please contact Planning Staff at planning@srcity.org or (707) 543-3200, to determine the process.