



City of Sebastopol

AB 1033 TENTATIVE PARCEL MAP Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department has 30 days in which to determine if the application is complete. The necessary level of environmental review must then be determined and completed. After this, the project can be scheduled before the Planning Commission within 3 to 6 weeks and to the City Council thereafter. The Planning Commission meets on the second and fourth Tuesday of every month and the City Council meets on the first and third Tuesday of every month. The Planning Commission and City Council meet at the Sebastopol Youth Annex, 425 Johnson Street, Sebastopol, CA at 6:00 p.m. A notice will be mailed no later than 12 days before the scheduled hearing.

The applicant and/or his representative must be present for any meetings. Failure to do so may result in the application being continued.

Size Limit: Plans should not be larger than 30" x 42" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size. **Unfolded plans will not be accepted.**

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS (# of copies)

- 1. Master Application Form:(1)
Completed and signed by the applicant and property owner.
- 2. Deposit: As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department, with the final amount based on processing time spent by staff and consultants.
- 3. Location Map:(1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. Written Statement:(1)
The statement should include a description of the proposed use(s), as well as a description of current uses and conditions. Describe the project in detail, including a written description of each home (area, dimensions, orientation).
- 6. Preliminary Title Report:(2)

A preliminary title report, prepared within three months of filing the application, including a complete legal description.

- [] 7. Site Photographs: (1 set)
Clearly show the views of and from the project, including neighboring development. Label the pictures. Polaroids or digital photos are acceptable.

- [] 8. Owner's Statement.....1
 - a. Tract name and number
 - b. Name and address of owner(s)
 - c. Name and address of subdivider
 - d. Name, address, and number of civil engineer
 - e. Existing use of property
 - f. Proposed use of property
 - g. Type of street improvements proposed
 - h. Drainage facilities proposed
 - i. Utilities proposed
 - j. Proposed street lighting
 - k. Proposed tree planting
 - l. Protective covenants to be recorded, if any
 - m. Public areas proposed, if any

- [] 9. Tentative Map..... (15 sets)

Tentative maps of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning or Engineering Departments determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the approval process, they will be subject to review and approval prior to issuance of building permits.

The tentative map must be prepared and signed by a licensed civil engineer, whose name, address and phone number must appear on the map.

Tentative maps shall include the following:

- a. Scale should not exceed 1" = 100'
- b. Tract name and number
- c. North arrow and scale
- d. Boundary of tract to be subdivided. Area in acres of subdivision.
- e. Names and addresses of owner, subdivider, engineer, and surveyor.
- f. Site map/vicinity map
- g. Topography of the land with 1-foot contour lines for land with a slope of 5% or less and 2-foot contours for land over 5%. This contour interval may be increased for land with over 20% slope. Contours should be sufficient to show the slope of the project and the adjoining ground for at least 100 feet beyond the project boundaries. Show faults, flood zones, and slide areas, high point, low point, and benchmark on City Datum.
- h. Locations, names, width, and approximate grades of all roads, streets, highways, and ways in the proposed subdivision or proposed to be offered for dedication.
- i. Location, names, and existing width of all adjoining and contiguous highways, streets, and ways.
- j. Existing and proposed utilities (sewer, water, street lighting, fire hydrants, etc). Indicate: location, type (example, sewer, water), size (example: diameter in inches), material, rough

invert elevations and slopes (for sewer lines), provision of a clear delineation between proposed utilities intended to be public and those intended to be private.

- k. Lot layout and dimensions of each lot.
- l. All existing buildings and structures on-site. Indicate whether to be removed or retained. For structures to remain, include their outside dimensions, location, use, setbacks, and distance between the buildings and to proposed streets and lot lines.
- m. Existing wells and septic systems, noted as to whether to be removed or retained.
- n. Identify all trees by species and indicate whether they are to be removed or saved. A Tree Protection Plan may also be required if physical changes are proposed, which is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained from the Planning Department.
- o. Easements (with size, type, and public or private ownership called out), right-of-ways, trails, paths, utility poles, etc.

[] 10. Preliminary Grading/Draining Plan (only for new construction).....(15 sets)

Plan clearly showing existing and proposed contours carried a minimum of 100 feet beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and material specified). Appropriate cross sections shall be shown to indicate resultant slopes.

[] 12. Reductions..... (1 set)

Include one 8 ½" x 11" reproduction of each plan.

[] 13. HOA Requirements.....(1 set)

Neither a subdivision map nor a condominium plan shall be recorded with the county recorder without each lienholder's consent. The following shall apply to the consent of a lienholder:

- a. A lienholder may refuse to give consent.
- b. A lienholder may consent provided that any terms and conditions required by the lienholder are satisfied.

The lienholder's consent shall be included on the condominium plan, or attached to the condominium plan that includes the following information:

- a. The lienholder's signature.
- b. The name of the record owner or ground lessee.
- c. The legal description of the real property.
- d. The identities of all parties with an interest in the real property as reflected in the real property records.
- e. The lienholder's consent shall be recorded in the office of the county recorder of the county in which the real property is located.

The applicant shall prepare a declaration of covenants, conditions and restrictions (CC&Rs) which shall be recorded and apply to each owner of a condominium unit within the project. The CC&Rs shall be recorded at, or prior to, the time of parcel map approval, and shall include all applicable conditions of approval and requirements of the City. The CC&Rs shall, at a minimum, provide:

- a. That any amendment to the CC&Rs related to the conditions of approval or other requirements of this Chapter may not be approved without prior consent of the City.
- b. That there shall be an entity created (e.g., a property or homeowners' association) which shall be financially responsible for and shall provide for the effective establishment, operation, management, use, repair and maintenance of all common areas and facilities.
- c. A provision containing information regarding the conveyance of units and any assignment of parking, an estimate of any initial assessment fees anticipated for maintenance of common areas and facilities, and an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit.

- d. A provision addressing the payment of utilities including water, sewer, gas and electricity by the homeowner or through the association.
- e. A provision requiring that any owner who rents his/her condominium unit shall conform to the homeowners' association which is responsible for management of the common areas and enforcement of the CC&Rs.

In addition to such covenants, conditions, and restrictions that may be required by the Department of Real Estate of the State of California pursuant to Title 6 (Condominiums) of the Civil Code or other State laws or policies, the organization documents shall provide for the following:

- a. Conveyance of units.
- b. Management of common areas within the project where common areas exist.
- c. A proposed annual operating budget containing a reserve fund to pay major anticipated maintenance, repair, or replacement expenses where shared common area infrastructure exists; and indicating the association fees needed for the operating budget and reserve fund.
- d. FHA regulatory agreement, if any.