

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.