



## FINAL DESIGN REVIEW APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form).
- Completed **Planning Permit Application**.
- Preliminary Title Report(s)**. A current title report (within the last 90 days). Detailed ownership must be provided, including a full listing of all “et al” owners.
- Final Design Description**. This should be a detailed written description of the updates made to the project in response to the Preliminary Design process, including responses or corrections to all comments, and fulfillment of Conditions of Approval. Indicate plan set page where each response or update may be found.
- Updated Site Grading and Drainage Plan**.
- Updated Architectural Plans and Elevations** showing:
  1. All elevations of all structures
  2. Type and color of exterior siding materials and roof
  3. All mechanical equipment, exterior lights, trash enclosures, and other exterior structures
  4. Proposed fencing and walls
  5. A cross-section for each structure showing the location of natural grade underneath the structure; the building’s height must be identified on the cross-section.
  6. Exterior site furniture
  7. Proposed signage
- Woonerf Plans and Elevations** (if applicable) showing all required woonerf standards per CMC Section 17.36.100(F).
- Updated Landscape Plans, Tree Protection, and Irrigation Plans**. Show location, species, common name, and size of plants to be planted. Landscaping should be compliant with the Water-Efficient Landscaping Ordinance (WELO) in Chapter 17.34 of the Cotati Municipal Code. A detailed irrigation plan must be provided. Locate and identify all existing trees by species, common name, and size (diameter at 54” above grade) on the project site and any nearby trees on adjacent parcels, and show driplines. All existing trees not proposed to be removed must be shown to be protected during all ground-disturbing and construction activities. Protection measures should be reflected in the landscape plans and included in the Grading Plan submittal. A tree removal permit and/or an arborist report may be required.
- Updated Lighting Plans**. Provide a photometric site plan along with one cut sheet for each light fixture proposed for the building(s) and the site.
- Updated Parking Plan**. Identify the total square footage and dimensions of all proposed parking areas, including overflow parking areas and the size, number, and type of parking spaces (include bicycle parking, accessible vehicle parking, and electric vehicle charging stations) and the type of surface proposed. Compliance with all Parking Regulations (CMC

Chapter 17.36) must be shown on Parking Plan. Include a calculation table that identifies the number of required parking spaces and the number of spaces provided. Parking lot layouts must conform to the dimensions shown in the Off-Street Parking Design Standards. Compliance with accessibility requirements of the California Building Code is required. The Parking Plan must meet the minimum standards for the Site Plan.

- Updated Materials and Colors.** Provide color photographs of roof, siding, trim, and window materials. Include proposed paint and finish as appropriate.
- Photographs.** Provide photographs of the site and surrounding area including views from appropriate public road locations from which the proposed project may be visible. Label photographs with the direction in which the view was taken.
- Low-Impact Development (LID) Requirements.** Complete a Low-Impact Development Determination worksheet to determine if the project is subject to LID requirements. The City uses the [City of Santa Rosa's worksheet](#).
- Filing fee. Filing fee.** See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.