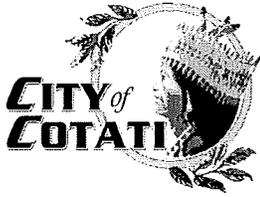


PLANNING APPLICATION



**COMMUNITY DEVELOPMENT
 DEPARTMENT**
 Planning Division
 201 West Sierra Avenue
 Cotati, CA 94931
 Phone: (707) 665-3637
 Fax: (707) 792-4604

PA# _____

AP# _____

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> General Plan Amendment \$ _____
<input type="checkbox"/> Zone Change \$ _____
<input type="checkbox"/> Hillside Development Permit \$ _____
<input type="checkbox"/> Subdivision (Minor) \$ _____
<input type="checkbox"/> Subdivision (Major) \$ _____
<input type="checkbox"/> Lot Line Adjustment \$ _____
<input type="checkbox"/> Use Permit \$ _____
<input type="checkbox"/> Minor Use Permit \$ _____
<input type="checkbox"/> Public Hearing Notice Board \$ _____
<input type="checkbox"/> Outdoor Dining \$ _____ | <input type="checkbox"/> Variance \$ _____
<input type="checkbox"/> Minor Variance \$ _____
<input type="checkbox"/> Design Review \$ _____
<input type="checkbox"/> Environmental Review \$ _____
<input type="checkbox"/> Archaeology Review \$ _____
<input type="checkbox"/> Pre-Application Conference \$ _____
<input type="checkbox"/> Formal Conceptual Plan Review \$ _____
<input type="checkbox"/> Other \$ _____
(Outside Service Agreement, etc.) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Receipt(s) # _____ Total Fees: \$ _____

Deposit Collected: \$ _____

1. Property Information:

Location: _____

Property Size: (acres): _____ Project Title: _____

Project Description (attach additional sheets as needed):

2. Applicant Information:

Applicant	Mailing Address	City/State/Zip
-----------	-----------------	----------------

Applicant Phone	Fax	E-Mail
-----------------	-----	--------

Business Name and Phone	Mailing Address	City/State/Zip
-------------------------	-----------------	----------------

Property Owner	Mailing Address	City/State/Zip
----------------	-----------------	----------------

Phone	Fax	E-Mail
-------	-----	--------

Continued on Reverse . . .

PLANNING APPLICATION

(Continued):

Designer/Architect	Mailing Address	City/State/Zip
Phone	Fax	E-Mail

3. General Plan Designation: _____ 4. Zoning District: _____

4. **Application Materials:** Application must include all required supplemental materials, application forms, and any initial fees at time of filing.

5. **State of California Hazardous Waste and Substances Sites List (C.G.C. § 65962.5):** Pursuant to Government Code Section 65962.5(e), before a local agency accepts as complete an application for any development project, the applicant shall consult the latest State of California Hazardous Waste and Substances Sites List, which has been posted at the following internet website: <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>.

Statement: I have consulted the latest State of California Hazardous Waste and Substances List on file with the Planning Department, and I have determined that the project site **is / is not** (circle one) included on the List.

Date List consulted: _____
Source of the listing: _____ (To be completed only if the site is included on the List)

6. **Certification:** I hereby certify that the information given above and attached hereto is true and correct, that the property owner is aware of and agrees with this application, and that falsification of fact will result in invalidation of the application. Further, I understand that any approval given is valid for the specific project approved only, and is subject to all applicable laws, regulations, and conditions.

Applicant's Signature	Date	Property Owner's Signature	Date
-----------------------	------	----------------------------	------



PLANNING APPLICATION REVIEW PROCEDURES

1. WHEN REQUIRED

Design Review Committee and Planning Commission approval is required for most commercial, industrial and residential development. The purpose of Design Review is to evaluate the architectural, landscape and site design aspects of the project in order to promote, maintain and enhance the visual quality and character of Cotati. The Planning Commission acts as the City's planning agency, reviewing all public and private development projects for consistency with the regulations and long term goals and priorities of the community.

2. PRE-APPLICATION REVIEW

You may request a pre-application review of your project by staff from City departments and Rancho Adobe Fire Protection District. This process takes two to three weeks but can save you time later by resolving issues early in the review process. There is a fee for this process and the application materials differ slightly from the formal application described below. If you are interested in learning more about pre-application, please contact the Planning Division.

3. APPLICATION

Upon receipt, your application will be referred out to the various departments or agencies that are likely to have permitting authority and/or operational oversight of your development. Staff will be reviewing your materials to ensure that all information has been provided to demonstrate that the development will conform to all City regulations. This is termed "completeness review." State law requires that staff determine whether the application is complete within 30 days of receipt. If additional information or materials are needed, we will deem the application "incomplete" and advise you of what additional information is required.

The submittal requirements for a planning application are listed below. Incomplete applications are the major cause of delays in processing, so we encourage you to review the requirements carefully before submitting. Please submit all items listed but feel free to contact the Planning Division if you have questions.

4. SUBMITTAL REQUIREMENTS

In order to file a planning application, you must submit the information below. Six (6) copies of plan sets are requested for initial staff review. Once the application is deemed complete, additional copies will be requested for distribution to hearing bodies.

- a. A completed Planning Application Form.
- b. If your project includes any ground disturbing activities, you must submit two (2) hard copies and one electronic copy on a CD of the following reports/studies. Electronic version must be in Word format and must include all graphics (drawings, figures, photos, tables, etc.). Updated reports (hard copies and electronic version) will need to be resubmitted as necessary to reflect any changes made to the report during the course of review.

1. Two copies of a Preliminary Title Report dated within six months of the Planning Application. Any exceptions to title must be plotted and included with the Report.
 2. Preliminary soils report, prepared by a civil engineer registered in California, and based upon adequate test borings.
 3. Preliminary hydrology study, prepared by a civil engineer registered in California. Please consult Appendix A, Determination Worksheet, of the City of Santa Rosa Storm Water Low Impact Development Technical Design Manual to determine if additional submittal materials are necessary. The manual can be found at: <http://ci.santa-rosa.ca.us/departments/utilities/stormwatercreeks/swpermit/Pages/swLIDtechManual.aspx> .
 4. Additional technical studies and reports may be required after initial project review for either environmental or project review. If such studies are required, staff will prepare scopes of work and utilize the services of private consultants to prepare or review any technical studies that will be required. Costs incurred in the preparation of such studies/reports, including costs of services performed by private consultants, shall be borne by the applicant.
- c. Six (6) full size and one (1) reduced size (8 1/2" x 11") copies of all plans (scaled, drawn, and dimensioned to include or accurately depict the following:
1. Vicinity map showing relationship to surrounding streets and lot patterns.
 2. North should be at the top of the plan if practical.
 3. An information block as demonstrated on the following page, complete with all required information on the first page of the plan set.
 4. All property lines, streets (w/center lines) and easements (existing and proposed).
 5. All proposed frontage improvements.
 6. All structures to be removed.
 7. Location and outside dimensions of all other buildings and structures on site and within 50-feet of property lines.
 8. Location and size of all parking spaces, including striping, curbing, wheel stops, and any structural supports or enclosures that may affect vehicular movements.
 9. Location of all driveways, walkways, trails, and outside stairs and landings.
 10. Loading and storage areas.
 11. Location and type of all exterior lighting.
 12. Location of mailboxes and trash areas.
 13. Location and size of all mechanical and utility equipment, including power and telephone equipment, meters and transformers.
 14. Location and height of all retaining walls.
 15. Existing conditions: removed or retained fences, trees, dwellings, contours, yards, structures, drives, creeks, roads, and uses adjacent to and near the project.
 16. Location, diameter, and drip line of all existing trees twelve inches or more in circumference.
 17. Parking calculations related to each type of use involved and a total count.
 18. Any other element of the project appropriate for inclusion in site plan (i.e., pool, patio, tot lot, etc.).
 19. Written explanation of the major features of the site design concept.
- d. Six (6) full-size copies and one (1) reduced size (8 1/2" x 11") copies of architectural drawings scaled, drawn, and dimensioned to accurately depict:
1. Elevations showing height and width of all exterior walls including outside finished grade lines labeled north, south, east and west.
 2. Height, configuration, slope, and overhangs of roof.
 3. All rooftop equipment, including proposed enclosures or screening.
 4. Details of the fascias, trim, railings, doors, gates and windows.
 5. Size and location of doors, windows, or similar openings.

6. Stairs, landings, railings, chimneys, decks, balconies, or similar attachments or projections.
 7. Enclosure design for utility meters and trash areas.
 8. Design of fencing and all exposed retaining walls.
 9. Type and character of all street furniture, such as benches, waste receptacles, etc.
 10. Finished floor elevations.
 11. Floor plans.
- e. Color and materials board with samples of all proposed materials complete with swatches of proposed colors. Roofing specification sheets are sufficient for a material sample so long as profile, pattern, color and weight are shown.
- f. Project Information Block

City of Cotati Project Information Block					
PLANNING APPLICATION (PA) #			GENERAL PLAN DESIGNATION: ZONING DESIGNATION:		
Responsible Party Information			Site Information		
ARCHITECT, ENGINEER OR DESIGNER NAME:			Assessor's Parcel No(s).		
ARCHITECT, ENGINEER OR DESIGNER INFO:			Property Location or Address		
Telephone #			Property Size	Acres	Sq. Ft.
E-mail Address					
Mailing Address					
Project Information					
	Area (Sq. Ft.)	Coverage (%)	Dwelling Units	No.	% of Total
Lot			Studio		
Building			1 BDRM		
Parking			2 BDRM		
Landscaping			3 BDRM		
Impervious Surface			4 BDRM		
Earthwork:	(cy)	(cy)	Parking (No.)		
Cut			Vehicle Parking:		Number
Fill				Required	
				Provided	
Landscape/Open Space	Sq. Ft.	% Site		Covered	
Common				Open	
Private			Bicycle Parking		
Turf Area				Required	
MAWA/ETWU				Provided	

The Planning Division looks forward to working with you on your project. If you have any questions regarding the City's regulations, fees or process, please do not to hesitate to contact us at (707) 665-3637.

CITY OF COTATI
ENVIRONMENTAL ASSESSMENT FORM

Date Filed: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted
concerning this project: _____

4. Indicate number of the permit application for the project to which this
form pertains: _____
5. List and describe any other related permits and other public approvals
required for this project, including those required by city, regional,
state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.

13. Proposed scheduling.
14. Associated project.
15. Anticipated incremental development.
16. If residential, include number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES NO

- | | | |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| _____ | _____ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| _____ | _____ | 23. Change in pattern, scale or character of general area of project. |
| _____ | _____ | 24. Significant amounts of solid waste or litter. |
| _____ | _____ | 25. Change in dust, ash, smoke, fumes or odors in vicinity. |
| _____ | _____ | 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| _____ | _____ | 27. Substantial change in existing noise or vibration levels in the vicinity. |

- _____ 28. Site on filled land or on slope of 10 percent or more.
- _____ 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives.
- _____ 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- _____ 31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.).
- _____ 32. Relationship to a larger project or series of projects.
- _____ 33. Is the project in an identified flood zone as indicated on the latest adopted Flood Insurance Rate Map?
- _____ 34. Is the project located in an identified floodway, as shown on the latest adopted Flood Insurance Rate Map?

ENVIRONMENTAL SETTING

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____



On-Site Public Hearing Notice Sign Program

What is an on-site sign for City of Cotati Public Hearings?

Notification of Public Hearings is a legally mandated process to ensure that the public is made aware, in advance, that a proposed project will be considered by a decision making body in a public forum. An on-site sign for City of Cotati Public Hearings typically would be a freestanding sign erected on property, designed in accordance with the Public Hearing Notice Sign Program criteria (City Council Resolution No. 02-07), that briefly describes a proposed project and advertises the date, time, and location of any public hearings on the project.

In some instances, where there may be an existing structure on the site and the applicant is proposing a change in use, a window or fascia sign may be appropriate. This determination is up to the discretion of the Planning Director.

When is an on-site sign required?

When a public hearing must be held on a proposed action involving General Plan Amendment, Rezoning, Rezoning, Subdivision, Major Conditional Use Permits or other proposed actions that require public comment.

When must an on-site sign be installed?

As one means of giving notice, a sign must be installed on the site of the proposed project after the application for the proposal has been deemed complete. At that time, the sign shall contain a description of the application, the name and phone number for the planner assigned to the project, as well as the name and phone number of the applicant. At least ten days in advance of the public hearing, the sign will be modified to include the date, time, and location of the public hearing. This modification may occur once for the Design Review Committee (as applicable), once for the Planning Commission hearing date, and then again for the City Council hearing date. In addition, in the case of a hearing being continued or postponed, modification to the sign would be required to reflect that information.

See Reverse Side →

PUBLIC HEARING BOARD SIGN SPECIFICATIONS

The City of Cotati has established policy for on-site signs for public hearing notification before the Design Review Committee, Planning Commission and City Council to conform to the following specifications.

A. Freestanding Public Hearing Notice Signs:

1. Size of Sign (at Planning Director's discretion).

<u>Lot Size</u>	<u>Sign Size</u>
Up to 20,000 square feet - 12 square feet	12 square feet
>20,000 square feet - 24 square feet	24 square feet
1+ acre - 32 square feet	32 square feet

2. Height: Not to exceed 6 feet in total height.

3. Location: Not less than 5 feet inside the property line in residential zones and not less than 1 foot inside the property line for commercial and industrial zones in the area most visible to the public.

B. **Window or fascia sign.** The size of a window or fascia sign would generally be 11 x 17 (poster board or foam core), or a size deemed appropriate by the Planning Director.

C. **General restrictions:** Signs shall not be illuminated; one sign to be displayed for each public street frontage of subject property; and removal of sign is required within 30 days of a final action and expiration of an appeal period.

D. **Term of posting:** If the proposed action requires more than one public hearing, the sign text must be changed after the first public hearing, at least 10 days prior to the second public hearing.

HOW TO COMPLY:

1. Payment for the sign must be received by the Planning Department at the time the application is deemed complete, unless there is a deposit for the cost of the sign on file with the City. The current cost estimate is as follows:

Construction of 32 square foot sign by Hines	
Signs (including three text changes):	\$447.20 with tax
City of Cotati Public Works Department	
installation, removal and disposal of sign:	\$ 74.50 (2 hours fully burdened hourly rate)
Estimated Total:	\$521.70

2. The Planning Department will contact Hines Signs directly and arrange for construction of the sign and all necessary text changes.

3. The Planning Department will notify the Public Works Department to remove your sign within 30 days of a final action on your project, but not less than 17 days following the final action.