



Minor Variance - Submittal Requirements

The information noted below will be required for all Minor Variance 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.
- 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.
- Materials Board** showing proposed colors, roofing material, window types, trim, and other exterior materials (clear photos or manufacturer's brochures may suffice).
- A One-Stop meeting or a Pre-Application Conference** meeting are suggested for complicated or large projects.

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.

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

Minor Variance - Submittal Checklist	
Item	Applicability & Quantity <small>"#" = Number of items • = Required "**" = Required and see notes</small>
Plan Sets	
Full Sized (24" x 36")	1
Reduced (11" x 17")	5
CD or Flash Drive (will not be returned)	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. 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.</i>	
Plans	
Title Sheet	•
Site Plan	•
Building Elevations	•
Building Floor Plans	•
Window and Door Details	•
Exterior Lighting Plan	•

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 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) New Construction or Additions

- (1) All existing and proposed public and private easements for utility, drainage, sewer, emergency vehicle access and turnarounds, parking, access and other purposes. The location, widths, inside turning radii and purpose of each. Additionally, any easements on surrounding properties benefiting the subject property should also be indicated on the site plan.
- (2) Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed, facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes. For projects that are proposing changes adjacent to a public street or alley.
- (3) Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned.

ii) 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>

iii) 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.

iv) Trash Enclosures

- (1) Projects creating 3 or more units, changes in use, additions and new construction should include the location of the existing and proposed trash enclosures. Trash enclosures should be designed to capture enclosure drainage to discharge to sanitary sewer. Additionally, enclosures need to be covered.

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 (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.

4) Building Elevations

- a) Dimensioned elevations of all sides of the existing structure and any additions including roof slope (pitch) and the same for any new structure(s) (Photographs may be substituted for existing elevations to remain unchanged).
- b) Heights of major building elements as defined by the Land Use Code dependent on the Zoning Designation ([HMC 20.08](#)) and Height Measurement Requirements ([HMC 20.16.060](#)).
- c) Note finish materials and colors of all exterior surfaces, including roofs for existing and proposed.
- d) Any exterior mechanical equipment, ductwork and utility boxes that would be publicly visible.
- e) Streetscape elevations including adjacent buildings for additions that will be visible from the public right-of-way or alley. Heights of adjacent buildings should also be noted.
- f) Renderings of the proposed structures or additions (*for new residential construction or exterior to nonresidential uses*).

5) Building Floor Plans

- a) Existing and proposed floor plans for each level noting the use, dimensions and square footage of each room.
- b) Identify location of exterior doors and windows.
- c) Gross floor area for each level or room if needed to determine parking requirements for non-residential uses.
- d) Total gross floor area for all levels. *Note: This total should be consistent with the Title Sheet and lot coverage requirements.*

6) Window and Door Details

Required for new construction, additions and changes in exterior materials.

- a) Framing details and sections.
- b) Manufacturing cut sheets.

7) 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.

8) Color and Materials indicating proposed colors, roofing material, window types, trim, and other exterior materials (clear photos on a plan sheet and color swatches from the paint manufacturer may suffice for some projects.) Check with your project planner for clarification.

9) Photosimulations & Renderings of the proposed project including adjacent buildings for the daytime and nighttime. Your project planner will coordinate with you regarding the appropriate vantage points for the renderings.