



City of Sebastopol Planning Department

March 30, 2026

Mark Loper
Grocery Outlet
1 Bush Street, Suite 600
San Francisco, CA 94104
mloper@reubenlaw.com

Re: Formula Business Conditional Use Permit, Alcohol Use Permit, Design Review Applications (2026-004) 218 N Main St (APN 004-242-017)

Dear Mark Loper:

The City of Sebastopol has received your application referenced above. Staff has completed its review of the plans and application materials you have submitted, which has included a referral to other City Departments and any pertinent outside agencies. Based on this review, **the application has been deemed incomplete**. Staff has found that the following information is needed in order to complete the application submittal process:

Formula Business Conditional Use Permit Requirements:

1. Completed **Use Permit Application Checklist** (Attached)
2. **Preliminary Title Report**
3. **Environmental Assessment Form** (Attached)
4. **Area Development Map**
5. **Site Plan:** The submitted site plan is missing legal boundaries, topography, tree protection, and exterior lighting.
6. **Preliminary Landscape Plan**

Alcohol Conditional Use Permit:

1. **Written Statement:** Please provide details about the requested type of alcohol license or whether you will be applying to transfer the existing alcohol license for the site.
2. **Site Plan:** Please provide a site plan locating where alcohol will be available in the store, versus cash registers.

Design Review Permit Requirements:

1. Completed **Design Review Checklist** (Attached)

2. **Written Statement:** Please provide a clear written description detailing exactly what is being applied for at this time. Please refer to the Design Review checklist provided.
3. **Preliminary Title Report**
4. **Copy of Deed(s)**
5. **Site Plan Table:** Please refer to the Design Review checklist provided.
6. **Streetscapes**
7. **Renderings**
8. **Grading and Drainage Plan**
9. **Preliminary Landscape Plan**
10. **Lighting Plan**
11. **Arborist Report**, if needed.

Please feel free to contact me if you have any questions at 707-823-6167, or via email at vhenkel@cityofsebastopol.gov

Sincerely,

Victoria Henkel

Victoria Henkel
Permit Technician



City of Sebastopol

USE PERMIT - MAJOR AND MINOR PROJECTS 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. The Planning Commission meets on the second and fourth Tuesday of every month.

The applicant and/or his representative should attend 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. **Application Form:**..... (1)
Completed and signed by 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)
Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses. Complete the attached Statement of Justification for Rezoning. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs.
- [] 5. **Environmental Assessment Form:** (1)
Added information such as traffic reports, noise studies or visual impact studies may be required by the Planning Department to complete the environmental review.
- [] 6. **Preliminary Title Report:**..... (2)
A preliminary title report, prepared within three months of filing application, including a complete legal description.

- [] 7. **Site Photographs:**..... (1 set)
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Polaroids or digital photos on a CD are acceptable.
- [] 8. **Area Development Map:**..... (15 sets)
Drawing should show existing development on site, surrounding land uses, streets and driveways and structures within 300 feet of subject parcel. Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos. This area map is a separate requirement from a specific, detailed site plan. Drawing should also show proposed plan showing the improvements you want to develop. If other permits such as use permit are processed simultaneously with this application, the detailed site plan requirements of that application, will have to be submitted as well.
- [] 9. **Reduction:** (1 set)
Include an 8 1/2" x 11" black and white reduction of each plan.
- [] 10. **Site Plans:**(15 sets)
Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning Department 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.

In most cases the site plan for a major use permit must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan.

The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.

For small projects, this requirement may be waived. Check with the Planning Department.

Site plans shall include the following information:

- a. **Legal Boundaries:** Boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
- b. **Topography:** 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. Show faults, flood zones, and slide areas.
- c. **Grading/Drainage:** Preliminary grading/drainage plan clearly showing existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). Appropriate cross sections shall be shown to indicate resultant slopes.
- d. **Streets and Lots:** Proposed street layouts and lot design, off-street parking and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking, roads, and maneuvering areas.
- e. **Public Areas:** Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- f. **Land Use:** Land uses proposed. Show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures, trees, and other pertinent features within 50'+ of the property lines.

- g. Tree Protection: The site plan must identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. Please note whether they are to be removed or saved. A Tree Protection Plan must also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department.
- h. Buildings: All existing and proposed buildings, and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial/industrial use, and indicate unit type and size. Show trash enclosures, storage buildings, bicycle racks, and the like. Indicate setbacks and distance between buildings.
- i. Features: Building appurtenances and features, including balconies, decks, stairs, roof lines shown.
- j. Exterior Lighting: Show the locations, size, height and type of exterior lights. Catalog cuts for each type of lighting must be submitted.
- k. Utilities: Show locations of existing and proposed utilities (sewer, water, etc.).
- l. Phasing: Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.

- 11. **Preliminary Landscape Plans:** (15)
 A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

- 12. **Building Elevations:**(15 sets)
 - a. Elevations: Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.

 If architectural details are not reviewed during the use permit process, they will be subject to review and approval by either the Design Review Board or staff prior to issuance of building permits.
 - b. Lights: Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.
 - c. Features: Indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.

- 13. **Floor Plans:** (15)
 Floor plans of all stories showing rooms, exterior doors and windows, and seats for eating establishments, so that parking and coverage calculations can be made.

- 14. **Sign Plans:** (15)
 If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review anyway. See Sign Plan application checklist available at the Planning Department.



City of Sebastopol

DESIGN REVIEW PROJECT

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. Once deemed complete, the project will either be reviewed by Planning staff or scheduled before the Design Review Board, as applicable, within 3 to 6 weeks. The Design Review Board meets on the third Tuesday of each month at the Sebastopol Youth Annex, located at 425 Morris Street, at 3:30 pm.

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

In most cases, site plans for a major use permit or design review application must be prepared, stamped, and signed by a licensed architect, landscape architect, civil engineer, land surveyor, or building designer whose name, address, and phone number must appear on the plan.

For small projects, requirements may be waived by the Planning Department.

Size Limit: Plans shall not be larger than 30"x42" trimmed. All plans shall be collated and folded into a 9"x11" size. **Unfolded plans will not be accepted.**

Scale: the scale used on submittal plans shall generally be at 1/8" = 1'0" for 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)
<input type="checkbox"/>	Application Form: Completed and signed by applicant and property owner.	(1)
<input type="checkbox"/>	Complete Design Review Project Checklist: Complete and sign this checklist.	(1)
<input type="checkbox"/>	Location Map: Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.	(1)
<input type="checkbox"/>	Written Statement: Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail, including any other entitlements/permits requested such as variances, tree removal permits, concessions/incentives, etc.	(1)

□	<p>Site Photographs: Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a photomontage (series of overlapping photographs) of the surrounding neighborhood and that shows a panoramic view. Digital photos on a CD, flash drive, drop box, google drive, etc. are acceptable.</p>	(1)
□	<p>Preliminary Title Report: A preliminary title report, prepared within three months of filing application, including a complete legal description. This item may not be required for all projects. Please check with the Planning Department.</p>	(3)
□	<p>Copy of Deed(s): This item may not be required for all projects. Please check with the Planning Department.</p>	(1)
□	<p>Reductions: One ½-size reduction of the project plans (50% scalable). For smaller projects 8.5"x11" may be suitable, please confirm with the Planning Department.</p>	(1)
□	<p>Electronic Copy of plans: An electronic copy may be provided as a CD, flash drive, drop box, google drive, etc.</p>	(1)
□	<p>Materials and Colors Board: A material and color board shall be submitted showing building colors and materials to be used.</p>	(1)
PROJECT PLANS		
□	<p>Site Data: A site data table shall be provided on the cover sheet or site plan and is required to identify the following information:</p> <ol style="list-style-type: none"> 1. <u>Zoning District</u> 2. <u>Use:</u> Existing and proposed uses. 3. <u>Lot Size:</u> Lot size, if the lot size is proposed to change identify the existing and proposed. 4. <u>Lot Coverage:</u> Existing, proposed, maximum allowed. 5. <u>Number of units:</u> provide the existing and proposed number of residential units (if applicable). 6. <u>Building Floor Area:</u> Existing and proposed (Total sq. ft., floor sq. ft./per floor and garage sq. ft.). 7. <u>Floor Area Ratio (FAR):</u> For projects in industrial and commercial zones, provide existing, proposed, and maximum allowed. 8. <u>Parking Spaces:</u> Existing, proposed, and required. 9. <u>Height:</u> Existing, proposed, and maximum allowed. 10. <u>Setbacks:</u> Existing, proposed, and required setbacks. 11. <u>Landscaping:</u> Existing, proposed, and required landscaping. 12. <u>Trees:</u> Number of trees proposed for removal and to be planted (regulated trees will require a tree removal permit). 13. <u>Grading:</u> Proposed grading in cubic yards (Cut, Fill, Import, and Off-haul). 	(10)
□	<p>Survey: A signed, stamped and professional survey is required for any project submitted for Design Review that adds additional square footage. The survey shall be submitted</p>	(11)

	<p>as a standalone plan and incorporated into the plans. The data on the site plan (lot size, property lines, right-of-way, easements, setbacks, etc.) shall be consistent with the survey data. The survey shall show all existing trees with a diameter at breast height (DBH) of 6" or greater. Flat sites with an average slope of 5% or less, show 1-foot topographic contours. Sites with an average slope greater than 5%, show 2-foot topographic contours. All legal boundaries, property lines and easements from a current (within three months) preliminary title report shall be shown and labeled. All existing structures shall be shown.</p>	
<input type="checkbox"/>	<p>Site Plan: Site plans of the project shall be scaled, fully dimensioned, accurately drawn, include a north arrow, scale and a bar scale on all plans. The plans shall contain the following basic information listed below.</p> <ol style="list-style-type: none"> 1. <u>Legal Boundaries:</u> Identify all boundary lines, easements (identify size and type), rights-of-way, trails, paths, utility poles, etc. 2. <u>Setbacks:</u> Identify all required setbacks on the plans. 3. <u>Topography:</u> Identify the 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. Show faults, flood zones, and slide areas. 4. <u>Buildings/Structures:</u> Identify all existing and proposed buildings and structures. This should include all retaining walls, bicycle racks, trash enclosures, storage sheds and other accessory structures. Include the outside dimensions, height (ground to top of roof), location and use. 5. <u>Streets, Driveways and Parking:</u> Identify existing and proposed streets (public and private), driveways, parking lots, off-street parking spaces and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking spaces, drive aisles, roads, driveways, and maneuvering areas. Turning diagrams may be required by staff if there are sight distance limitations, topography or other unsafe circumstances. 6. <u>Right-of-Way:</u> Identify all adjacent streets (name of street), off-site parking on both sides of the street, adjacent driveways, and offsite improvements (curbs, gutters, sidewalks, street trees, etc.). 7. <u>Tree protection:</u> The site plan shall identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. The plans shall clearly identify trees proposed to be removed with an "X". A separate Tree Protection Plan shall also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department. 8. <u>Creeks:</u> Identify "top of bank" and required 30-foot setback, if applicable. 9. <u>Phasing:</u> Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space. 10. <u>Utilities:</u> Identify existing and proposed utilities (gas, electric, water, sewer, underground conduit location, etc.) and connection locations. 	<p>(10)</p>

□	<p>Demolition Plan: The demolition plan may be combined onto the Survey or Site Plan and shall include the following:</p> <ol style="list-style-type: none"> 1. Clearly identify structures, site features, and trees intended for demolition/removal. 2. Indicate all surfaces to be removed (foundations, floors, interior walls, exterior walls, roof, siding, windows, etc.). <p>The City may require a report by a structural engineer.</p>	(10)
□	<p>Building Elevations: For projects involving exterior building changes, the following minimum information required:</p> <ol style="list-style-type: none"> 1. Existing and proposed elevations for all sides of the structure(s), to scale and dimensioned. 2. Existing and proposed elevations for each side of the structure should be plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation). 3. Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted. 	(10)
□	<p>Streetscape Elevations: A “Streetscape Elevation” showing the proposed project frontage in context with existing structures on adjoining properties on both sides of the proposed project site, including street trees. A streetscape elevation is required for a property which has one or more structures on either side within 50’ of the property lines. Corner properties and properties with multiple frontages will require a street elevation for each frontage.</p>	(10)
□	<p>Renderings: On commercial and large residential projects, the City will require 3-D (color) renderings of the project to be incorporated into the plans. A streetscape rendering is required to be one of the projects renderings.</p>	(10)
□	<p>Floor Plans:</p> <ol style="list-style-type: none"> 1. Existing and proposed floor plans showing floor levels, areas, walls, windows, doors, equipment (stove, water heater, furnace, etc.), rooms, and uses. 2. Location, dimensions and square footage of project area. 3. Additions shall identify the project area with outlines or shading. 	(10)
□	<p>Sections:</p> <ol style="list-style-type: none"> 1. Site and Building Sections showing existing grades and new proposed grades. For remodel projects, show lightly dashed lines of existing improvements. A minimum of one section in each direction is required, additional sections may be required by Planning Staff. 2. <u>Building sections</u> shall show roof and finished floor elevations, total height measure from natural grade, site slope, basements, crawl space, storage, underground garage, penthouse, natural grade, etc. 3. <u>Site sections</u> are required in each direction, with the number and location of section cuts to be confirmed by staff. The site sections shall show adjacent properties in order to indicate any grade differential to show 	(10)

		<p>fence height, retaining walls, ground slope, approximate neighboring structures and trees.</p> <p>4. The section locations shall be referenced on the site, floor, and elevation plans.</p>	
<input type="checkbox"/>		<p>Roof Plan: The existing and proposed roof plan shall show the following:</p> <ol style="list-style-type: none"> 1. Property lines 2. Outline of building footprint 3. Direction of drainage 4. Location of drainage collectors 5. Rooftop structures (e.g., vents, equipment, screening, access) 6. Material 7. Ridge 8. Various roof levels (heights/elevations) 9. Slope 	(10)
<input type="checkbox"/>		<p>Grading/Drainage Plan: A preliminary grading/drainage plan shall clearly show existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad, finished elevations, and retaining walls (with height and materials specified). Grading with retaining walls greater than 2' shall provide a cross section of 50' from retaining wall limits. Appropriate cross sections shall be shown to indicate slopes.</p>	(10)
<input type="checkbox"/>		<p>Preliminary Landscape Plan: A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan shall indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture. The plan must adhere to the City's Water Reduction in Landscaping Ordinance.</p>	(10)
<input type="checkbox"/>		<p>Sign Plans: If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review. See Sign Plan application checklist available at the Planning Department.</p>	(10)
REPORTS AND STUDIES			
<input type="checkbox"/>		<p>Arborist Report: An Arborist Report is required for trees with a DBH of more than 10" are slated to be removed on a commercial, industrial, or multi-family property. On a single-family residential property, a report will be required for the proposed removal of four or more trees with a DBH of 20". The Arborist Report should include:</p>	(2 physical & 1 digital)

	<ol style="list-style-type: none"> 1. Type of tree, location, size, health and recommendations for alternatives to removal. 2. Map of site with the location of all trees of interest outlined in the report. Each tree should be numbered in the report and correspond to the trees shown graphically on the map. Photos of affected trees shall be included in the report. 3. Tree protection measures recommended before, during and after construction. 4. Each tree mentioned in the Arborist Report within the project area shall be clearly marked with tape on the site 10 days prior to the hearing. <ul style="list-style-type: none"> • Red Tape = Tree Proposed to be removed • Yellow Tape = Tree within the project area that will be preserved using the tree protection measures. 	
<input type="checkbox"/>	<p>Photometric Study/Plan A Photometric Study may be required for new or proposed lighting at commercial/industrial parking lots, sports courts, gas stations or other uses which may require significant lighting levels.</p>	(1 physical & 1 digital)
<input type="checkbox"/>	<p>Other Reports that address the Public Health and Safety. Those reports could include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sewer Where there is a total increase of more than 4 units over existing number of units including additional units in future phases of the project, the Applicant shall provide the sewer quantities in accordance with City of Santa Rosa Sanitary Sewer Standard Specifications design flow criteria. The City of Sebastopol shall use this information provided to complete a sanitary capacity study and the cost thereof shall be borne by the Applicant. <input type="checkbox"/> Water Where there is a total increase of more than 4 units over existing number of units including additional units in future phases of the project, the Applicant shall provide the water demand quantities in accordance with established design flows criteria. The City of Sebastopol shall use this information provided to complete a water capacity study and the cost thereof shall be borne by the Applicant. <input type="checkbox"/> Stormwater For development projects greater than three dwelling units, or containing any non-residential uses, the Applicant shall provide hydrologic and hydraulic calculations in accordance with the Sonoma County Water Agency Flood Management Design Manual to demonstrate whether there would be any additional surface run-off resulting from the development. Where the calculations show additional surface run-off resulting from the project, the Applicant shall provide a preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect, or landscape architect. This plan shall show existing and proposed drainage for the site, structures, driveway and other improvements, and shall indicate the direction, path, and method of stormwater dispersal for existing and proposed drainage channels or facilities. The drainage plan shall also indicate existing and proposed areas of impervious surfaces and shall be drawn at the same scale as the site plan. <input type="checkbox"/> Stormwater Low Impact Development (SWLID) All projects are required to submit a completed and signed Storm Water LID Determination Worksheet. If the project will require permanent 	

	<p>Stormwater BMP's and a Storm Water Low Impact Development Submittal (SWLIDS), as determined by the Worksheet, an Initial SWLIDS must be submitted with the entitlement application. For detailed guidance, please review the Low Impact Development Technical Design Manual and related resources on Santa Rosa's Low-Impact Development Webpage. All projects shall be required to comply with all regional stormwater management regulations. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan shall also be required.</p>													
<input type="checkbox"/>	<p>Other Reports or Studies may be required to comply with the California Environmental Quality Act (CEQA) or other City Policies and Regulations. Any reports or studies submitted by the applicant may require peer review by a City-retained expert at the applicant's expense. As an alternative the applicant may request that the City have the report prepared in order to avoid the additional cost and time of a peer review. A report done under the auspices of the City will also be at the applicant's expense. These reports may include:</p> <table border="0"> <tr> <td><input type="checkbox"/> Historical Analysis</td> <td><input type="checkbox"/> Traffic</td> </tr> <tr> <td><input type="checkbox"/> Soils/Geotechnical</td> <td><input type="checkbox"/> Noise</td> </tr> <tr> <td><input type="checkbox"/> Structural</td> <td><input type="checkbox"/> Solar/shadow</td> </tr> <tr> <td><input type="checkbox"/> Biological</td> <td><input type="checkbox"/> Visual Impact Analysis</td> </tr> <tr> <td><input type="checkbox"/> Archaeological</td> <td><input type="checkbox"/> Hydrological</td> </tr> <tr> <td><input type="checkbox"/> Parking Study</td> <td><input type="checkbox"/> Shadow Diagram</td> </tr> </table>	<input type="checkbox"/> Historical Analysis	<input type="checkbox"/> Traffic	<input type="checkbox"/> Soils/Geotechnical	<input type="checkbox"/> Noise	<input type="checkbox"/> Structural	<input type="checkbox"/> Solar/shadow	<input type="checkbox"/> Biological	<input type="checkbox"/> Visual Impact Analysis	<input type="checkbox"/> Archaeological	<input type="checkbox"/> Hydrological	<input type="checkbox"/> Parking Study	<input type="checkbox"/> Shadow Diagram	<p>(1 physical & 1 digital)</p>
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<input type="checkbox"/> Archaeological	<input type="checkbox"/> Hydrological													
<input type="checkbox"/> Parking Study	<input type="checkbox"/> Shadow Diagram													

If there are any questions regarding the submittal requirements, please contact the planning Department at (707)823-6167

Certification of Application Submittal	
<p><i>I, the undersigned applicant, have read this application for a development permit and certify that the information, drawings and specifications checked above and submitted herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.</i></p>	
<p>_____ Applicant's Signature</p>	<p>_____ Date</p>

Staff Use only: Received By: _____ Submittal Date: _____



City of Sebastopol

ENVIRONMENTAL/INFORMATION ASSESSMENT FORM Application Checklist

(To be completed by applicant)

The submittal information shall be provided to the Planning Department.

Date Filed: _____

General Information:

1. Name of developer or project sponsor: _____
Address of developer or project sponsor: _____
2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name of person to be contacted concerning this project: _____
Address of person to be contacted concerning this project: _____
Telephone Number of person to be contacted concerning this project: _____
4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by City, Regional, State and Federal Agencies:

6. Existing Zoning District: _____ Existing General Plan Designation: _____

7. Propose Use of Site (Project for which this form is filed): _____

PROJECT DESCRIPTION:

8. Site Size: _____

9. Square Footage: _____
10. Number of floors of construction: _____
11. Amount of off-street parking: _____
12. Attach plans
13. Proposed scheduling
14. Associated project
15. Anticipated incremental development:
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

21.	Change in existing features of any bays, tidelands, beaches or hills, or substantial alternation of ground contour.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.	Change in scenic views or vistas from existing residential areas or public lands or roads.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23.	Change in pattern, scale or character of general area of project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.	Significant amounts of solid waste or litter.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25.	Change in dust, ash, smoke, fumes or odors in vicinity.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
27.	Substantial change in existing noise or vibration levels in the vicinity.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28.	Site on filled land or on slope of 10 percent or more.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
31.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
32.	Relationship to a larger project or series of projects.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Environmental Setting:

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view. Polaroids or digital photos on a CD are acceptable.
34. Describe the surrounding properties, including information on plant and animals and any cultural historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc), intensity of land use (one-family, apartment houses, shops, department stores, etc), and scale of development (height, frontage, set-back, rear yard, etc). Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

	YES	NO
A. Does the Project involve any of the following?		
1. No change in the square footage to the existing structure?		
2. An addition of more than 50% of square footage to the existing structure?		
3. An addition of more than 2500 square feet to the existing structure?		
4. An addition of more than 10,000 square feet to the existing structure?		
5. Demolition of the existing structure?		
	YES	NO
B. Does the Project involve the replacement or reconstruction of existing structures or facilities at the site which:		
1. Will have substantially the same purpose and capacity as existing structures at the site?		
2. Will result in an increase in square footage or capacity as compared to the existing structure?		
	YES	NO
C. Does the Project involve new construction of:		
1. 35 or more dwelling units?		
2. More than 15,000 square feet of commercial, industrial, governmental, or institutional floor area?		
3. Stores, motels, offices, restaurants, and similar structures designed for an occupant load of more than 30 persons?		
	YES	NO
D. Does the Project involve division of property into more than four parcels or consolidation of more than four parcels?		

	YES	NO
E. Will the Project require issuance of a Variance, Use Permit, Zoning Ordinance Amendment, Zoning Map Amendment, or General Plan Amendment?		
	YES	NO
F. Will the Project result in a change in use at the site (for example: from residential to commercial or from office to restaurant?)		
	YES	NO
G. Is this Project:		
1. Similar to the other projects for which you have received permits in the last two years in the City of Sebastopol?		
2. Similar to other projects, which you are planning to develop within two years in the City of Sebastopol?		
	YES	NO
H. Does the Project involve changes to an official City landmark?		
	YES	NO
I. Does the Project involve use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?		
	YES	NO
J. If the Project is located within 500 feet of a residential zone or noise-sensitive land uses, will the construction of the project involve the use of pile driving, night time track hauling, blasting, 24 hour pumping, or other equipment that creates high noise levels and or vibrations?		
	YES	NO
K. Does the Project involve the construction, substantial remodel, or 50% or more addition to the following types of uses?		
Mobile home, amphitheater, concert hall, auditorium, meeting hall, hospital, church, library, school classrooms, or day care?		

I certify that the information in this form is correct to the best of my knowledge.

Applicant Signature

Date

Certification:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information represented are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

Printed Name: _____

For: _____