



March 28, 2024

Kim Pham

635 Benjamins Road

Santa Rosa, CA 95409

RE: LETTER OF APPROVAL – LOT SPLIT LOCATED AT 635 BENJAMINS ROAD, A SENATE BILL 9 (SB 9) MINISTERIAL REVIEW (APPLICATION NUMBER MIN23-007)

Dear Kim Pham,

This letter serves as ministerial approval of the 635 Benjamins Road Urban Lot Split project, an SB 9 application that creates two (2) parcels located at 635 Benjamins Road (Accessor's Parcel Number 183-240-018) identified as Parcel 1 and Parcel 2 on the submitted tentative map, pursuant to Government Code Sections 66411.7 and 66452.6.

Project History:

- On July 27, 2023, the Project applications were submitted to the Planning and Economic Development Department; and
- On September 22, 2023, the applicant resubmitted their application, modifying the request to include a signed affidavit that states that the owner will be living at the site full-time for more than three (3) continuous years.
- On October 9, 2023, the Engineering Division requested clarification of items on the submittal.
- On January 26, 2024, the applicant provided a response to each question and request for clarification.
- On February 14, 2024, the Engineering Division requested further clarification of items on the resubmittal.
- On March 28, 2024, the Planning and Engineering Divisions determined that the clarifications and responses provided are sufficient to approve the Project based on the submittal received on March 14, 2024.

The project plans have been reviewed in compliance with the objective design standards established by the City of Santa Rosa pursuant to Government Code Sections 65852.21 and 66411.7. This approval is based on the application materials received on March 14, 2024.

The applicant should note the following **General Advisories**:

**When a new Building permit is applied for, the following City Codes will need to be met:**

1. In general, if the project valuation is over \$20,000 then frontage improvements along the street may be required to be installed by the applicant of this project. This may include pavement, curb and gutter and sidewalk, planter areas, drainage features, etc.
2. In general, per City Code, projects over the valuation are also required to dedicate Right of Way (ROW), Public Utility, and Sidewalk easements along the street frontage to meet the City's General Plan and Construction Standards. Submit legals and plats for the



dedications for review and approval by the City Engineer. If applicable, submit a preliminary Title Report plus all referenced maps and easements of record for review of all easements of record. Dedications include:

- a) 6-foot wide ROW along the entire project frontage of Benjamins Road
  - b) 10.5-foot wide public utility easement and 5.5-foot wide sidewalk easement behind the ROW line
3. Driveway conforms for unimproved streets shall be constructed per City Standard 252.
  4. Driveways shall be an all-weather, paved surface a minimum of 16-foot wide with a Fire Department turn-around installed onsite per City Standards if the distance from the roadway is 150 feet or more.
  5. As applicable, record cross lot easements for drainage, access, utility services between lots, either on the map or by separate instrument. Show all existing and proposed easements on the Parcel Map.
  6. As applicable, abandon the well and or the Septic Field with application to the County of Sonoma Environmental services permit. Submit the abandonment permits to the City Utility department, as applicable.
  7. Pay water and sanitary sewer demand fees prior to connection. Obtain an encroachment permit showing all work in the public ROW.
  8. No portion of any structure shall extend within, over, under, or upon any public or private easement.
  9. If applicable, landscape and irrigation shall conform with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Resolution No. 4028, on October 27, 2015.
  10. Submit a signed "Storm water determination work sheet" at first building permit application. If over 10,000 sq. ft. of new or replaced pavement is proposed, then submit a full SWLID report prepared and signed by a licensed Civil Engineer.
  11. All water services shall have a backflow device and or fire backflow device per City of Santa Rosa Water and Sanitary Sewer Standards and construction details.
  12. Fire sprinklers will be required to be installed in all new structures. All new development shall meet all current City, County and State Fire Standards and Codes.
  13. Submit for a Water meter application and pay the water and sewer demand fees, water meter fee and sewer fees with Santa Rosa Water Engineering Department.
  14. Clear access must be provided and maintained to all public structures on the drainage system. All weather vehicle access roads are required to every structure on the storm drain system per City Standard 216.
  15. All new structures shall apply for a Building Permit through the City of Santa Rosa Building department.
  16. Follow all related City General Plans, Specific Plans and Zoning Codes.

**Before a building permit can be issued, the following must occur:**

1. All City development Standards shall be met.
2. All other agency permits shall have been acquired by the applicant.
3. Any required offsite easements shall have been acquired and recorded at the County of Sonoma. Submit copies of the recorded offsite easements with your building permit.
4. If a water main extension is required, the applicant shall submit Public Improvement Plans (PIPS) at the Building Permit Stage. If required, the PIPS shall be submitted for review and approval by



the City Engineer prior to the building permit issuance and improvements completed prior to occupancy.

5. The lots shall both have a separate water meter; and all demand fees paid; and a separate sewer lateral for each lot, unless otherwise approved by the Water Department. Typically, the City of Santa Rosa Parcel Map shall record prior to building permit issuance.
6. Drainage facilities shall be designed to Sonoma County Water Agency and City of Santa Rosa Design Standards. Storm drain facilities would be installed per the approved drainage report on the building plan set. Any small, onsite, storm-water pump stations would be completely maintained by the lot owner.
7. The Parcel Map shall be reviewed, approved and signed by the City Engineer and recorded by the Sonoma County recorder prior to building permit issuance.
8. An encroachment permit shall be issued and obtained from the City of Santa Rosa prior to building permit issuance.

If you have any questions, please call me at (707) 543-4299 or email me at [SHartman@srcity.org](mailto:SHartman@srcity.org).

Thank you,

*Suzanne Hartman*

Suzanne Hartman, City Planner