

Use Permit Application Requirements

PJR-010

Purpose: The purpose of this form is to identify the information and materials required for a Use Permit application. The Sonoma County Zoning Code sets forth both uses that are “Permitted” and “Uses Permitted with a Use Permit.” A Use Permit application is required for development projects that are typically more intensive than Permitted Uses. Use Permit applications often require a public hearing before the Board of Zoning Adjustments; when processed with a Zone Change and/or a General Plan Amendment, the public hearing will be before the Planning Commission. Examples of uses requiring a Use Permit are: wineries, kennels, contractor storage yards, planned developments and mixed use projects. Use Permits are discretionary in nature, and, if approved, will include conditions of approval. A Use Permit can only be approved if found to be consistent with the Sonoma County General Plan, Sonoma County Zoning Code and, applicable Area or Specific Plan and if found to be compatible with the health, safety, and welfare of the neighborhood.

Procedure: After a complete application is submitted, a project planner in the Project Review Division of the Permit and Resource Management Department (PRMD) is assigned to the project. Project descriptions (a.k.a. referrals) are sent to various PRMD Divisions, County departments, and State agencies for review, comment(s) and condition(s). Environmental review in accordance with the California Environmental Quality Act (CEQA) is required unless the proposed project is specifically exempt. Additional information or studies may be required to complete processing of the application. The project planner will prepare an Initial Study under CEQA. This is an assessment of potential environmental impacts and identification of mitigation measures to reduce potential impacts to a less than significant level to complete environmental review and/or process the application. If the project planner determines that no significant environmental impact will result from the proposed project, a Negative Declaration, or Mitigated Negative Declaration, will be prepared.

After the Negative Declaration (or Mitigated Negative Declaration) is completed, the proposed Use Permit will be set for a public hearing before the Board of Zoning Adjustments or the Planning Commission. A notice of the public hearing is posted at the property and sent to owners of the property within 300 feet of the site. A copy of recommended conditions and/or mitigation is sent to the applicant prior to the hearing date. All interested persons are given an opportunity to comment on the proposed Use Permit at the public hearing. If the project is approved by the Board or Commission, there is a ten (10) day appeal period for appeals to the Board of Supervisors. For approved use permits, the applicant has 24 months to comply with the conditions of approval and implement the Use Permit. The applicant may apply for a one year extension of time prior to the expiration of this 24 month period.

Required Application Materials: A complete application must include all of the following:

1. **Applications.** Planning application form [PJR-001](#), signed by all property owners and Indemnification Agreement form [PJR-011](#), signed by applicant.
2. **Proposal Statement.** This should be a one or two page written description of the current use of the property and the proposed changes. Include information regarding the type of use, the structures proposed, magnitude or size of the use, the intensity and frequency of the use. Discuss changes such as traffic and noise that will result from the proposal, quantified where possible. Indicate any planned future use beyond the present proposal.
3. **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, drawn to scale and folded to 8 ½ in. x 11 in. Preparation of the required site plan by a draftsman, architect, landscape architect or engineer is strongly recommended. Site plans must include, at a minimum, the information required on the Minimum Standard Site Plan, Form [CSS-019](#). If the existing site is to be significantly modified by the proposed project (i.e. removal of existing buildings, extensive grading and removal of vegetation), both an existing site plan and a proposed site plan should be submitted.

4. **Accessibility Requirements.** New construction and remodeling of, or additions to, existing facilities must meet State of California accessibility requirements. Applicants can discuss such requirements at the Building cubicle at PRMD.
5. **Parking.** New and/or expanded uses must meet Zoning Code on-site parking requirements ([Article 86](#)), and parking lot layouts must conform to the dimensions shown in the Off-Street Parking Design Standards ([Article 82](#)).
6. **Tree Protection.** On the site plan, locate and identify all existing trees by name in the development area of the property. The following trees 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. The dripline of tree masses in the development area, with species identified, shall be shown on the Site plan. More detailed information may be required during processing of the application.
7. **Reduced Site Plan.** Provide one reduced-sized site plan (8 ½ in. X 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan.
8. **Preliminary Site Grading and Drainage Plan.** (Same size and scale as site plan above.) Provide three, full-sized copies and one legible, reduced size (8 ½ in. X 12 in.) copy of the preliminary site grading and drainage plan.
9. **SUSMP Requirements.** If the project is subject to Standard Urban Storm Water Management Plan (SUSMP) requirements, then a Preliminary Storm Water Mitigation Plan is required. Please refer to the following forms: Standard Urban Storm Water Mitigation Plan Questionnaire [NPD-004](#) and the Preliminary Storm Water Mitigation Plan Worksheet [NPD-005](#). Applicants can discuss this requirement at the Storm Water cubicle at PRMD.
10. **Stormwater Management Submittals.** Provide description of stormwater management including runoff, treatment, drainage, and flood control. If applicable, provide location of existing wetlands and measures to avoid. An alternative analysis should be required demonstrating why the wetlands cannot be avoided.
11. **Preliminary Architectural Plans.** (Either 24 in. X 36 in. or 11 in. X 17 in.) Provide three full-sized copies and one legible, reduced size (8 ½ in. X 11 in.) copy of all architectural elevations and floor plans. Structural plans are not required until application is made for building permits. The elevations must identify the type and color of the roof and other exterior materials. All mechanical equipment, exterior lights, trash enclosures and other exterior structures must be shown on these plans. A section is required for each structure showing the location of natural grade underneath the structure; the building's height must be identified on the section (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point of the roof).
12. **Preliminary Landscape Plans.** (Same scale and size as Site Plan above.) Provide four, full-sized copies and one legible, reduced size (8 ½ in. X 11 in.) copy of the preliminary landscape plans.
13. **Location/Vicinity Map.** Provide one 8 ½ in. X 11 in. location/vicinity map (locator map or road map) showing where the project is located in relation to nearby lots, streets, and highways.
14. **Assessor's Parcel Map.** Provide 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.
15. **USGS Quad Map.** Provide a USGS quad map with the site outlined. Provide one 8 ½ in. X 11 in. excerpt of a USGS quad map with the project site identified. Maps may be obtained from PRMD. Check current fee schedule for cost.
16. **Affordable Housing Projects.** For affordable housing projects, an Affordable Housing Proposal or Special Needs Housing Proposal, as applicable, shall be submitted. This proposal shall include a site plan and a detailed proposal statement describing how the project will comply with the provisions of the County Code (i.e., provision of units, payment of in-lieu fees, or alternative equivalent action). The Housing Proposal shall include a listing of the number, type, size, tenure, number of bedrooms, and proposed affordability level for each and every unit within the development.
17. **Filing Fee.** See the current PRMD Project Review Fee Schedule.