



Zoning and Land Use Application

Development Services
Planning Division
130 Avram Avenue
Rohnert Park, CA 94928
(707) 588-2236 information
(707) 794-9242 fax
www.rpcity.org website

For Staff Use Only
(Date Stamp)

File No. _____
Total Deposit/Fee _____
Finance Account Code _____
Received by _____

APPLICANT: 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 Development (Final) | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Area Plan | <input type="checkbox"/> Sign Review/Sign Program | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Environmental Review | <input type="checkbox"/> Site Plan & Arch. Review | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Planned Develop (Preliminary) | <input type="checkbox"/> Specific Plan Amendment | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Other: _____ | | |

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 _____

OWNER INFORMATION - 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 _____

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.

ZONING AND LAND USE APPLICATION

- Completed Permit Application Form, Disclosure Form, Indemnification Agreement and Reimbursement Obligation
- Signature of Property Owner and Applicant on Page 1 of the Application Form
- Application Fee/Deposit

PLAN PREPARATION GUIDELINES

- ALL PLANS MUST BE 11 X 17**
- One set of 24 x 36 is required for Site Plan & Arch Review/Tentative Map/Specific Plan/Planned Development applications
- Required number of drawings as follows: * **If Council review is necessary, please submit and additional 5 sets**
 - Conditional Use Permit, Variance, Rezone, General Plan Amendment 12 Sets*
 - Site Plan and Architectural Review, CEQA Initial Study, 12 Sets*
 - Tentative Map, Tentative Parcel Map, Lot Line Adjustment 12 Sets*
 - Sign Program, Sign Review 12 Sets*
 - Specific Plan, Specific Plan Amendment, Zoning Text Amendment 12 Sets*
 - Temporary Use Permit, Zoning Admin Permit, Certificate of Compliance 6 Sets*

Planned Developments and Specific Plans require additional/separate information – Please contact a Planner for required submittals.

SITE PLAN - SCALE - Residential - 1"=10' or 1"=20', Comm/Ind - 1" = 20' or 1" =40'

- 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. Commercial, Residential and Industrial projects shall include floor area ratio (FAR) and lot coverage calculations.
- Property lines: All existing property lines, topography, and all existing easements.
- Structures: Location and dimensions, including open stairways and other projections from the exterior building walls, existing and proposed fencing, fire hydrants, trash enclosures.
- Use: Existing and proposed uses of the site and/or structures.
- Yards: Distances between exterior walls of structures and between such walls and property lines
- Traffic circulation: Completely dimensioned parking layout, including dimensions of internal driveways, aisles, numbers of parking stalls and loading spaces, pedestrian walkways, and vehicle ingress and egress to site.
- Drainage Facilities: Location, type and number, if applicable.
- Lighting: Industrial, commercial and large scale residential – location, design, size, lighting type and wattage.
- Utilities: Type/location; easement locations may be requested; water availability/fire suppression study, if applicable.
- Landscaping: Location of all existing 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. Arborist report, if applicable.

ELEVATIONS - SCALE – Residential – ¼" = 1.0' or 1/8" = 1.0', Comm/Ind – ¼" = 1.0' or 1/8" = 1.0'

- All principal 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, downspouts, 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.
- Type and color of roof and exterior materials. **MUST PROVIDE COLOR AND MATERIAL SAMPLE BOARD.**
- 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.

OTHER:

Electronic Version of Plan Set and all supporting documents (PDF or flash drive is acceptable)

