

Use Permit Instructions:

COST: \$225.00

**ALL USE PERMITS ALSO REQUIRE ARCHITECTURAL REVIEW.**

1. The application must be filled out as complete as possible to assure prompt processing. Omitted or incorrect information may result in a delay scheduling the project review or the application and drawing(s) may be returned to you for additional work.
2. Contact the Planning Department (707-464-9506) to determine if a Use Permit is required per the zoning at the location.
3. An Environment Information Form may be required. Contact the Planning Department to determine if the Environment information is needed.
4. Use Permit requests are submitted to the Planning Commission for review and approval after review by staff. The applicant will receive notification of the meeting time and location the project will be presented to the Planning Commission.
5. If remodeling or new construction is part of the project the drawing(s) shall be of such scale and contain such information as to permit the review committee to make a complete evaluation. The drawing(s) must show scale (1" = not more than 100'), north arrow, lot layout with dimensions, dimension and location of all structures, grades, contours, location and names of roads, all easements, and relationship to adjacent properties.
6. Use Permits are granted to the owner of the property and the owner is responsible for compliance with terms and conditions placed on the Use Permit. Use Permits are revocable and may be issued with conditions and terms for periodic review. Use Permits run with the land, and subsequent owners of the property may also inherit the Use Permit under certain conditions.
7. Three (3) copies of site plans/elevation of building(s) must be provided with application. Drawing(s) to be of such scale and contain such information as to permit the review committee to make a full evaluation of the appearance, color, texture of material and appurtenances of the proposed project. Samples of construction material may be useful. Three (3) sets of color chips must be provided for color evaluation. The plans/drawing(s) must show scale, north arrow, property lines, existing and proposed building(s), any other structures (existing or proposed), paved areas (indicate orientation of any parking space(s), landscaping (existing or proposed), grades, elevations of all structures (side & front view), and relationship to adjacent properties.

Site Plan/Project drawing(s) should include the following items if they apply:

- a. Dedication of right-of-way
  - b. Improvement to public right-of-way
  - c. Location of existing or to be installed utilities (water, sewer, electrical)
  - d. Requirements for drainage of the facility and/or surrounding area
8. Scale drawing(s) of all signs to be included in drawing package

9. The applicant's attendance at the Architectural Review meeting is advised. The applicant will be notified when the committee will be meeting. Architectural Review Committee: Two members of the Planning Commission, City Planner, City Engineer, Building Official, City Manager.
10. The Architectural Review will be complete within 15 days of the receipt of a complete package.
11. A written report will be returned to the applicant indicating the results of the review.
12. One copy of the approved, signed plans/drawing(s) will be returned to the applicant after the project review. One copy will be maintained by the city for follow-up once the project is under way and for review for consistency when the project is complete.
13. The Architectural Review Permit will become invalid one (1) year after approval if a building permit has not been issued and work has not commenced.

Please contact the Planning Department and/or the City Engineer at 707-464-9506 if you have any questions or if you would like a preliminary meeting to discuss your project.