



March 18, 2019

Ernie Nunes, President
Two Rock Volunteer Fire Department
190 Walker Road
Petaluma, CA 94952

Re: UPE18-0068, 7599 Valley Ford Road, Petaluma, APN 022-140-017
Two Rock Volunteer Fire Department Truck and Equipment Garage

This letter is in reference to your request for a Use Permit for a new garage for the Two Rock Fire Department to house fire trucks and associated emergency equipment on a 0.84-acre parcel in LEA (Land Extensive Agriculture) zoning. An existing 3,650 square foot automotive garage/shop building (formerly Two Rock Garage) located in the northwestern portion of the parcel will be demolished and a proposed 5,400 square foot garage (unconditioned metal building) will be constructed in the same location. The existing Fire Hall at 7618 Valley Ford Road (about 300 feet to the NW; APN 022-110-001) will be retained for meetings, training, fundraising events, and similar uses. The proposed garage will be used to store fire trucks and apparatus only; no water or septic service is proposed at the new garage. Currently, fire equipment is stored in multiple locations in the Two Rock vicinity. The proposed project will allow all equipment to be consolidated at a single location, which is expected to improve emergency response times significantly.

The ten day public notification/ hearing waiver (March 4 through March 14) passed without a protest being filed, therefore, your permit request has been approved, subject to conformance with the attached conditions.

This Use Permit is approved for the use as described on the application form, the proposal statement, and plans (dated 2/12/2019) submitted to Permit Sonoma and as modified by the Conditions of Approval. Any modification of the use, expansion, or alteration must be submitted for review and approval prior to implementation, and may, at the discretion of the department, require a new Use Permit.

This approval is based on the following findings:

The proposed fire department facility is consistent with the Sonoma County General Plan, Petaluma Dairy Belt Area Plan, and Sonoma County Zoning Code.

- A. The project parcel is too small at 0.84-acre to support a viable agricultural operation and no such operation currently exists. Agricultural uses surround the parcel, primarily grazing and dairy operations. The project will not conflict with or otherwise affect nearby agricultural operations.



No new residential uses are proposed. The project supports the County's Right to Farm Ordinance, and therefore, does not conflict with General Plan Agricultural Resource polices.

The project supports the General Plan Public Safety and Public Facilities- Fire Protection Services goals to continually improve essential services, when feasible.

- B. The Zoning Code allows fire stations in the Land Extensive Agricultural zoning district with a Use Permit (Sec. 26-06-020(p)(9)).
- C. No Area Plan policies directly apply to the proposed project; however, the project meets the overall Petaluma Dairy Belt Area Plan Utilities Goal to provide facilities that meet the public need and to consolidate them whenever possible. The proposed project supports the fire protection needs of residents and business owners in the Two Rock Fire District, which covers an approximately 35-square mile area of High and Moderate Fire Hazard Severity (General Plan Figure PS-1g), and is manned by volunteers. Currently, the volunteers must store their gear at home, retrieve it, and bring it with them to one of several garage locations in response to a call. The project will provide one consolidated location to house all trucks, store all equipment and gear, and coordinate all volunteer personnel to facilitate a more efficient and timely emergency response. Therefore, the project supports Area Plan goals.
- D. The rear yard setback requirement of 20 feet from the property line may be reduced with a Use Permit and signatures from adjacent property owners, when appropriate in light of unique physical characteristics (Sec. 26-88-040(g)). The parcel configuration is long and narrow, oriented parallel to Valley Ford Road. To provide adequate space for fire truck maneuvering out of the Valley Ford Road right of way, the proposed garage must be sited at least 35 feet back from the front property boundary, which consequently means it cannot be located further from the rear property boundary than 5 feet. The nearest structures on the adjacent parcel to the rear (APN 022-140-019) are over 300 feet away. In addition, these property owners have provided a signed letter of support for the setback reduction, dated November 25, 2018.
- E. The Scenic Resource Scenic Corridor combining district requires a setback of 30 percent of the depth of the lot from the centerline of the frontage road, about 30 feet for this parcel (Sec. 26-64-030). The proposed project exceeds this requirement with a setback of 71 feet from Valley Ford Road centerline.
- F. The current and proposed operations include use of emergency sirens when responding to calls. Consolidating all fire trucks to one location decreases the distance from residential receptors for all but one parcel, adjacent to the rear of the property (APN 022-140-019). The new garage will be about 250 feet closer than the current nearest garage space at the existing Fire Hall, but is still about 375 feet away. These property owners have resided near the existing Fire Hall for over 20 years, and have provided a letter of support for the proposed garage location, dated November 25, 2018. The existing residence located on the project parcel is occupied by the Fire Chief.
- G. This project is exempt from Workforce Housing Requirements pursuant to Section 26-89-045(B)(2) and (7) of the Sonoma County Code as a non-profit project providing a public benefit



to the community, and as an unmanned parking garage that does not contribute to the demand for affordable housing.

- H. The design, location, size, and operating characteristics of the use are considered compatible with the existing and future agricultural and residential land uses within the vicinity. The use would not be detrimental to the health, safety, peace, comfort, and general welfare of persons residing or working in the neighborhood of such use, nor be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the area.
- I. The proposed project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it has been determined that the project is categorically exempt from the provisions of the CEQA Guidelines pursuant to the Provisions of Title 14 of the California Administrative Code, Section 15302(b) (Replacement or Reconstruction) as a replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity. The proposed fire truck garage is larger than the existing garage, but would support a less intense use than the former commercial automotive business and complies with all setback and height requirements, and therefore, would not result in a substantial increase in purpose or capacity. The project is also covered by the common sense exemption under Section 15061(b)(3) "Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." No exceptions listed under Section 15300.2 apply. There is no reasonable possibility that the project would have a significant effect on the environment.

This approval can be appealed in writing, along with an appeal fee, within 10 calendar days of the date of this letter. If you have any questions please contact Crystal.Acker@Sonoma-County.org or by phone at 707-565-8357. Please refer to the File Number (UPE18-0068) and site address when making inquiries.

Sincerely,

Crystal Acker
Project Planner

Enclosures:

Conditions of Approval, dated March 18, 2019
Building/Grading Permit Application Submittal Checklist
Drainage Report Required Contents
Grading Permit Required Application Contents

- c: File No.: UPE18-0068
Tennis Wick, Director
Traci Tesconi, Project Review Manager
Paul Martin, Vice President Two Rock Fire Department



Sonoma County Permit and Resource Management Department
2550 Ventura Avenue Santa Rosa CA 95403-2859 (707) 565-1900
www.PermitSonoma.org

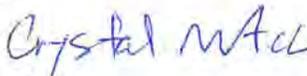


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processing activities. Prehistoric domestic resources include hearths, firepits, or house floor depressions whereas typical mortuary resources are represented by human skeletal remains. Historic artifacts potentially include all by-products of human land use greater than fifty (50) years of age including trash pits older than fifty (50) years of age. When contacted, a member of PRMD Project Review staff and the archaeologist shall visit the site to determine the extent of the resources and to develop and coordinate proper protection/mitigation measures required for the discovery. PRMD may refer the mitigation/protection plan to designated tribal representatives for review and comment. No work shall commence until a protection/mitigation plan is reviewed and approved by PRMD - Project Review staff. Mitigations may include avoidance, removal, preservation and/or recordation in accordance with California law. Archeological evaluation and mitigation shall be at the applicant's sole expense."

"If human remains are encountered, all work must stop in the immediate vicinity of the discovered remains and PRMD staff, County Coroner and a qualified archaeologist must be notified immediately so that an evaluation can be performed. If the remains are deemed to be Native American, the Native American Heritage Commission must be contacted by the Coroner so that a "Most Likely Descendant" can be designated and the appropriate provisions of the California Government Code and California Public Resources Code will be followed."

4. Prior to issuance of a building permit, the building plans shall depict approved materials and colors for the body, trim, roof, and exterior lighting, as follows (as shown on Plan Sheet C4, dated 2/12/2019):
 - a. Roof Material & Color: Galvanized Purlin-Bearing metal panels, similar color to walls
 - b. Body Material & Color: painted metal panels- Rustic Red
 - c. Trim: painted Koko Brown
 - d. Roll up doors: White
 - e. Exterior Lighting: LED black steel finish, fully shaded, downward casting lights
 - f. Signage: One attached informational wall sign is proposed on the front of the building. The sign shall comply with County sign regulations for on-site informational signs (Sec. 26-84-030(b):

"Not more than six (6) square feet in area having no advertising message and not exceeding six feet (6') in height. Such signs shall bear only name, address, symbol and directing arrow to place of use."
5. The project approval does not include any detached or monument signage. A separate administrative design review application shall be required if any additional signage is proposed.
6. Prior to occupancy or building permit final, the planting plan shall be implemented in compliance with the approved landscape plan (Sheet C6, 2/12/2019). Verification of implementation shall be required, either by photographic documentation or site inspection by the Project Planner, at the discretion of Permit Sonoma staff.
7. Prior to issuance of a building permit, the building permit shall depict that all exterior lighting is "Dark Sky Compliant" and fully shielded in order to avoid nighttime light pollution. Reference can be made to the International Dark Sky Association website for guidance on exterior lighting:



www.darksky.org. All exterior lighting shall be downward facing, and located at the lowest possible point to the ground to prevent spill over onto adjacent properties, glare, nighttime light pollution and unnecessary glow in the rural night sky. Security lighting shall be put on motion sensors. Flood lights and uplights are not permitted. Luminaires shall have a maximum output of 1000 lumens per fixture. Total illuminance beyond the property line created by simultaneous operation of all exterior lighting shall not exceed 1.0 lux.

BUILDING:

Contact Building Plan Check at 707-565-2095

8. The applicant shall apply for and obtain all necessary building-related permits from Permit Sonoma. The necessary applications appear to be, but may not be limited to, a demolition permit and building permit(s). Construction inspections shall occur and the building permit(s) shall be finalized prior to occupancy of new structure(s).
9. Prior to initiation of the approved use, the project shall comply with the accessibility requirements set forth in the most recent California Building Code (CBC), as determined by the Permit Sonoma Building Division.
10. Application materials shall be consistent with Permit Sonoma’s Building/Grading Permit Application Submittal Checklist (Form # CSS-003).

ENVIRONMENTAL HEALTH (Permit Sonoma):

Contact Permit Sonoma Health at (707) 565-1924

11. Portable toilets and portable hand-washing facilities shall be placed and maintained for employees as needed on the construction sites, but in no case shall they be serviced less than once per three days when 24 hour operations are conducted, and once per seven days when only daytime operations are conducted. The permittee shall provide an accessible portable restroom on the job site where required by Federal, State or local law, including but not limited to, requirements imposed under OSHA, the Americans with Disabilities Act or Fair Employment and Housing Act. ation, repair, or relocation and at least on an annual schedule thereafter.
12. Noise shall be controlled in accordance with Table NE-2 (or an adjusted Table NE-2 with respect to ambient noise as described in General Plan 2020, Policy NE-1c,) as measured at the exterior property line of any affected residential or sensitive land use:

TABLE NE-2: Maximum Allowable Exterior Noise Exposures

Hourly Noise Metric ¹ , dBA	Daytime (7 a.m. to 10 p.m.)	Nighttime (10 p.m. to 7 a.m.)
L50 (30 minutes in any hour)	50	45
L25 (15 minutes in any hour)	55	50
L08 (4 minutes 48 seconds in any hour)	60	55
L02 (72 seconds in any hour)	65	60
¹ The sound level exceeded n% of the time in any hour. For example, the L50 is the value exceeded 50% of the time or 30 minutes in any hour; this is the median noise level.		



13. If noise complaints are received from nearby residents, and they appear to be valid complaints, then the applicant/operator shall conduct a Noise Study to determine if the current operations meet noise standards and identify any additional noise Mitigation Measures if necessary. A copy of the Noise Study shall be submitted to the Project Review Health Specialist within sixty days of notification from Permit Sonoma that a noise complaint has been received. The applicant/operator shall implement any additional Mitigation Measures needed to meet noise standards.
14. All garbage and refuse on this site shall be stored in non-absorbent, water-tight, vector resistant, durable, easily cleanable, galvanized metal or heavy plastic containers with tight fitting lids. No refuse container shall be filled beyond the capacity to completely close the lid. Garbage and refuse on this site shall not be accumulated or stored for more than seven calendar days, and shall be properly disposed of at a County transfer Station or County Landfill before the end of the seventh day.
15. Smoking is prohibited in any public area, in any dining area, service area (including entry lines or ticket purchase lines) and in any enclosed area that is a place of employment (Sonoma County Code 32-6). "No Smoking" signs shall be conspicuously posted at the point of entry into every building where smoking is prohibited by Chapter 32 of the Sonoma County Code. The California Health and Safety Code (section 113978) also requires the posting of "No Smoking" signs in all food preparation areas, all retail food storage areas, and all food utensil washing areas. Note that Health and Safety Code section 113781 definition of food includes any beverage intended for human consumption.
16. A "Designated Smoking Area" may be established in unenclosed areas consistent with Sonoma County Code section 32-3. Designated Smoking Areas must be at least 25 feet away from any building or area where smoking is prohibited, must be conspicuously identified by signs as a smoking area, and shall be equipped with ash trays or ash can.

FIRE:

Contact Fire and Emergency Services at 707-565-2191

17. Prior to any construction, or changes in use of existing building or facilities, applicable Fire Code construction permits required by Chapter 1, Division II of the California Fire Code as adopted and amended by Sonoma County Code shall be obtained from the Sonoma County Fire and Emergency Services Department.
 - a. The applicant or owner shall demonstrate all existing use permit conditions are in compliance and recommend changes to address previously approved conditions set by the Fire Code Official.
18. Owners and Operators shall provide evidence to Sonoma County Fire that the fire service features for buildings, structures and premises will comply with the California Fire Code as adopted and amended by Sonoma County Code. Including but not limited to: fire apparatus access roads; access to building openings and roofs; premises identification and road naming; gate access & key boxes; fire protection water supplies; and building features.



- b. Access roads: minimum emergency access is required to provide safe access for emergency fire equipment and civilian evacuation concurrently, and to allow unobstructed traffic circulation during a wildfire or other emergency.
 - c. Premises Identification and Road Naming: Approved road names & signs, address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road shall be provided.
 - d. Water Supply: An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises.
 - e. Building features: Fire sprinklers and fire alarm system may be required based on existing and new use.
19. Owners and Operators shall provide evidence to Sonoma County Fire that applicable Fire Code Operational Permits required by Chapter 1, Division II of the California Fire Code as adopted and amended by Sonoma County Code will be obtained from Sonoma County Fire or the local fire code official.
- f. Private fire hydrants. CFC Sec. 105.6.37
 - g. Emergency responder radio coverage. CFC Sec. 105.6.50(7)
20. Prior to any business operation, applicant shall provide evidence to Sonoma County Fire that the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials will be in accordance with Chapter 50 of the California Fire Code as adopted and amended by Sonoma County Code.
- h. Provide CUPA Exemption form
 - i. Provide CERS ID Number
 - j. Contact Hazmat CUPA Division for inspection clearance 707-565-1152
 - k. This is not required when the facility falls under exemptions allowed in code.
21. Owners and Operators shall provide evidence to Sonoma County Fire that demonstrates compliance with Chapter 49 of the California Fire Code as adopted and amended by Sonoma County Code.
- l. This condition may be met by obtaining County Fire approval of a fire protection plan prepared by a qualified individual.
22. Due to the scope of this project a Fire Services Pre-Construction meeting or occupancy fire inspection is required at the applicant's cost with the local fire authority included.
- m. This can be waived by written approval by the fire code official.

GRADING, DRAINAGE, AND STORMWATER:

Contact Grading, Drainage & Stormwater Section at 707-565-2268

23. Grading and/or building permits require review and approval by the Grading & Storm Water Section of the Permit and Resource Management Department (PRMD) prior to issuance. Grading permit applications shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations.



Sonoma County Permit and Resource Management Department
2550 Ventura Avenue Santa Rosa CA 95403-2859 (707) 565-1900
www.PermitSonoma.org



24. A drainage report for the proposed project shall be prepared by a civil engineer, currently registered in the State of California, be submitted with the grading and/or building permit application and be subject to review and approval by the Grading & Storm Water Section of the Permit and Resource Management Department (PRMD). The drainage report shall include, at a minimum, a project narrative, on- and off-site hydrology maps, hydrologic calculations, hydraulic calculations, pre- and post-development analysis for all relevant existing and proposed drainage facilities. The drainage report shall abide by and contain all applicable items in the Drainage Report Required Contents (DRN-006) handout.
25. Drainage improvements shall be designed by a civil engineer, currently registered in the State of California, and in accordance with the Sonoma County Water Agency Flood Control Design Criteria. Drainage improvements shall be shown on the grading/site plans and be submitted to the Grading & Storm Water Section of the Permit and Resource Management Department (PRMD) for review and approval. Drainage improvements shall maintain off-site natural drainage patterns, limit post-development storm water quantities and pollutant discharges in compliance with PRMD's best management practices guide, and shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations. Existing drainage patterns shall be maintained, to the maximum extent practicable, to not adversely impact adjacent properties or drainage systems. Proposed drainage improvements shall not adversely impact adjacent properties or drainage systems.
26. The applicant shall provide grading plans, prepared by a civil engineer currently registered in the State of California, which clearly indicate the nature and extent of the work proposed and include all existing and proposed land features, elevations, roads, driveways, buildings, limits of grading, limits of disturbed area/total work, adequate grading cross sections and drainage facilities such as swales, channels, closed conduits, or drainage structures. The grading plans shall abide by and contain all applicable items from the Grading Permit Required Application Contents (GRD-004) handout.
27. As part of the grading plans, the applicant shall include an erosion prevention/sediment control plan which clearly shows best management practices to be implemented, limits of disturbed areas/total work, vegetated areas to be preserved, pertinent details, notes, and specifications to prevent damages or minimize adverse impacts to the surrounding properties and the environment. Tracking of soil or construction debris into the public right-of-way shall be prohibited. Runoff containing concrete waste or by-products shall not be allowed to drain to the storm drain system, waterway(s), or adjacent lands. The erosion prevention/sediment control plan shall abide by and contain all applicable items in the Grading Permit Required Application Contents (GRD-004) handout.
28. Residue or polluted runoff from the production areas/activities shall not be allowed to drain directly to the storm drain system, waterway(s) or adjacent lands. Production areas shall be covered or drain directly to a proper waste disposal system. No diversion valves shall be allowed.
29. Runoff from waste receptacles or outside washing areas shall not be allowed to drain directly to the storm drain system, waterway(s) or adjacent lands. Areas used for waste receptacles and outside washing areas shall be covered or separated from the rest of the project site by grade



breaks that prevent storm water run-on. Any surface water flow from a waste receptacle or outside washing area shall not be permitted to enter the storm drain system without receiving appropriate treatment.

30. Drainage easements are required to convey storm water runoff through any neighboring properties. Drainage easements shall be clearly shown and noted on the grading/site plans. The applicant shall be responsible for obtaining or creating drainage easements necessary for the proposed project prior to grading or building permit issuance. Any proposed drainage easements shall be private easements unless otherwise approved by the Department of Transportation and Public Works.
31. If the cumulative land disturbance of the project is equal to or greater than one (1) acre, then the project is subject to National Pollutant Discharge Elimination System (NPDES) requirements and must obtain coverage under the State Water Resource Control Board's General Construction Permit (General Permit). Documentation of coverage under the General Permit must be submitted to the Grading & Storm Water Section of the Permit and Resource Management Department prior to issuance of any grading permit for the proposed project.

SONOMA COUNTY TRANSPORTATION AND PUBLIC WORKS:

Contact Transportation & Public Works at 707-565-2231

32. The Applicant shall construct driveway entries that conform to AASHTO standards and meet the following criteria to allow for the smooth and safe movement of passenger vehicles entering and exiting the public road (Valley Ford Road) that provides access to the property. This condition shall be void if the existing entries meet these requirements. A signed and stamped statement from a Registered Civil Engineer, licensed in the State of California, will be required to prove the driveway (project's entries to Valley Ford Road) meet these requirements.
 - a. A minimum throat width of twenty four (24) feet.
 - b. Entrance curves having a minimum pavement radius of 25 feet.
 - c. The minimum sight distance for vehicles entering and exiting the driveways shall be in accordance with current AASHTO requirements for the speed traveled on Valley Ford Road. Any monuments and/or signs that result from this proposal shall be located outside of the necessary sight distance triangles to achieve the minimum AASHTO required sight distance at each driveway.
 - d. The entries shall be surfaced with asphalt concrete a minimum distance of 25 feet from the existing edge of pavement.
 - e. The entries shall intersect the public road as close to perpendicular as possible, but in no case shall the entry intersect the public road at more than 20 degrees from perpendicular.
 - f. Refer to County of Sonoma Department of Transportation and Public Works Construction Standard Drawing 814, latest revision, for private road and driveway intersection details.



33. The Applicant shall maintain all existing and proposed vegetation fronting the site as well as within the public right-of-way to preserve the sight distance triangles necessary to achieve the minimum AASHTO required sight distance at any project driveway where it intersects a public roadway.
34. Driveway cross-drains within the County right-of-way (if any) shall be upgraded to a minimum 18 inch culvert under the driveway.
35. The Applicant shall relocate existing mailboxes in coordination with the local branch of the United States Post Office. Design of mail and newspaper box assemblies shall be per Sonoma County standards.
36. The Applicant shall obtain an Encroachment Permit issued by Permit Sonoma (PRMD) prior to working within County road right-of-way
37. The Applicant shall complete construction of all the required public improvements prior to occupancy of any new building which results from this application.

GENERAL:

32. This "At Cost" entitlement is not vested until all permit processing costs and development fees are paid in full. Additionally, no grading or building permits shall be issued until all permit processing costs and development fees are paid in full.
33. This project is exempt from Workforce Housing Requirements pursuant to Section 26-89-045(B)(2) and (7) of the Sonoma County Code as a non-profit project providing a public benefit to the community, and as an unmanned parking garage that does not contribute to the demand for affordable housing.
34. This use shall be constructed, maintained, and operated in conformance with all applicable county, state, and federal statutes, ordinances, rules, and regulations. A violation of any applicable statute, ordinance, rule or regulation shall be a violation of the Use Permit, subject to revocation.
35. Any proposed modification, alteration, and/or expansion of the use authorized by this use permit shall require the prior review and approval of Permit Sonoma or the Board of Zoning Adjustments, as appropriate. Such changes may require a new or modified Use Permit and additional environmental review, if warranted.
36. The Director of Permit Sonoma is hereby authorized to modify these conditions for minor adjustments to respond to unforeseen field constraints provided that the goals of these conditions can be safely achieved in some other manner. The applicant must submit a written request to Permit Sonoma demonstrating that the condition(s) is infeasible due to specific constraints (e.g. lack of property rights) and shall include a proposed alternative measure or option to meet the goal or purpose of the condition. Permit Sonoma shall consult with affected departments and agencies and may require an application for modification of the approved permit. Changes to conditions that may be authorized by Permit Sonoma are limited to those items that are not adopted standards or were not adopted as mitigation measures or that were not at issue during the public hearing process. Any modification of the permit conditions shall be



documented with an approval letter from Permit Sonoma, and shall not affect the original permit approval date or the term for expiration of the permit.

37. This permit may be subject to revocation or modification by the Board of Zoning Adjustments if: (a) the Board finds that there has been noncompliance with any of the conditions or (b) the Board finds that the use for which this permit is hereby granted constitutes a nuisance. Any such revocation shall be preceded by a public hearing noticed and heard pursuant to Section 26-92-120 and 26-92-140 of the Sonoma County Code.

In any case where a Use Permit has not been used within two (2) years after the date of the granting thereof, or for such additional period as may be specified in the permit, such permit shall become automatically void and of no further effect, provided however, that upon written request by the applicant prior to expiration of the two year period, the permit approval may be extended for not more than one (1) year by the authority which granted the original permit pursuant to Section 26-92-130 of the Sonoma County Code.



Right to Farm Ordinance Disclosure

PJR-015

PURPOSE:

This form provides instructions for applicants to complete and record Declarations Acknowledging Right to Farm as required for certain development approvals and building permits.

BACKGROUND:

In 1999, the Board of Supervisors approved Ordinance No. 5203 (the Right to Farm ordinance). The ordinance requires recordation of a Declaration Acknowledging Right to Farm in connection with certain development approvals and building permits on, or within 300 feet of, any lands zoned LIA, LEA or DA. The development approvals include all discretionary permits (use permits, subdivisions, design review, etc.), and the building permits include new single family dwellings or additions more than 640 square feet to existing dwellings. The declaration must be recorded upon approval of a discretionary permit or prior to issuance of a building permit.

PROCEDURE:

The following steps must be completed to meet these ordinance requirements.

1. Complete the attached Declaration, as follows, prior to recording:
 - a. All owners of the subject property must sign and date the declaration. All signatures must be notarized and notary acknowledgments must be attached for all signatories.
 - b. A deed reference for the subject property must be attached as "Exhibit A". An example form is attached. To complete this form, fill in the blanks as follows:

"...the Lands of (Name of the owner as shown on the deed by which property was transferred)"

"...Assessor's Parcel Number (Generally shown at the end of the description of the property, or available from the County Assessor's Office)

"...Document Number (if transferred prior to 1980, number is in the upper right corner of above deed)"

"...Book & Page of Official Records (If transferred prior to 1980, the book & page is generally in the upper right corner of the above deed)
2. Take the original copy of the completed declaration to the County Recorder's Office (585 Fiscal Drive, Room 103F) for recordation. A fee is required. Ask for a copy of the recorded document with the Recorder's Document Number stamped on it.
3. Bring the stamped copy of the declaration to PRMD when you come in to pick up your building permit.

NOTE: Your building permit cannot be issued unless all of these steps are completed.

When recorded return to:

Permit & Resource Management Dept.
2550 Ventura Avenue
Santa Rosa, CA 95403

DECLARATION ACKNOWLEDGING RIGHT TO FARM

The undersigned do hereby certify to be the owner(s) of certain real property located in Sonoma County, California, and more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference ("the subject property").

The undersigned do hereby acknowledge that the subject property is located on or adjacent to agricultural land, as defined in the Sonoma County Right to Farm Ordinance (Sonoma County Code, Chapter 30, Article II). The undersigned do hereby further acknowledge that the County of Sonoma permits the operation of properly conducted agricultural operations on agricultural land within the unincorporated area of Sonoma County, and has declared it County policy in the Sonoma County Right to Farm Ordinance to conserve, protect, enhance, and encourage such operations. The undersigned do hereby further acknowledge that if the subject property is located near an agricultural operation on agricultural land, residents or users of the subject property may at times be subject to inconvenience or discomfort arising from that operation, including, without limitation, noise, odors, fumes, dust, smoke, insects, operation of machinery during any time of day or night, storage and disposal of manure, and ground or aerial application of fertilizers, soil amendments, seeds, and pesticides. The undersigned do hereby further acknowledge that one or more of these inconveniences or discomforts may occur as a result of any properly conducted agricultural operation on agricultural land. The undersigned do hereby further acknowledge that the County of Sonoma has determined in the Sonoma County Right to Farm Ordinance that inconvenience or discomfort arising from a properly conducted agricultural operation on agricultural land will not be considered a nuisance for purposes of the Sonoma County Code or County regulations, and that residents or users of nearby property should be prepared to accept such inconvenience or discomfort as a normal and necessary aspect of living in a county with a strong rural character and an active agricultural sector.

This Declaration shall run with the subject property in perpetuity and shall be binding upon the undersigned and the undersigned's heirs, personal representatives, lessees, executors, successors, and assigns. This Declaration and the acknowledgments contained herein shall be disclosed to prospective transferees of any interest in the subject property, including, without limitation, a leasehold interest, prior to any such transfer.

IN WITNESS WHEREOF, the undersigned has/have executed this Declaration this _____ day of _____, 20_____.

DECLARANT(S)

Dated: _____

Dated: _____

NOTE: ACKNOWLEDGMENTS MUST BE ATTACHED FOR ALL SIGNATORIES.

EXHIBIT A

All that Real Property situated in the unincorporated area of the County of Sonoma, and being more particularly described as follows:

_____	_____
All the Lands of	Site Address
_____	_____
Mailing Address	City/Town
_____	_____
City/Town	Assessor's Parcel Number(s)
State/Zip	

File Number	

and as described in

Document Number _____, Sonoma County Records.

- or -

Book _____ of Official Records, Page _____, Sonoma County Records.

Date _____ / _____ / _____



Building/Grading Permit Application Submittal Checklist

CSS-003

Site Address

BLD/GRD Permit Number

Applicant Name

Assessor Parcel Number

Mailing Address

Project Description

City/Town

State

Zip

Phone

Fax

Plan Check Comments/ Contact Person: _____ Email _____
Corrections: _____ Email Mail to above address Call to pick up (phone number _____)

This form lists the items required for plancheck submittal. The fees received on this date _____ cover the cost of reviewing plans prior to permit issuance. Before a building permit can be issued, the required approvals listed below must be obtained and building permit fees, development fees, and any other applicable fees must be paid.

DO NOT WRITE BELOW THIS LINE - To Be Completed by PRMD Staff

Required Plans for Building/Grading Plancheck:

- 4 complete sets of signed and / or stamped plans for building permits (additional sets may be required by other PRMD Divisions)
- 4 complete sets of signed and / or stamped plans for grading permits (additional sets may be required by other PRMD Divisions)

Mandatory Items for Building Permits

Received

- _____ Plot / Site Plan (form CSS-019)
- _____ Floor Plan (electrical, plumbing & mechanical)
- _____ Foundation Plan (footing details)
- _____ Elevations
- _____ Framing Plan
- _____ Cross Sections
- _____ Structural Details
- _____ Signed Drawings (stamped if engineered)

Site Evaluation

- _____ Required
- _____ Waived (Per PRMD Policy 4-0-2)
- _____ Completed

Other Items Which May be Required for Building Permits

Required # Received

- _____ Title 24 Energy Calcs (2 signed, sets)
- _____ Engineering Calculations (2 signed, stamped sets)
- _____ Hydrology & Hydraulic Calcs (2 signed, stamped sets)
- _____ Geotechnical Report (2 signed, stamped sets)
- _____ Geotechnical Foundation Approval Letter
- _____ Truss Calcs and Layout (2 signed, stamped sets)
- _____ Flood Elevation Certificate
- _____ Letter of Authorization
- _____ Installation Manuals (2)
- _____ Special Inspection Form
- _____ Septic Remodel Worksheet (form WLS-029)
- _____ Build IT Green (BIG) or LEED Checklists (per form BPC-028)

Cubicle #	Required Approvals	Required for Permit Issuance	Plan Check Only Staff signature and date	Approved for Issuance Staff signature and date
	Fire Services			
	Planning and Zoning File #:	<input type="checkbox"/> Affordable Housing/Work Force Housing Fees (see PRMD website)		
	Building	<input type="checkbox"/> Environmental Health: Food/Pool/Wine Tasting (707) 565-6565		
	Public Sewer / Water			
	Road Encroachment			
	Well and Septic			
	Code Enforcement			
	Grading/Storm Water			

Required Development Fees:

- School Mitigation Fee for _____ square feet
Payable at: _____
- Fire Mitigation Fee (Windsor, Airport, etc.)
Payable at: _____
- Address Assignment/Correction Fee
- Residential Traffic Mitigation Fee
- Commercial/Industrial Traffic Mitigation Fee
- Park Mitigation Fee
- Affordable Housing/Work Force Housing Fees (see PRMD website
<http://www.sonomacounty.org/prmd/>)

Applicant Signature

Staff Signature

Date

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue • Santa Rosa, CA • 95403-2829 • (707) 565-1900 • Fax (707) 565-1103

DRN-006 Drainage Report Required Contents

Revised 07/21/2009

Drainage reports shall be prepared with sufficient clarity to indicate the nature and extent of proposed drainage improvements. Drainage improvements must be designed according to the Sonoma County Water Agency's Flood Control Design Criteria and to Sonoma County Code §11.16.040 and §11.16.050. Drainage improvements must also demonstrate no adverse impacts to existing and proposed structures and to adjacent properties.

Drainage reports for engineered grading may only be prepared by a civil engineer. Drainage reports for regular grading and all other permit applications may be prepared by the property owner, a civil engineer or an architect (if that architect also designed and prepared the grading or site plans for the same development). The cover sheet of drainage reports prepared by property owners shall include the property owner's signature and a note stating acceptance and responsibility of the drainage report by the property owner.

Drainage reports shall include the following items, where applicable:

Cover Sheet

- Name of project & site address
- Assessor's Parcel Number(s)
- Property owner name & contact information
- Report preparer name & contact information
- Seal & signature of civil engineer or architect
- Date prepared

Project Narrative

- Description/scope of project
- Methodologies used to prepare drainage report & analysis
- Assumptions pertinent to drainage design
- Disclosure of existing on-site & off-site drainage conditions
- Impacts of proposed drainage design
- Impacts of proposed drainage design

Hydrology & Hydraulic Calculations

- Pre- & post-development analysis
- Hydrology calculations for all pertinent drainage areas
- Hydraulic calculations for proposed drainage improvements such as swales, culverts, inlets, curbs, gutters, & pipes
- Hydraulic calculations for existing drainage improvements affect by drainage design
- Hydraulic Grade Line (HGL) calculations for storm drain pipe network systems
- Explanation of established or determined starting HGL
- Post-development storm water levels & pollutant discharges shall be limited in compliance with Permit Sonoma best management practices guide

Hydrology Maps

- All items listed under cover sheet requirements
- Full size sheet no greater than 24" x 36"
- Drawn to an engineering scale no less than 1" = 100'
- North arrow & scale (written & graphic)
- Property lines, right-of-ways, & easements
- Contours & elevations labeled as existing & proposed
- Structures labeled as existing & proposed
- Finished floor elevations of all relevant structures
- Pre- & post-development drainage areas for on-site & off-site hydrology analysis clearly delineated & labeled
- Points of concentration clearly shown & labeled
- Drainage improvements clearly labeled as existing & proposed
- Elevations for inverts, flowlines, top of grates, high points
- Drainage specifications (e.g. size, material, length, slope)
- Structure list for large networks

Other Required Documentation

- The 100-year overland release route/map including areas of existing & anticipated inundation
- Projects within the Flood Prone Urban Area shall include documentation demonstrating the proposed project will not adversely affect drainage
- Projects within Special Flood Hazard Areas shall include documentation demonstrating the proposed project will not cause a reduction in flood carrying capacities (no net fill)
- Any other supporting or supplemental data, documentation or calculations relevant to the proposed project

For questions regarding drainage report required contents, please visit or call Permit Sonoma's Grading & Storm Water customer service cubicle.

Contact Information

Grading & Storm Water

Permit & Resource Management Department
County of Sonoma

Contact us by Phone

Monday – Tuesday

Thursday – Friday

8:00 AM – 4:00 PM

Wednesday

10:30 AM – 4:00 PM

Phone: (707) 565-2268

Phone: 711

Address

Permit Sonoma

2550 Ventura Avenue

Santa Rosa, CA 95403

[Google Maps™ Directions](#)

GRD-004 Grading Permit Required Application Contents

Revised 11/04/2016

This page lists submittal requirements for grading permit applications and a checklist for grading plans.

Grading Permit Application

Minimum Submittal Information

Must contain the following items:

- A completed permit application form
- Four (4) sets of folded grading plans
- Plan check fee
- A completed Grading Permit Supplemental Information (GRD-005) form
- Two (2) sets of drainage reports (See Drainage Report Required Contents (DRN-006) form for more information)

May also be required, depending on project

- Letter of authorization signed by the property owner
- Three (3) sets of soils reports

Grading Plans

Grading plans shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail they will comply with the provisions of the Sonoma County Code (SCC) and all relevant laws, ordinances, regulations, and conditions of approval. Grading work is designated as either "Regular Grading" or "Engineered Grading". Please refer to the Grading Permit Frequently Asked Questions handout to determine grading designations. Grading plans for engineered grading may only be prepared by a civil engineer. Grading plans for regular grading may be prepared by the property owner or a licensed professional acting within the scope of their license. A licensed professional is an architect, civil engineer, landscape architect, professional geologist, or registered professional forester. A valid California seal of professional license and signature is required on all sheets for plans prepared by a licensed professional.

Grading plans shall include the applicable items listed below. Additional information may be required by plan review staff in order to ensure compliance with SCC or to clarify the nature and extent of the work proposed.

Cover Sheet

- Name of project & site address
- Vicinity map & location map of site
- Assessor's Parcel Number(s)
- Purpose statement for project
- Property owner name & contact information
- Plan preparer name & contact information
- Sheet index
- Cut & fill table
- Amount of disturbed area
- Reference datum & benchmark(s)

Grading Plans/Site Plan

- Limits of grading work clearly delineated
- Dimensions to property lines & buildings
- Grades of proposed slopes
- Cross sections of proposed building pads
- Cross sections of cuts & fills
- Areas requiring keying & benching delineated
- Details & recommendations from soils report

Drainage Improvement Plan

- Drainage features identified as existing & proposed
- Subdrains identified as existing & proposed
- Elevations of inverts, flowlines, top of grates, high points, etc.
- Drainage specifications (e.g. size, material, length, slope)
- Structure list for large networks
- Cross sections of existing waterways
- Details & recommendations from drainage report

Erosion Prevention & Sediment Control Plan

- Best management practices (BMP's)
- BMP details & specifications
- Protective fencing for waterways & sensitive areas
- Limits of disturbed areas (total work) clearly delineated including temporary features such as BMP locations, staging areas, material stockpiles, construction accesses, etc.

General

Shall be shown on all applicable sheets

- Paper size no greater than 24" x 36"
- Seal & signature of licensed professional
- Date of plan preparation
- Identification of sheet # of # in lower right corner
- Space for permit number & approval stamps in lower right corner
- Drawn to an engineering scale no less than 1' = 40'
- North arrow & scale (written & graphic)
- Legend & list of abbreviations
- Property lines identified on all pertinent views & details
- Right-of-ways identified on all pertinent views & details
- Easements identified on all pertinent views & details
- Contours & elevations identified as existing & proposed
- Buildings identified as existing & proposed
- Finished floor elevations of all relevant buildings
- Sonoma County standard notes for grading permits
- All other pertinent grading construction notes & details

Driveways & Roads

- Centerline stationing (construction alignment)
- Profiles with existing & proposed grades
- Cross sections (minimum of every 50')
- Typical structural section detail(s)
- Driving surface cross slopes

Other Relevant Information

- Assessor's Parcel Numbers for adjacent lands
- Any applicable setback requirements
- Special flood hazard areas or geologic hazard areas delineated
- Wetlands or sensitive areas delineated
- NPDES MS4 permit provisions met
- Reservoir standards met
- Terrace standards met
- Non-storm drain utilities information (for reference only)
- Wells & septic systems identified as existing & proposed (for reference only)

Contact Information

Permit & Resource Management Department

Accessibility Assistance
Contact Permit Sonoma

Phone Operator
Phone: (707) 565-1900
CA Relay Service: 711

Operator & Permit Center Hours

Permit Center & Mailing Address
2550 Ventura Avenue
Santa Rosa, CA 95403
[Google Maps™ Directions](#)