



2550 Ventura Avenue
Santa Rosa, CA 95403

p: (707) 565-1900
f: (707) 565-1017

Tennis Wick
Director

Scott Orr
Assistant Director

Michelle Arellano
Deputy Director, Administration

Nathan Quarles
Deputy Director, Engineering and Construction

Emi Theriault
Deputy Director, Planning

June 24, 2024

Barbara Maresca
2027 Pleasant Ave.
Glenside, PA. 19038

Re: Notice of Project Status
File No. LIC24-0525
Site Address: 8455 Sonoma Ave., Sebastopol
APN: 130-175-022

We have completed our initial review of the above referenced application for a Vacation Rental License. Your application was received on **5/10/2024** and processing has begun. Based upon the information submitted, we have determined that your application is incomplete and cannot be processed until additional information is provided. The following lists the information that will be required prior to initiating further processing of the zoning permit:

1. Vacation Rental License Application and Affidavit (PJR-146)

The following is required to complete this submittal item:

Per the [ordinance](#), all the checkboxes are written as required to obtain a license and must be checked. The following boxes were missed: **F. Restricted Structures**. If you are unsure if you have a JADU, please see the details [here](#). Please notify me via email below if you have a JADU, otherwise check off the box and resubmit the form to the email below.

- 2. Preliminary lighting plans located on the site plan.** A site plan is required for vacation rental permit and vacation rental license applications. These plans must comply with the following:
- (a) **Format.** All site plans must be legible and drawn to scale. All site plans must include a bar scale, north arrow, project name/applicant, name of preparer, date prepared, and date of last revision. The plan must be saved as a PDF.
 - (b) **Existing Structures and Features.** Show and label the use of all existing structures and outdoor use areas including pool/spa, patios, parking areas, accessory structures, fences and outdoor burning areas (e.g. gas grill or gas firepit), and recycling/garbage bin storage location. Include addresses, dimensions and total square footage of structures. Identify existing roads, driveways, access gate, waterways, drainage features, wells, and similar features.



- (c) **Parking and Access.** Identify the location, types and total number of parking spaces for vehicles on and off the site, and access to the property (e.g. public or private road, driveway).
- (d) **Lighting.** Identify the location of all exterior light fixtures.

The following is required to complete this submittal item:

Per the [ordinance](#), the exterior lighting is required to be shown on a site plan. The site plan was missing from your application packet. See the required details listed above. Then submit the site plan to the email below for further review of the application.

4. Vacation Rental Permit Fees.

The following is required to complete this submittal item:

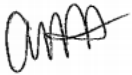
Per the [ordinance](#), all permit fees must be paid up-to-date for approval of the vacation rental license application. Please follow the link below, using your permit number **ZPE16-0365** in the lime green magnifying glass, to pay all past due fees:

<https://prmd.sonomacounty.ca.gov/CitizenAccess//Cap/CapHome.aspx?module=Building&TabName=Home>

Please submit all the required information by **7/24/2024**. Your cooperation and prompt attention to complete this application would be greatly appreciated.

We would welcome an opportunity to meet with you and your project team to discuss all items raised in this letter. Likewise, if you have any questions regarding this request or need some clarification or additional time to compile the information, please contact me at (707) 565-7383 or Christina.Hernandez@sonoma-county.org

Sincerely,



Christina Hernandez
Project Planner

c: File No. LIC24-0525
Hannah Spencer, Supervising Planner