

## HILLSIDE DEVELOPMENT CHECKLIST



### Project Information

---

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Hillside Development Permit Checklist (Page 1 of this Form)

### REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

#### PROJECT DOCUMENTS:

- Climate Action Plan Development Worksheet\*
- Geotechnical Report
- Neighborhood Context Map
- Storm Water Determination Worksheet
- Preliminary Storm Water Low Impact Development Submittal (SWLIDS)\*
- Preliminary Title Report\*
- Project Valuation
- Visual Analysis\*

#### PROJECT PLAN SET COMPONENTS:

- Conceptual Grading, Drainage Utility Plan Sheet(s)\*
- Creek Cross Section Sheet\*
- Existing and Proposed Elevations Sheet
- Floor Plans Sheet\*
- Preliminary Landscape Plan Sheet\*
- Site and Building Sections Sheet\*
- Site Cross-Sections Sheet
- Site Plan Sheet
- Slope Analysis and Topographic Map Sheet

\*May be required, see plan sheet requirements and document requirements linked below

### REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s). Major Hillside Development Permits also require payment of a Planning Commission Public Hearing fee.

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

**PROJECT DOCUMENTS** – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

**PROJECT PLAN SET COMPONENTS** – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

## HILLSIDE DEVELOPMENT PERMIT INFORMATION & PROCESS

A Hillside Development Permit is required when development is proposed on portions of a site with a slope of 10 percent or greater. The intent of this process is to preserve and enhance Santa Rosa's scenic character, including its natural waterways, hillsides, and distinctive districts; conserve the City's open spaces and significant natural features; respect natural features in the design and construction of hillside development; and design hillside development to be sensitive to existing terrain, views, and significant natural landforms and features. Prior to submission of a Hillside Development Permit, please review [Chapter 20-32](#) of the Santa Rosa Zoning Code and [Section 4.5](#) of the Design Guidelines.

**MAJOR HILLSIDE DEVELOPMENT PERMIT** – Major Hillside Development Permits are required for development on portions of a site that exceed a 10% grade that include any of the following: a subdivision, the construction of two or more dwellings in the same subdivision by the same developer, and any non-residential project. A Major Hillside Development Permit is acted on by the City's Planning Commission during a public hearing.

**MINOR HILLSIDE DEVELOPMENT PERMIT** – Minor Hillside Development Permits are required for the construction of one dwelling on an existing parcel and any structure on property exceeding a 10% grade. A Minor Hillside Development Permit is acted on by the City's Zoning Administrator during a public meeting.

**DIRECTOR LEVEL HILLSIDE DEVELOPMENT PERMIT** - An addition that increases existing floor area by 10 percent or less on a site with a 10% grade will qualify for Director level Hillside Development review. This level of review does not require a Hillside Development Permit application and will be processed in conjunction with a building permit.