

# ***Preapplication Review Submittal Requirements***

CSS-015

- **“Preapplication Project Description Questionnaire”**. Form must be complete.
- **Proposal Statement.** This shall be a one or two page letter fully describing the current use of the property and how you wish to change it. This shall include information regarding the kind of use, the magnitude or size of the use, the intensity of the use and the frequency of the use. Indicate production capacity, if applicable. Discuss changes in noise, traffic and site appearance that will result from the proposal, quantified where possible. Indicate any planned future use beyond the present proposal.
- **Owner/agent Form.** If applicant is not the owner, a signed owner/agent form must be submitted.
- **Assessor's Parcel Map.** An 8 ½ in. x 11 in. copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the County Assessor's Office or PRMD.
- **Location/vicinity map** (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- **Photographs** of the proposed development site.
- **Site Plan.** The site plan is the permanent record of the location that will be evaluated. Because the information we will provide is specific to this location, the site plan must be adequate to describe the location relative to permanent reference points visible in the field.

18 full-sized site plans (either 24 in. x 36 in. or 11 in. x 17 in.). All plans must be legible and drawn to scale. Full sized plans must be folded. Rolled plans are not accepted. Preparation of the site plan by a professional draftsman, architect, or engineer is strongly recommended. If the existing site is to be greatly modified by the proposed project (removal of existing buildings, vegetation), both an Existing Site Plan and a Proposed Site Plan are recommended.

One reduced-size site plan (8 ½ in. x 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan.

- **Additional Reports.** Two copies of any existing technical reports and/or surveys (soils reports, traffic requirements, etc.).

## ***Site Plan for Preapplication Meeting Must Include the Following:***

1. Name, address and telephone number of applicant.

**Sonoma County Permit and Resource Management Department**

2550 Ventura Avenue

Santa Rosa, CA95403-2829

(707) 565-1900

Fax (707) 565-1103

2. Scale, north arrow, and dimensions of all property lines (an engineer's scale of 1 inch = 10 ft. or 20 ft. is recommended.) The entire property must be shown; sometimes a vicinity type map may be used to orient the viewer to the proposed development area.
3. "Limits of work," including all areas that will be graded and/or disturbed.
4. Location, width, name and status (public or private) of all existing and proposed roads and easements, lying within, adjacent to or serving the site, showing route of access from the road.
5. Location of streams, ditches, existing and proposed drainage facilities and other water courses, ponding areas, or areas subject to periodic inundation.
6. Lines indicating the direction of slope and approximate percent of grade.
7. Location of any existing or proposed well and septic systems.
8. Location and dimensions of all existing and proposed parking areas and driveways from adjacent roadways.
9. Location and identification of existing trees or other vegetation in the development area. Location and identification of existing trees greater than nine inches in diameter (measured at 4.5 ft. above natural grade) that are protected by the Sonoma County Tree Protection Ordinance (Big Leaf Maple, Black Oak, Blue Oak, Coast Live Oak, Interior Live Oak, Madrone, Oracle Oak, Oregon Oak, Redwood, Valley Oak and Californian Bay).
10. Any Additional information regarding the existing and proposed uses which, in your opinion, should be included on the site plan.

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