



Property Development Questionnaire

Prospective site	Site address	
	Existing use	
Applicant	Name	
	E-mail address	
	Phone	
Type of Use <i>(check all that apply)</i>	<input type="checkbox"/> Retail sales <input type="checkbox"/> Office <input type="checkbox"/> Mixed use <input type="checkbox"/> Multifamily residential (residential/commercial)	<input type="checkbox"/> Single family or duplex residential <input type="checkbox"/> Restaurant/food service <input type="checkbox"/> Alcohol service
		<input type="checkbox"/> Transient occupancy <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse <input type="checkbox"/> Other _____
Description of proposed use <i>(attach additional sheet if needed)</i>		
Anticipated construction <i>(check all that apply)</i>	<input type="checkbox"/> New construction <input type="checkbox"/> Remodel of existing space	<input type="checkbox"/> Addition of square footage to existing building <input type="checkbox"/> No construction - just minor cosmetic changes
What materials are you bringing to review?	<input type="checkbox"/> None - discussion only <input type="checkbox"/> Photographs	<input type="checkbox"/> PowerPoint presentation <input type="checkbox"/> Conceptual site plan/floor plan/exterior elevations
General questions	Existing size of the tenant space: _____ square feet Is the building equipped with a fire sprinkler system? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of exit doors? _____ Do you need to modify the electric service? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If the proposed use is a restaurant, tasting room or bar, how many seats? _____ Will this project affect businesses currently occupying the property? <i>(downsize, remove, etc.)</i> _____	
OFFICE USE ONLY	One-Stop Scheduled Date and Time _____	

NOTE: While City Staff will provide assistance through the design and permitting of your project, project proponent(s) are advised that the "One-Stop Meeting" is a Pre-Submittal review based upon the information provided and should not be considered a comprehensive review or list of final requirements.

Address_____

City of Healdsburg
One Stop Assistance Center
Meeting Summary

Thank you for coming to the One-Stop Assistance Center, we appreciate your interest in doing business in Healdsburg. The following information is intended to provide a brief summary of the items discussed during today’s meeting to help you develop your business proposal or development project. Please contact the Community Development Center offices at 707-431-3346; or, use ‘Just Ask’ on the City’s website at www.ci.healdsburg.ca.us to request additional information or assistance.

Please note: the “One-Stop” is a pre-application meeting that provides preliminary information to assist you in developing a business proposal or development project. City department comments are based on the information provided by applicants and should not be considered a comprehensive review. Final requirements and fees will be based on application submittals.

Applicant representative(s) present:

Resident	Architect
Business owner	Contractor
Property owner	Engineer
Realtor	Other

City Department Staff Present:

Building:	Public Works:
Fire:	Utilities:
Planning:	Other:

Fee Information Provided:

Please note: fee information discussed at a one-stop meeting is provided as an estimate only; actual project fees will be determined once complete application information is received and reviewed by the City.

- Entitlement fee(s) Building permit fee Development fees and fee deferral information
- Parking In-Lieu Fee Other

In addition to City requirements, there may be additional approvals/permits required from other public agencies for your business or development project. Please contact the following agencies for additional information and requirements:

- Sonoma County Public Health <http://sonomacounty.ca.gov/Business/>
- State of California Alcoholic Beverage Control <mailto:SRO.Direct@abc.ca.gov> - 707- 576-2165
- North Sonoma County Air Pollution Control District
<http://sonomacounty.ca.gov/TPW/Air-Quality-Northern-Sonoma-County/> - 707-433-5911
- Sonoma County Permit Resource Management Department (PRMD) regarding wells and septic tank information <http://www.sonoma-county.org/prmd/divpages/wellsepddiv.htm>
- Pacific Gas & Electric (PG&E) Gas Service Requirements (Green Book) <http://www.pge.com/greenbook/>
- Other _____