

Permitted Use Notice and Request Form

Use this form when a conservation easement requires either prior notice or prior written approval by the District for a proposed activity, improvement, or development. Please submit the completed form to Kathleen Marsh at the District office at 747 Mendocino Ave., Santa Rosa, CA 95401, or Kathleen.Marsh@sonoma-county.org

Date of request:

Easement name:	APN:
Property address:	
Landowner:	Landowner phone:
Landowner mailing address:	Landowner email:
Representative of landowner:	Representative phone:
Representative of landowner address:	Representative email:

1. **Check one:**

- ☐ **Permitted Use Notice** (requires notice to the District only)
- ☐ **Permitted Use Request** (requires approval by the District)

2. **Summary of proposed activity:**

Provide a summary of the proposed activity, including the nature, scope, design, location, timetable, and any other material aspects of the proposed use in sufficient detail to permit the District to make an informed determination as to its consistency with the terms and purpose of the conservation easement. *Please attach supporting documentation to this form, if needed.*

3. Language in conservation easement permitting the proposed activity:

Identify the paragraph(s) in the conservation easement permitting the proposed activity. District staff is available to assist you in identifying the relevant easement provisions.

4. Site plan attachment:

Is a site plan(s)
attached? (*check one*)

☐ **Yes** ☐ **No**

Provide appropriate scaled site plan(s) that shows the location of the proposed activity and the requested change(s) in use. Include adequate detail such as existing and proposed buildings within building envelope and proposed changes in land (topography, vegetation, drainage, etc.). If request includes work within a building envelope identified in the easement, show the building envelope on site plan(s).

5. Site studies/measures taken to prevent impacts to conservation values:

As necessary, identify and evaluate the conservation values identified in your easement (e.g. sensitive natural resources, scenic values, agricultural or recreational values) that may be affected by the proposed use, and any measures taken to prevent these impacts.