



Temporary Conditional Use Permit - Submittal Requirements

The information noted below will be required for all Temporary Conditional Use Permit 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.
- 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, grading, paving, building and architectural changes, proposed uses, and duration of temporary use.
- Plan Sets:** Refer to 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 City comments have been addressed. This will include additional plan sets, pdfs, or other material the planner finds relevant to the project.
- Supplemental Conditional Use Permit Questionnaire.** Additional information required for alcohol-related uses. Also refer to Land Use Code Section [20.20.075](#) for information regarding Alcoholic Beverage Establishments.
- A One-Stop meeting or a Pre-Application Conference** meeting are suggested for complicated or large projects.

ADDITIONAL STUDIES THAT MAY BE REQUIRED WITH THE PROJECT SUBMITTAL.

- 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
- Environmental Documents** may also be required as determined by the Director in order to demonstrate that no environmental resources will be impacted.

Temporary Conditional Use Permit-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.</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>	
Plans	
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	**
Building Floor Plans	●
Site & Context Photos	●
Exterior Lighting Plan	●
Photo-simulations	●
TABLE NOTES:	
* Site Survey is required for projects that are proposing new construction for non-residential development. A Site Survey will also be required depending on lot characteristics such a steep slope, creek or riparian corridor.	
** Stormwater Control Plan 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: https://www.ci.healdsburg.ca.us/618/Storm-Water-Management .	

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 (if applicable).
 - (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) 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](#)).
 - vii) Building footprints of adjacent buildings and note the use.
 - viii) 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.
 - (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) **Trash Enclosures**
 - (1) Projects proposing changes in use should include the location of the existing and proposed trash enclosures. Trash enclosure should be designed to capture enclosure drainage to discharge to sanitary sewer. Additionally, enclosures need to be covered.
- 3) **Grading, Drainage and Utilities (required for site improvements and/or grading)**
- 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 pan 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 that create or modify 10,000 square feet of impervious surface.
 - 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://ci.healdsburg.ca.us/618/Storm-Water-Management>.

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 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, parking areas, building footprints, underground utilities, 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) 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.*

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) Exterior Lighting Plan

- a) Proposed site plan noting the location of all outdoor lighting fixtures within the project site.
 - i) Lighting should be fully shielded to minimize off-site glare.
 - ii) Development adjacent to habitat or riparian corridors should eliminate night lighting directed towards these areas and be fully shielded.
- b) Details for the height and type of all light fixtures within all outdoor areas.