

Downtown District Amenity Zone (DDAZ) Design Review

See Rohnert Park Municipal Code 17.06.740.D

SUBMITTAL CHECKLIST

All submittal information presented to the Planning Department shall include this Application Form, all items appropriately checked for the application being submitted, all related fees, and any additional required information requested by the Planning Department. Staff will review the application for completeness and the applicant will be notified of any items that are not included.

All code references within this checklist refer to the [Rohnert Park Municipal Code \(RPMC\)](#).

ZONING AND LAND USE APPLICATION

- Completed Permit Application Form, Disclosure Form and Indemnification Agreement
*Signature of Property Owner and Applicant must be on Page 1 of the Application Form.
Entire Application Form must be completed.*
- Reimbursement Obligation Form
- Stormwater Determination Worksheet (if permanent BMPs are required, also show proposed locations on plans)
- Written Summary/Project Description outlining project details, including any requested minor modifications (see RPMC Section 17.06.740.C) or Director-level approvals.
- Application Fee/Deposit

PLAN PREPARATION GUIDELINES

Each application shall comply with the following:

- File naming convention: YYYY-MM-DD, Submittal Number, Project Name, Document Type
Example: 2024-01-01, 1ST, SONOMA STUDIOS, APPLICATION FORM
- All required information must be legible
- Files must be submitted electronically to planning@rpcity.org in PDF or other native file form.

APPLICABILITY OF REQUIREMENTS

Regulating Plan: An application for development on a property that involves multiple DDAZ zones as defined in Section 17.06.700.B (Establishment and Designation of Zones) must submit a regulating plan as a part of the Design Review application.

- This application only involves one DDAZ zone and does not need a regulating plan
- This application involves multiple DDAZ zones and includes a regulating plan with the following information:

Walkable Neighborhood Design: An application for development on a property that is greater than 2 acres in size and/or requires a new or modified thoroughfare must be designed in compliance with the Walkable Neighborhood Design requirements laid out in RPMC 17.06.710.

- This application is for a development site greater than 2 acres in size and/or requires a new or modified thoroughfare, and addresses Walkable Neighborhood Design requirements
- This application is for a development site of 2 acres or less and does not require a new or modified thoroughfare, and is not required to address Walkable Neighborhood Design requirements

Site Plan, Elevations, Floor Plan: This information is required for all Design Review Applications

REGULATING PLAN This section does not apply to my application

- Summary Statement and calculations,
- Project area boundaries are indicated on the regulating plan.
- Existing and proposed blocks are indicated on the regulating plan, with dimensions provided for all block faces, and are separated into developable design sites that accommodate the allowed building types.
- Existing and proposed thoroughfares, including alleys, are identified by type on the regulating plan (see requirements for **Walkable Neighborhood Design** below)
- Existing and proposed civic space types are outlined in the plan, including the calculation of civic space required and provided; the number, location, and types of civic spaces provided, as defined in RPMC Table 17.06.710.B.2.a (Civic Space Type Overview); the size and service area of the civic space; the portion of the civic space perimeter used to meet the frontage requirements; and the proposed elements and structures for each civic space (see requirements for **Elevations** below).
- Existing and proposed transect zone(s) conforming to the proposed blocks

WALKABLE NEIGHBORHOOD DESIGN This section does not apply to my application**Thoroughfare Design**

- Existing and proposed thoroughfares, including alleys, are identified by type on the regulating plan and labeled as “new,” “existing”, or “modified”. Thoroughfare types are outlined in RPMC 17.06.710.C.7.a through 17.06.710.C.7.m
- Thoroughfare stubs are identified with a notation that all stubs shall connect with future thoroughfares on adjoining undeveloped property.
- Intersection details, including measurements of the curb radius, effective curb radius, and dimensions of vehicle lanes, bike lanes, parking lanes, curb ramps, crosswalks, medians, mid-block crossings, and turning radii for emergency, refuse, and recycling pickup vehicles.

Design and Amenities

- Street tree details, including location, species, size, and tree grate details.
- Street lighting details, including location, specifications, and design.
- Design and specifications of other pedestrian amenities (including wayfinding signage, benches, waste receptacles, fountains, art installations)

SITE PLAN

- Legend with: Scale, north arrow, date; person preparing plans including address and telephone number; title including subdivision name and number, unit and phase number (if any); gross and net area of site in Sq. Ft. and acres; floor area ratio (FAR), lot coverage calculations, and residential density.
- Property lines: All existing property lines, topography, and all existing easements.
- Built-to Lines: Defined and shown on the site plan for all buildable sites
- Structures: Location and dimensions, including open stairways, projections from exterior building walls, existing and proposed fencing, fire hydrants, and trash enclosures.
- Uses: Existing and proposed uses of the site and/or structures.
- Setbacks/Yards: Distances between exterior walls of structures and between such walls and property lines, built-to lines, and adjacent buildings.
- Traffic circulation: Completely dimensioned parking layout, including dimensions of internal driveways, aisles, parking calculations, numbers of parking stalls and loading spaces, pedestrian walkways, and vehicle ingress and egress to site, and setback between property line/ROW and parking area.
- Drainage Facilities: Location, type and number, if applicable.
- Lighting: Location, design, size, lighting type and wattage.
- Utilities: Type/location; show existing utility locations and sizes (water, sewer, recycled water, stormwater) including tie-ins to public infrastructure; show proposed utility routing; provide utility sizing calculations/justification
- Landscaping: Provide preliminary landscape plan. Include location and species of all existing/proposed landscaping. Indicate any trees to be removed. Include tree circumferences of all trees. Provide species and common name of all trees to be removed and/or replaced. Provide arborist report if any trees are on site.
- Soils: Provide geotechnical (preliminary acceptable) and Title Report with electronic links.

BUILDINGS AND ELEVATIONS (Scale of 1/4" = 1.0' or 1/8" = 1.0')

- Building Type and Frontage Type as outlined in RPMC 17.06.720.A.5 Table B (Allowed Building Types) and Table E (Encroachments and Frontage Types)
- Location of building entrances, including distance between entrances.
- All exterior walls, fences, roof projections, and other structures including height and dimensions.
- Direction of building elevations. Cross sections through major axis of building(s) and same scale as elevations
- Location of proposed vents, gutters, down spouts, air conditioning equipment, antennas and all rooftop equipment.
- Details of fascia trim, windows, doors, trim, sills, railing and fencing.
- Location of exterior lighting and cut sheet/details of the type of lighting fixture.
- Architectural drawings, drawn to scale, showing all elevations of the proposed structures by point of compass, as they will appear upon completion of construction. All exterior surfacing materials and colors must be specified. Include color and material sample board.
- Scale drawings of all proposed signs showing size, location, material, colors and any proposed illumination per RPMC 17.27.
- Sign location and location of any rooftop or ground mounted equipment, exterior lighting.
- Photographs showing either existing building on the project site or adjacent buildings.

FLOOR PLAN

- Fully dimensioned and prepared to an appropriate scale.
- Show location of all openings and exits; rooms labeled for use.
- Indicate construction type, use, and occupancy

Please make sure ALL items above are completed and included with your submission. Incomplete submissions will result in delays in the processing of your application. Thank you.



Development Services
 Planning Division
 130 Avram Avenue
 Rohnert Park, CA 94928
 (707) 588-2231
www.rpcity.org

For Staff Use Only
 (date stamp)

Zoning and Land Use Application

File No. _____
 Total Deposit/Fee _____
 Received by _____

Please print clearly and fill in all applicable sections.

Type of Application (mark all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Planned Develop.(Preliminary) | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Amendment (Check type) | <input type="checkbox"/> Planned Development (Final) | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Cert. of Zoning Compliance | <input type="checkbox"/> Preliminary Housing App. | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Development Area Plan | <input type="checkbox"/> Sign Review/Sign Program | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Environmental Review | <input type="checkbox"/> Site Plan & Arch. Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Other: _____ |
| Design Review - Downtown | Design Review - SOMO | |

GENERAL INFORMATION AND PROJECT DESCRIPTION

Location of Project (address)	Assessor's Parcel Number	Current Zoning	Proposed Zoning

Name of Proposed Project: Residential Commercial Industrial Office New Remodel

Project Description (Use additional sheet(s) if needed – additional information may be required i.e. # employees, hours of operation etc.)

Total Lot Size (Sq. Ft.) acres	Gross Square Feet of Proposed Use	# of New Buildings/Units/Sq. Ft.

APPLICANT INFORMATION - In signing this application, I as applicant represent that I have obtained authorization of the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearing on this application or during the appeal period.

Name: _____ Company _____

Address: _____ City, State Zip _____

Phone # _____ Cell Phone # _____ E-Mail _____

Signature _____

PROPERTY OWNER - In signing this application, I as property owner, have full legal capacity to and hereby do authorize the filing of this application. I understand that conditions or approval are binding. I agree to be bound by those conditions, subject only to the right to object at a hearing or during the appeal period.

Name: _____ Company _____

Address: _____ City, State, Zip _____

Phone # _____ Cell Phone# _____ E-Mail _____

Signature _____ Please Print _____



City of Rohnert Park
 Development Services
 130 Avram Ave.
 Rohnert Park, CA 94928
www.rpcity.org

Indemnification Agreement

File No.	
Related Files	
Department Use Only	

Location of Project (Address)	Assessor's Parcel Number:	Zoning
Name of Project		General Plan Designation
Applicant Name	Business Phone	Home Phone
Applicant Address City: State: Zip:		

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Rohnert Park, its agents, officers, council members, employees, boards, commissions and Council 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 application 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 Council. 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 the agreement shall remain in full force and effect.

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

I have read and agree with all of the above.

Applicant (print name)

Applicant (signature)

Date



City of Rohnert Park Development Services
Acknowledgement of Reimbursement Obligation for
Payment of Full Cost Recovery Fees for Application Processing and Inspection Services
(Not required for flat fee applications)

FOR CITY USE ONLY	
Application #:	_____
Deposit Amount \$:	_____
Check #:	_____ Staff: _____

This Reimbursement Obligation is by and between _____, hereafter "Financially Responsible Party," and the City of Rohnert Park, hereafter "City."

Check here if Financially Responsible Party is the same as Applicant shown on the Application
 Check here if Financially Responsible Party is also Property Owner shown on the Application

Name: _____ Firm Name: _____
 Title: _____ Address: _____
 Phone No. _____ City _____
 E-mail address _____ State, Zip _____

PROJECT NAME/DESCRIPTION: _____
 PROPERTY ADDRESS: _____

The Financially Responsible Party hereby represents that he/she personally owns the subject property, or is an entity authorized to install and maintain facilities for provision of utility, telecommunications, video, voice or data transmission service in the public street right of way, or is a duly authorized agent of the Owner with full authority to execute the Obligation on behalf of the Owner.

The Financially Responsible Party acknowledges and agrees to pay to the City an initial deposit which shall be placed in a refundable deposit account and shall be used to defray all processing costs incurred by the City that are associated with this project. Reimbursable costs include, but are not limited to, all items within the scope of the City's adopted Cost Recovery Ordinance (*Rohnert Park Municipal Code, Chapter 3.32 - Cost Recovery—Fee and Service Charge System*) as well as the actual and administrative costs of retaining professional and technical consultant services and any services necessary to perform functions related to review and processing of the application and monitoring of the work. The rate for such services will be established in a manner consistent with existing City practices.

Financially Responsible Party acknowledges and agrees that additional deposits may be required while the application is processed, in such amounts and at such times as the City deems necessary to cover the City's incurred and projected processing costs. If the processing costs exceed or are reasonably expected to exceed the initial or existing deposit, the City may request the Financially Responsible Party to pay additional funds to maintain a deposit account balance. Financially Responsible Party shall pay all requested additional deposits within ten (10) days of the date of a written request from City. City at its sole discretion may cease permit processing and suspend further activity on a project until all processing costs have been paid in full and/or all requested deposits are made. The payment and acceptance of requested deposits does not constitute an approval of permits, entitlements or authorizations to begin work.

Financially Responsible Party agrees to be jointly and severally liable with Property Owner for payment of all fees referenced above. The sale or other disposition of the property does not relieve the Financially Responsible Party of their obligation to maintain a positive balance in the deposit account, unless the City grants prior approval. Financially Responsible Party agrees to notify City in writing prior to any change in ownership or status of any option agreements and to submit a written request for withdrawal of the application or written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Withdrawal or denial of application does not relieve the Financially Responsible Party of their obligation to pay for costs incurred in connection with this application. The Financially Responsible Party shall be liable for and will pay all costs incurred for the project, up through the date of the written request for application withdrawal or date of denial, whether or not such work is complete and whether or not the costs have previously been billed.

Any funds remaining in the account after all associated processing activities have been completed shall be returned to the Financially Responsible Party.

Financially Responsible Party agrees to defend, indemnify, and hold harmless the City of Rohnert Park, its agents, officers, elected officials, employees, boards, and commissions 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 application 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, elected officials, employees, boards, and commissions. If for any reason, any portion of this indemnification is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the indemnification shall remain in full force and effect.

I have read and agree with all of the above.

Signature of Financially Responsible Party _____ **Date** _____

vi 2013-02-11