PLANNING APPLICATION

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

PA# _____

AP# _____

- ❑ General Plan Amendment $_____
- ❑ Zone Change $_____
- ❑ Hillside Development Permit $_____
- ❑ Subdivision (Minor) $_____
- ❑ Subdivision (Major) $_____
- ❑ Lot Line Adjustment $_____
- ❑ Use Permit $_____
- ❑ Minor Use Permit $_____
- ❑ Public Hearing Notice Board $_____
- ❑ Outdoor Dining $_____
- ❑ Variance $_____
- ❑ Minor Variance $_____
- ❑ Design Review $_____
- ❑ Environmental Review $_____
- ❑ Archaeology Review $_____
- ❑ Pre-Application Conference $_____
- ❑ Formal Conceptual Plan Review $_____
- ❑ 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

CITY OF COTATI
COMMUNITY DEVELOPMENT DEPARTMENT
UNIFORM APPLICATION FEE ADDENDUM
AND INDEMNIFICATION AGREEMENT

Fee Addendum

The City Council adopted Ordinance 692 establishing a Fee and Service Charge Cost Comparison System. As provided for in this ordinance, the costs for services are reviewed annually and the fees and charges are adjusted accordingly by Council Resolution. The Ordinance and Resolution authorize a cost recovery system for staff time (including the City Attorney) and all other costs associated with processing development applications received by the Community Development Department.

To comply with Council's direction, the Community Development Department collects a deposit to cover these estimated costs. The amount of the deposit varies based on the type of applications received.

Applicant agrees to be responsible for the payment of all costs (including staff costs at fully burdened hourly rates and City Attorney costs) and fees, both direct and indirect, associated with the processing of this application even if the application is withdrawn and/or not approved.

In addition to the initial deposit made at the time of the application submittal, the applicant may be required to make further deposits for anticipated work. Invoices are due and payable within thirty (30) days. No work shall proceed until deposits or deposit replenishments are received.

Applicant understands and agrees that nonpayment of fees set forth in City Ordinance 692 and accompanying Resolution may, at the sole and exclusive discretion of the Community Development Department, result in temporary or permanent cessation of processing of the application or inspection of the work and, after notice, may result in the denial of the application and/or order to cease work. Prior to completion of processing any phase of the project, any and all outstanding amounts due pursuant to this agreement shall be paid.

Any portion of this deposit that is not used will be refunded to the applicant.

Indemnification Agreement

The Applicant agrees to defend, indemnify, and hold harmless the City of Cotati, its agents, officers, council members, employees, boards, commissions and committees from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the applications or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of, or in connection with, the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and committees. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain in full force and effect and shall be interpreted to allow the broadest indemnity allowed by law.

In the event that Applicant is required to defend the indemnities in connection with any such claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the indemnities, (ii) approve significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by City.

The City of Cotati shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for City Attorney's or outside counsel fees incurred by the City if it chooses to appear and defend itself in litigation.

I have read this information and agree with all of the above.

Print Name	Date
Signature	Project Number

CITY OF COTATI
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Planning Division
201 West Sierra Avenue
Cotati CA 94931
(707) 665-3637

City of Cotati
50TH ANNIVERSARY CELEBRATION
INC. 1963 • 2013

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.