



# City of Sebastopol

## ANNEXATION OR PREZONE

### 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 7:00 p.m. A notice will be mailed no later than 10 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 36" x 42". All plans shall be folded into a 9" x 11" 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 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.
- [ ] 8. **Area Development Map:**..... (10 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.
- [ ] 9. **Site Plan:** .....(10 sets)  
Scaled plan identifying proposed site development.
- [ ] 10. **Reduction:** ..... (1 set)  
Include an 8 1/2" x 11" reduction of each plan.



## **ANNEXATION SUPPLEMENTAL**

In addition to the Master Planning Application, annexation applicants must provide the following information on separate pages:

Provide a map showing the land to be annexed and its relation to the City's existing Sphere of Influence and City limit.

List address and assessor's parcel number of all property proposed for annexation along with the owner(s) name(s) and address(es).

Describe the County General Plan and Zoning designations for the property. Provide maps showing these designations for the property.

Describe existing and surrounding on-site land uses. Provide maps showing existing and proposed land uses.

Describe any City of Sebastopol General Plan designations for the property. Provide maps showing existing and proposed designations.

List any special districts serving the site (such as fire districts) and indicate whether such districts will continue to serve the site if the annexation is approved.

Describe existing infrastructure (roads, water, storm drains, sewer, electricity, gas, cable) serving the site, and how services will be provided to the site with the annexation.

Provide an analysis of how the proposal relates to Sonoma County Local Agency Formation Commission (LAFCO) policies.

Indicate whether affected property owners have been informed of the proposed annexation. Provide written consent for those owners agreeing to the annexation.

Provide preliminary calculation of City of Sebastopol annexation fees for each property proposed for annexation.

11. Under the General Plan, annexation of an area must not have either short- or long-term negative impacts on the City's fiscal condition. The application must provide an analysis of the impact of the proposed annexation on the City's fiscal condition.

12. Describe how the proposed development affects area-wide jobs-to-housing balance.