Minor Conditional Use Permits

The information noted below will be required for all Minor Conditional Use Permits applications.

☐ **Planning Permit Application** form completed and signed by the applicant(s) and property owner(s) and is available at the following site: https://www.ci.healdsburg.ca.us/DocumentCenter/View/620/Planning-Permit-Application-PDF

☐ **Application Fees** are based on the Planning Fee schedule which is updated annually in July. The fee schedule is available at the following site: http://www.ci.healdsburg.ca.us/352/Application-Forms-Submittal-Requirements. Applicants should verify the required fees with CDC staff if the application is proposed to be submitted after June 30th. All Planning Application fees are updated each year in July.

☐ **Project Narrative/Description** is a full description of the proposed changes to the fence and proposed materials, reason for the request and information regarding outreach to adjacent neighbors.

☐ **Letters of Support** from the adjacent neighbors.

☐ **Plan Sets refer Submittal Checklist Table and Contents of Plan Sheets below.**

☐ **Supplemental Conditional Use Permit Questionnaire for Alcohol Business Establishments.**

☐ **Public Hearing Materials** will be requested from your project planner once your project has been deemed complete and all items have been addressed. This will include additional plan sets, pdfs, materials boards and renderings (as applicable).

REMOVAL OF TREES OR WORK ADJACENT TO OR IN A RIPARIAN SETBACK

☐ **Arborist Report** prepared by a certified arborist noting all trees, species, trunk diameter, condition, and proposal to remove or keep and tree protection measures will be required for any project proposed to remove trees or includes construction adjacent to riparian corridors.

☐ **Tree Protection Plan** prepared by a certified arborist are required if the project involves construction adjacent to native trees or riparian areas or the disruption or removal of large mature trees or heritage trees. Consistent with the City of Healdsburg's General Plan Natural Resources Element, projects are to comply with the following policies: NR-B-2 Large, mature trees that contribute to the visual quality of the environment or provide important wildlife habitat shall be protected and NR-C-6: Protection of distinctive natural vegetation such as oak woodlands, riparian corridors, and mixed evergreen forest is encouraged.

☐ **One-Stop meeting or a Pre-Application Conference** meeting are suggested for complicated or large projects.

City Use Only	
Application Submitted on	
Submittal Reviewed by	
Application Complete	
Notes:	

Minor Conditional Use Permit	
Item	**Applicability & Quantity** "#" = Number of items ● = Required "*" = Required and see notes
Plan Sets	
Full Sized (24" x 36")	5
Reduced (11" x 17")	2
CD or Flash Drive (will not be returned)	1
Note: If the scope of your project is small, you may contact a planner at the CDC to confirm the exact number of plans required. ***Half Size plans will be required for all projects requiring a public hearing.** Your project planner will coordinate with you regarding the number of plans required and the deadline to submit them.*	
Plans	
Title Sheet	●
Site Plan	●
Site Survey	*
Tree Protection Plan	●
Fence Elevations & Details	●
Site & Context Photos	●
TABLE NOTES: ***** **Site Survey** is required for projects that are proposing new construction for residential or non-residential development. A Site Survey will also be required depending on lot characteristics such a steep slope, creek or riparian corridor.	

A. CONTENTS OF PLAN SHEETS

The following information will be required on plan sheets as noted below. Questions regarding the applicability of requested items should be directed to Planning staff at the Community Development Center.

1) **Title Sheet**
   a) Name of project and description of proposed use.
   b) Table of contents listing all plan set sheets, their content and page number.
   c) Name(s) of professional(s) preparing plans.
2) **Site Plans (Existing and Proposed)**
   a) **All Site Plans**
      i) Location map and Assessor's Parcel Number(s)
      ii) Project Data:
         (1) Total acres of subject property (net and gross)
         (2) Total number of existing uncovered off-street parking
         (3) Note if project is located in the Wildland Urban Interface (WUI). Refer to the Fire Departments website for information and map (http://www.ci.healdsburg.ca.us/278/Wildland-Urban-Interface)
      iii) Note all existing and proposed buildings, structures, parking spaces, driveways/circulation elements, loading areas, landscaped areas, outdoor use areas, fences, gates and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the included site plans).
      iv) Dimensions of entire subject property and all existing lot lines consistent with Assessor Parcel Map or submitted survey.
      v) Proposed fencing setbacks from all property lines (as applicable).

vi) All existing trees, by species and trunk diameter that have proposed development or construction activities within their driplines. Label trees to be removed "R" and trees to be protected "P."

vii) Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan.

    (1) Note the required Riparian Setback if applicable (see HMC 20.24.085).

3) Tree Protection Plan (*required for sites with existing trees and vegetation regardless of size)*

A certified arborist should be retained to prepare the following information in the report and plan:

a) Tree Removal:

    i) Project Information:

        (1) Property Address.

        (2) Accessor's Parcel Number.

        (3) Property owner.

        (4) Contact information.

    ii) Site Plan of Property identifying location and species of tree(s) on site.

    iii) Heritage Tree Status is based upon the sum of the individual trunk cross-sectional inches that is converted back to an equivalent single trunk diameter (see HMC Section 20.24.035).

    iv) Crown height and diameter (if in the Wildland Urban Interface [WUI], crown separation in feet for remaining trees in close proximity of each other).

    v) Health and structural ratings.

    vi) Observations on health and structure.

    vii) Suitability for preservation rating.

    viii) Construction impact assessment.

    ix) Trees to be preserved.

    x) Trees to be removed.

    xi) Tree Protection Zone (TPZ) (retained trees including tree in building envelopes).

    xii) Critical Root Zone (CRZ).

    xiii) Specific tree protection recommendations, location of fencing and specifications where applicable.

    xiv) The above information noting trees to be preserved and removed, including the TPZ and CRZ of the trees to be preserved, should be noted on all grading, drainage and utility plans to verify that infrastructure plans do not impact trees to be preserved. The City arborist will review all submittals to determine if the report and plans are acceptable.

b) **Construction adjacent to existing trees or riparian corridors:**

    i) A tree protection plan including the following minimum information:

        (1) Property Address.

        (2) Accessor's Parcel Number.

        (3) Property owner.

        (4) Contact information.

        (5) Site plan.

        (6) Location of Tree Protection Zones and Critical Root zones (For trees to be preserved adjacent to new fencing.

        (7) Location of protective fencing (should be outside of the TPZ and CRZ).

        (8) Location of any heritage trees.

        (9) Site location in WUI, indicate 10', 30' and 100' defensible space around building envelope.

4) Fence Elevations & Details

a) Dimensioned elevations of the proposed fencing noting height and width of panels (refer to LUC Sections 10.16.040-055).

b) Note finish materials, colors of all exterior surfaces and fence post construction detail (include footing).

5) Site & Context Photos

a) Photos of the existing fencing, structure and site.

b) Photos of the adjacent buildings on the block face on both sites of the street, including the address of each photo.

c) Map or diagram indicating location of photos.