

***Deposit** – Deposit accounts are established to secure services. As work is performed on a project, data relative to staff and hours worked is compiled and the applicant is billed. Applicants are billed periodically for services performed and any remaining deposit at project completion is returned.

**For More
Information**

For further information regarding Site Plan and Architectural Review or other land use regulations, please contact City of Rohnert Park Development Services at (707) 588-2236

We hope you find this brochure a convenient and timely source of information about Rohnert Park land use regulations. Be sure to also visit the City's Website:

www.rpcity.org

For useful information about other city services and events taking place in Rohnert Park



City of Rohnert Park

130 Avram Avenue
Rohnert Park, CA 94928

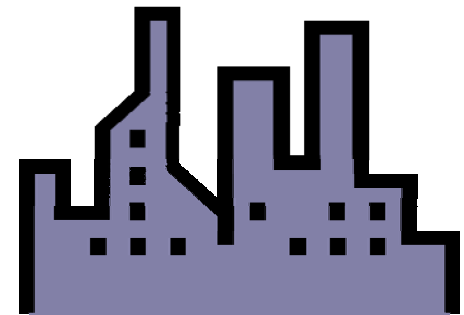
Phone: 707/588-2236
Fax: 707/794-9242

E-mail: planning@rpcity.org

City of Rohnert Park

**SITE PLAN AND
ARCHITECTURAL
REVIEW**

130 Avram Avenue
Rohnert Park, CA 94928



E-mail: planning@rpcity.org

Site Plan & Architectural Review

All development projects involving either new building construction and/or the significant remodeling of existing structures require Site Plan and Architectural Review. The intent of this review is to ensure that new and remodeled projects will fit in well with and not detract from their surroundings. Project applications are submitted to the Planning Department and, if considered minor, they may be approved administratively. The Planning Commission generally reviews applications for larger projects requiring Site Plan and Architectural Review.

Review Process

Applicants are encouraged to meet with Staff prior to submitting a formal Site Plan and Architectural Review application. This pre-application meeting allows the applicant to discuss the proposal with Staff and to learn of any initial changes that may be required of the project. Based on Staff's comments, the applicant may modify the plan accordingly prior to formal submittal of the Site Plan and Architectural Review application. The pre-application meeting will also allow Staff to determine if the application will require Planning Commission approval.

Once the formal application is submitted, Staff has 30 days in which to determine if all required materials and information has been



received. If the application is incomplete, Staff will advise the applicant of the additional items required. If the application is judged complete, the City's Technical Review Committee (TRC) will have the opportunity to review the proposal. Among the items reviewed will be building appearance, materials and colors, compatibility with adjoining properties, compliance with setbacks, lot coverage, and other standards, and other design and site plan issues. An environmental review may also be required and appropriate documentation would be prepared.

Staff then provides a written recommendation on the project to the Planning Commission, which considers the application at a public meeting. Based on the staff recommendation and input from any other interested parties, the Planning Commission may approve or deny the application, and may impose various conditions of project approval related to design, location, construction, and other factors.

Following the Planning Commission's decision, there is a ten- (10) working day period during which either the applicant or any interested party may file an appeal of the decision. Appeals of Site Plan and Architectural Review decisions are heard by the City Council.

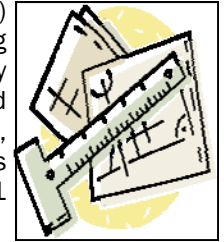
If a Site Plan and Architectural Review is approved and no appeal is filed within ten (10) days, the application may proceed to the building permit stage.

Submittal Requirements

The following items are required for a completed Site Plan and Architectural Review application:

Application Form: (1 copy) - Completed application form. Property owner signatures must be included.

Plot Plan: (12 copies) Drawn to scale, showing dimensions, property lines, existing and proposed buildings, parking, driveways, signs and landscaping. (1 copy must be colored).



Elevations: (12 copies) Drawn to scale showing all four sides of all buildings and types of materials and color schemes. (1 copy must be colored).

Floor Plan: (12 copies) Drawn to scale showing layout of existing and proposed floor space including use of rooms.

Photographs: (1 copy) Showing the site and surrounding development for display.

Signs: (12 copies) Drawn to scale, showing size, type, design and location of all attached and detached signs.

A sample board showing color scheme and type of materials to be used on the building is required for new construction only.

Once a project is submitted and deemed complete, the applicant will be notified of the date the application will appear before the Planning Commission.

Fees

*Deposit

\$1280.00*	Residential—2+ Units
\$1569.00*	Commercial/Industrial (Existing Footprint—Remodel)
\$1270.00*	Commercial/Industrial (New Structure)
Deposit*	Commercial/Industrial Expansion of Footprint (amount determined by staff)