

Required Application Materials

PJR-003

In order to expedite our review of your application, please provide the following items. The number of copies required is indicated where multiple copies are required. Your application shall not be accepted unless all required materials are provided.

- 1. **Completed application form**, signed by the applicant and property owner, including a completed supplemental application information sheet.
- 2. **Proposal Statement.** This should be a one or two page letter fully describing the current use of the property and how you wish to change it. This should 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.
- 3. Signed **indemnification agreement**.
- 4. **Site Plan.**
 - Provide three 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. Additional copies will be required prior to the public hearing. Full sized plans must be folded. Rolled plans are not accepted. Preparation of the required site plan by a professional draftsman, architect, or engineer is strongly recommended. We will accept only site plans that are legible, accurate, drawn to scale and include all required information listed below. 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.
 - Provide 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.
 - “Limits of Work”, including all areas that will be graded and/or disturbed.

Site plans must include the following:

- Name, address and telephone number of applicant.
- Scale, north arrow, and dimensions of all property lines. (An engineer’s scale of 1 in. = 10 ft. or 20 ft. is recommended). The entire property must be shown; sometimes a vicinity-type inset map can be used to orient the viewer to the proposed development area.
- Location and identification of all existing and proposed buildings, structures, etc., including their approximate dimensions and distances to property lines. Identify land uses on adjacent properties and depict buildings, structures, etc. within 50 ft. of the subject property.

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- 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.
 - Location of streams, ditches, drainage facilities and other water courses, ponding areas, or areas subject to periodic inundation.
 - Lines indicating the direction of slope and approximate percent of grade.
 - Location of any existing or proposed wells and septic systems including distances to waterways, drainage courses, cut/fill areas, structures and roadways.
 - Location and dimensions of all parking areas and driveways from adjacent roadways.
 - Location of and identification of existing trees or other vegetation in the development area. Location of and identification of existing trees greater than 9 inches diameter at breast height 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 California bay). If the project is of such a large scale that it is not possible to identify all protected trees, the dripline of tree masses with species identified shall be shown on the site plan. More detailed information may be required during processing of the application.
 - Any additional information regarding the existing and proposed uses which, in your opinion, should be included on the site plan.
5. **Preliminary building plans.** Provide three full-sized copies of all building elevations and floor plans. Label all rooms. State exterior colors and materials. Structural plans are not required until application is made for building permits.
6. **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).
7. **Assessor's Parcel Map** One 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.
8. **USGS quad map with the site outlined**, 8 ½ in. X 11 in. maximum size. Available from PRMD, check current fee schedule for cost.