



## **Tentative Maps (Minor and Major) - Submittal Requirements**

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The information noted below will be required for all Tentative Map 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 30<sup>th</sup>. All Planning Application fees are updated each year in July.
- Preliminary Title Report (2 Copies)** not more than 3 months old, prepared by a qualified title insurance company and it must include a legal description of the subject site.
- Project Narrative/Description** is a full description of the proposed changes to the site, building and architectural changes and proposed uses.
- Plan Sets refer Submittal Checklist Table and Contents of Plan Sheets below.**
- 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.
- A One-Stop meeting or a Pre-Application Conference** meeting are suggested for complicated or large projects.

### **FOR PROJECTS PROPOSING NEW RESIDENTIAL UNITS**

- Growth Management Ordinance (GMO)** applies to all projects proposing new market rate residential units. Although designation of GMO allocation is generally set at approval of a Final Map, the length of time the GMO allocation is valid is limited. Please refer to the [Housing Departments webpage](#) for more information or contact the planner at the CDC counter.
- Inclusionary Housing Statement** submit a description of the proposed method of satisfying the inclusionary housing requirements, including the total number of units requested for city approval, the number of inclusionary housing units included within the application, proposed sales prices of both market-rate and inclusionary units, proposed methods for income screening of prospective residents and any other information deemed necessary by the City. Refer to Land Use Code Section 20.20.030 for additional information. Link: <https://www.codepublishing.com/CA/Healdsburg/#!/Healdsburg20/Healdsburg2020.html#20.20.030>

### **DEMOLITION OF EXISTING STRUCTURES OVER 50 YEARS OLD OR IN A DESIGNATED HISTORIC DISTRICT**

- Historic Resource Assessment (1 copy and pdf)** are required to be prepared by a qualified architectural historian providing background of the property and a determination of historical significance. A Historic Assessment will be required for projects involving demolition of any structure over 50 years of age or significant changes to the façade or elevations of a structure which is a designated landmark or located within a designated historic district. Planning staff can provide a list of qualified consultants to prepare the required assessment. NOTE: Demolition of a structure over

50 years old requires a public hearing at Zoning Administrator or Heritage Committee (Planning Commission).

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

- Arborist Report (1 copy and a pdf)** 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.

**ADDITIONAL STUDIES THAT MAY BE REQUIRED WITH THE PROJECT SUBMITTAL.**

- A Preliminary Soils Report** may be required by the City Engineer
- A Storm Water Hydrology and Hydraulics Analysis** may be required by the City Engineer
- Water System Fire Flow and Pressure Calculations** may be required by the City Engineer
- A Traffic Impact Analysis** may be required by the City Engineer

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

<b>Tentative Map Submittal Checklist</b>		
<b>Item</b>	<b>Applicability &amp; Quantity</b>	
	“#” = Number of items ● = Required “**” = Required and see notes	
<b>Plan Sets</b>	<b>Minor TM</b>	<b>Major TM</b>
Full Sized (24" x 36")	1	1
Reduced (11" x 17")	5	5
CD or Flash Drive (will not be returned)	1	1
<i>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.</i> <i>Half Size plans may be required for projects requiring a public hearing. Your project planner will coordinate with you regarding the number of plans required and the deadline to submit them.</i>		
<b>Plans</b>	<b>Minor TM</b>	<b>Major TM</b>
Title Sheet	●	●
Site Plan	●	●
Site Survey	●	●
Grading, Drainage and Utilities	●	●
Stormwater Management Control Plan	●	●
Low Impact Development Determination Sheet	**	**
Initial Low Impact Development Stormwater Design	**	**
Tree Protection Plan	**	**
Site & Context Photos	●	●
<b>TABLE NOTES:</b> * <b>Site Survey</b> 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 as a steep slope, creek or riparian corridor. ** <b>Stormwater Control Plan</b> is required to manage post-construction stormwater flow and generally done through Low Impact Development (LID). Refer to the 2017 Storm water Technical Design Manual and related documents available at the following link: <a href="http://www.ci.healdsburg.ca.us/618/What-is-Storm-Water(WEBSITE_PENDING)">http://www.ci.healdsburg.ca.us/618/What-is-Storm-Water(WEBSITE_PENDING)</a> *** <b>Landscape Plans</b> are required for the following (see <a href="#">HMC Section 20.16.105</a> ): <ul style="list-style-type: none"> <li>● New residential, commercial, office, industrial, public or quasi-public construction</li> <li>● Additions or remodels of residential, commercial, office, industrial, public or quasi-public with new or replaced landscaped areas equal to or greater than 2,500 square feet <u>installed by a contractor</u></li> <li>● Same as above allowing up to equal to or greater than 5,000 square feet of landscape area if <u>installed by property owner</u>.</li> </ul>		

## 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 square feet and acres of subject property (net and gross).

- (2) Total number of existing and proposed dwelling units.
  - (3) Total existing and proposed gross floor area ([see Land Use Code 20.28.310](#)).
  - (4) Total number of existing and proposed off-street parking and loading spaces.
  - (5) Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping as noted in [Land Use Code 20.28.310](#).
  - (6) 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 building setbacks from all property lines and distances between buildings.
  - 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](#)).
  - viii) Building footprints of adjacent buildings and note the use.
  - ix) Locations of proposed exterior lighting fixtures.
- b) **Additional Site Plan Items**
- i) **Sites with building areas greater than 150 feet from public right of way**
    - (1) Fire Turning Radii indicated on the site:  
<http://www.ci.healdsburg.ca.us/DocumentCenter/View/428/Fire-Prevention-Standard-No-4-Turnaround-PDF>.
  - ii) **Site Slopes over 10%**
    - (1) Topographic contours of the site at intervals of one-foot of elevation up to 5% slope; two-foot intervals up to 10% slope and five-foot intervals over 10% percent slope, including the adjoining ground for at least 100 feet beyond the project boundaries.
- 3) **Grading, Drainage and Utilities**
- a) Topography with pad elevations for the site and all properties within 50 feet of project site.
  - b) Show direction and path of existing and proposed drainage channels or facilities.
  - c) Existing trees, specifying size, species, condition and disposition (also see Tree Protection Plan below).  
*Note: this should be the same information at that included on the site plan above and is needed on the grading plan to ensure that site grading will not impact existing trees.*
  - d) Existing and proposed public and private utilities (sewer, water, storm, electric, gas, communications).
  - e) Indicate building pad and finished elevations, retaining walls (with height and materials specified). Refer to [LUC 20.16.040](#) for maximum heights allowed.
  - f) All existing and proposed contours, including slopes and identification of Top of Curb (TOC), Top of Wall (TOW), Base of Wall (BOW), invert and grate elevations if grading or retaining walls are proposed as part of the project. Details of retaining walls, swales and drainage structures.
  - g) Sections through the property to include adjoining properties, showing the grading and soundwall/fence at the property line.
  - h) Drainage flows and overland release flows.
  - i) Paving, sidewalk and other hardscaped materials.
- 4) **Stormwater Management**
- a) Low Impact Development Determination Sheet.
    - i) Applicable to projects modifying 10,000 square feet of impervious surface or HMP.
    - ii) LID Determination sheet available at the following link: <https://ci.healdsburg.ca.us/618/Storm-Water-Management>.
  - b) Low Impact Development Storm water Design.
    - i) Refer to 2017 Storm water Technical Design Manual for design requirements and plan set information at the following link: <https://srcity.org/1255/Low-Impact-Development>.

**5) 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 (Note that Heritage status determination for multiple trunk trees (with individual trunk diameters less than 30 inches) 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 right of way, new roads, building footprints, and construction staging areas.
    - (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.

**6) Site & Context Photos**

- a) Photos of the existing building and site
- b) Photos of the adjacent buildings on the block face on both sides of the street, including the address of each photo
- c) Map or diagram indicating location of photos