



Planning & Building Department

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Requirements and Review Process for Recorded Building Envelope Modifications

Last Updated: November 18, 2019

Applicability

After a final map or parcel map is filed in the office of the County Recorder, it may be amended to revise the location and/or boundaries of a building envelope designated on a map because of circumstances that have changed since its recordation, subject to the findings listed below.

Submittal Requirements

- ___ Completed Planning Permit Application form
- ___ Two copies of a draft modified map showing in detail:
 - The location of the existing building envelope
 - The location of the revised building envelope with dimensions
 - The intended use(s) of the revised building envelope
 - Physical characteristics of the property that may affect the revised building envelope (e.g., trees, slopes, easements)
- ___ A written statement explaining the need for revisions to the approved building envelope. Examples include:
 - The size or configuration of the approved building envelope unreasonably limits the extent and/or location of development or improvements than can occur on the site
 - There is no alternative location for the proposed improvements within the approved building envelope
 - A modified building envelope would avoid the need for undesirable site work, such as extensive grading or retaining walls
- ___ Two copies of a preliminary report (sometimes known as a “title report”) for the parcel involved, dated within 30 days
- ___ Processing fee (see master fee schedule)

The City of Healdsburg may require the submittal of documentation such as a biological assessment, arborist report, geotechnical report or visual simulation in support of the application to be used as the basis for making the findings listed below.

Review and Approval Process

The Planning and Building Department and Public Works Department will evaluate a proposed building envelope modification within 20 working days of the application's submittal. In the event an application is incomplete, a written statement of the changes necessary or additional information needed will be sent to the applicant. The applicant may then make the required changes and resubmit the application for further consideration.

The Zoning Administrator (i.e., Planning and Building Director) may approve a building envelope revision after receiving a recommendation from the Public Works Director and holding a public hearing. The hearing shall be confined to consideration of, and action on, the proposed modification(s).

In approving or conditionally approving an application for modifications to a building envelope, the Zoning Administrator shall make all of the following findings:

1. There are changes in circumstances that make the size and/or location of the building envelope as shown on the recorded map no longer appropriate or necessary.
2. The revisions do not impose any additional burden on the fee owners of the real property.
3. The revisions do not alter any right, title, or interest in the real property reflected on the recorded map.
4. The revisions are consistent with the General Plan and any applicable specific plan.
5. The building envelope revisions and the intended use(s) of the revised building envelope do not significantly and adversely affect natural features such as wetlands, riparian areas, heritage-sized trees, habitat areas with high biological value, geologically-unstable areas, seismic faults, visually-prominent hillsides or ridgelines, or the privacy or viewshed of residents in the vicinity.
6. The potential environmental impacts of the revised building envelope revision have been adequately addressed.

Approval Follow-Up

The approved exhibit showing the location of the modified building envelope shall be filed or recorded in the office of the County Recorder in which the original map was filed.

A copy of the exhibit shall be provided to the Planning and Building Department after its filing or recordation.