



HILLSIDE DEVELOPMENT 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**.
- Project Description**, including the following:
 - a. How the proposed project complies with the standards of CMC Chapter 17.53 Hillside Development and all other applicable provisions of the City's Land Use code;
 - b. How the proposed project is consistent with the City's General Plan and any applicable specific plan;
 - c. How the design, location, and size of proposed structures and/or additions or alterations to existing structures will be compatible with adjacent existing and anticipated future development, in terms of aesthetics, character, scale, and view protection;
 - d. How the design and placement of proposed structures will minimize their visibility from off the site and reinforce the appearance of the site as more of an open hillside than an intensively developed property, to the maximum extent feasible; and
 - e. How the placement of proposed structures on the site avoids slopes over ten percent to the maximum extent feasible.
- Topographic Map** covering the entire site and areas on surrounding parcels within fifty feet of the site boundary. The topographic map shall be prepared with a contour interval of two feet, which shall also identify the proposed building site, and **all areas of the site with slopes of ten percent or less**, all areas of the site **with slopes that are more than ten percent but no more than fifteen percent**, all areas of the **site slopes that are more than fifteen percent but less than twenty percent**, and all areas of the site with slopes of twenty percent or more.
- Floor Plans**. Floor plans are used to show the interior spaces in the building(s). A separate floor plan must be submitted for each floor. All submitted plans must be at least 1/8" = 1' scale or greater, fully dimensioned and include the following information:
 - a. Existing & proposed layout
 - b. Room locations
 - c. Room sizes
 - d. Label uses for all rooms
 - e. Location of all doors and windows
 - f. North arrow
 - g. Scale
 - h. Total building square footage

- Preliminary Architectural Plans and Elevations.** Structural plans are not required until application is made for building permits. Plans must show:
 - a. All elevations of all structures, clearly depicting architectural style and design.
 - b. Materials, finishes, and colors for all buildings and structures, including walls, roofs, fences, and other site features. If the site is located in a visually sensitive area, visual simulation may be required.
 - c. All mechanical equipment, exterior lights, trash enclosures, and other exterior structures
 - d. Proposed fencing and walls.
 - e. 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.

- Cross section drawings** of site and all existing and proposed structures.

- Preliminary geotechnical report** that identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity. Depending upon the site characteristics and project design, a final geotechnical report may be required.

- Visual Analysis.** (Not required for single family dwellings. Check with CD staff to determine the required elements)

- 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](#).

- Environmental Overview Form.** Check with Community Development staff to determine whether this form is required. The [Environmental Overview Form](#) is available on the City's website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources, geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant's expense, as well as environmental impact analyses.**

- Filing fee.** See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.