



Planning & Building Department

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Submittal Requirements for Conditional Use Permit Applications

A complete application submittal will assist the City in evaluating your application in a timely manner. A completed Planning Permit Application form must be accompanied by the processing fee and information indicated below. Some applications may require additional information because of special circumstances. Certain requirements may be waived by the Planning Director as appropriate.

Upon receipt of the following information, the Planning Department will determine within 30 days if the application is complete. Additional information may be requested by the Planning Director. Incomplete applications will not be scheduled for Zoning Administrator (minor conditional use permits) or Planning Commission (major conditional use permits) review.

After the application has been deemed complete by the Planning Department, it will be scheduled within two to four weeks for a Zoning Administrator or Planning Commission public hearing. The applicant and/or his/her representative should attend all hearings. Failure to do so may result in the application being continued to a later date.

[] **Planning Permit Application form**

Completed and signed by the applicant(s) and property owner(s)

[] **Site photographs**

One set of color photographs clearly showing the views of the project site, including neighboring development. Please submit a pdf file with photographic and exhibit information.

[] **Written Statement**

A description of the proposed uses and operations, proposed days and hours of operations, and expected number of employees and patrons or visitors.

Copies of each of the following - (5) copies for staff level review; (12) copies for Planning Commission review applications

[] A fully-dimensioned **site plan** no larger than 30" x 42", and folded to a maximum size of 9" x 12", drawn to scale, depicting, as applicable:

- north arrow and scale (engineering scale preferred)
- vicinity map
- the boundaries of the site
- the location and names of adjacent streets
- easements (with size and type called out), rights of way, trails and paths
- summary of project data, including:
 - total site area, in square feet and acres
 - total proposed gross floor area as defined by the Land Use Code
 - proposed site coverage and floor area ratio (if applicable)

- required and proposed parking spaces
 - site area and open space per dwelling unit (if applicable)
 - existing on-site improvements (buildings, paving, driveways, walkways, etc.) and notations as to whether they are to remain or be removed
 - existing trees, by species and trunk diameter, that have proposed development or construction activities within their drip lines. Label trees to be removed "R" and trees to be protected "P."
 - proposed improvements, including but not limited to buildings, streets, utilities, off-street parking, paving, driveways, walkways and trash enclosures
 - proposed building setbacks from all property lines and distances between buildings
 - locations of proposed exterior lighting fixtures
 - location(s) of proposed free-standing signs
 - Please submit a pdf file with copies of site plan, floor plan and other drawings that may apply to your project
- [] **Area plan** showing the subject property, adjacent buildings and structures in outline form and adjacent land uses. This drawing can be 8 ½" x 11" in size.
- [] **Floor plan** depicting areas of proposed uses (including seating, service bar, retail display areas, storage, etc.) and all rooms, exterior doors and windows. This drawing can be 11"x17" in size.
- [] Other information that may be identified by staff to evaluate the application.