



LIMITED TERM PERMIT 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**. This should be a detailed written description of the proposed limited term use, activity, or event. The required elements of the project description are:
 - a. Describe the **proposed use, activity, or event**, including:
 - i. The business(es) or organizations involved.
 - ii. Days and hours of operation.
 - iii. Whether the event is private or public.
 - iv. Whether music or other noise-generating activities are proposed.
 - v. Whether alcohol sales are proposed.
 - vi. Security measures to be employed.
 - vii. The number of employees and/or attendees as anticipated.
 - viii. Any other relevant information.
 - b. Describe the **project location**, including size of property and whether the property is privately or publicly owned.
 - c. Discuss the proposed **access, traffic circulation, and parking**, including whether public street closures are proposed.
 - d. Describe the **solid waste disposal** plan, and prioritize opportunities for source separation, recycling, reuse, composting, and minimization of waste.
 - e. Measures for **removal** of the use/activity and **restoration** of the site to its previous condition (A deposit to ensure this occurs may be required).
- Site Plan** showing existing structures and features, any proposed temporary features or structures for this use, electricity or water use, access and circulation, parking, street closures (if proposed), accessible path of travel to use/event, and accessible path of travel to existing structures, features, and public rights-of-way during the use/event. The Site Plan must include dimensions and labels, and may be hand-drawn.
- Neighborhood Context Map** showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow.
- Floor Plan**, if use will be indoors, showing existing layout and proposed temporary features for limited term use. The floor plan must include dimensions and labels, and may be hand-drawn.

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