



USE PERMIT APPLICATION CHECKLIST

Regular

Minor

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 current and proposed uses of the property(ies). A thorough, detailed, and quantified project description is required for a complete application and will facilitate the permitting process and reduce processing timelines. The required elements of the proposal statement include:
 - a. Describe the **proposed use**, including the proposed business, days and hours of operation, number of employees, use of outdoor areas, trip generation (all vehicles), and any anticipated ambient noises the use will create.
 - b. Describe the **project location**, size of the parcel, general topography and slope, existing land uses, and vegetation on the site and in the surrounding area.
- Site Plan** meeting the requirements below. Preparation of the required site plan by a draftsman, architect, landscape architect, or engineer is strongly recommended. If the existing site is to be significantly modified by the proposed project (i.e., removal of existing buildings, extensive grading, and removal of vegetation), both an existing site plan and a proposed site plan should be submitted.
 - a. **Minimum Standards**. All site plans must meet general architectural or engineering standards and be legible and drawn to scale, including a bar scale. Aerial photos will not be accepted in lieu of the standard Site Plan, but can provide useful information to assist in preparing the site plan. All site plans must include a bar scale, north arrow, project name/applicant, name of preparer, date prepared, and date of last revision.
 - b. **Existing Structures**. Show and label the use of all existing structures and outdoor use areas including pool/spa, patios, parking areas, accessory structures, fences, and retaining walls. Show dimensions of all existing structures and outdoor use areas, their total square footage and distance to all property lines. Address and size (in square feet) for each structure must be included with the label for each structure, where applicable. Identify existing roads, driveways, waterways, drainage features, septic systems including expansion areas, sub drains, wells and underground utilities. Property lines and dimensions supplied by the applicant are for representational purposes only and do not constitute an approval of the location by the City. While not required, it is the Owner's responsibility to have property lines surveyed.

- c. **Easements, Building Envelopes, and Covenants.** Accurately show the location and extent of any easements and their purpose, building envelopes, deed restrictions, agreements, and Covenants, Conditions and Restrictions (CC&Rs) that affect the property. Building envelopes can often be found on the Final Maps of subdivisions (available at the City). If no building envelopes are shown, or the property was not created by subdivision, the building envelopes are the required setbacks found in the zoning code for each zoning district. Easements can be found on a title report or by researching records at the County Recorder's office or a title company.

- d. **Proposed Uses, Structures, and Improvements.** Identify all proposed uses, structures and improvements and differentiate proposed from existing by using different sheets or line weights. Include outdoor use areas such as storage areas, patios, parking areas, accessory structures, pools/spas, fences, retaining walls, and solid waste disposal areas including sufficient space for trash, recycling, and organic waste receptacles. Show dimensions of all proposed structures and use areas, their total square footage, distance to property lines, setbacks to septic systems, creeks, wells and other structures as applicable. Identify all proposed improvements including driveways, turnarounds, turnouts, areas to be graded, drainage features, power poles, and underground utilities. Indicate the proposed onsite circulation pattern for all modes, consistent with the City's Active Transportation Plan. Identify the types and total number of parking spaces for vehicles, bicycles, and electric vehicle charging stations, including accessible spaces, the accessible path of travel if the use is public, and proposed type of surface proposed for parking areas. Provide a calculation table that identifies the number of required parking spaces and the number of spaces provided. Include the location, size, dimensions, and type of all utilities proposed to serve the site (new development only). Provide details regarding the type and extent of construction required, the construction methods (extent of grading, quantities of cuts and fills, location of any deposits or spoils) the duration and hours of construction, and the location of staging areas. Note if any blasting or pile driving is proposed.

- e. **Natural Features.** Location and names of both natural and man-made water courses and ponding areas, or areas of periodic inundation; including, but not limited to: creeks, streams, seasonal drainages, and wetlands. Location, species, and circumference at 54" above grade of any trees over 12" in circumference at that height.

- f. **Contours** (lines denoting elevation of terrain) are required for all planning permits involving grading or building construction.

- g. **Fire Department Access Standards.** Site plans must show the width of access roads to and around buildings and turnaround areas; turning radii for fire apparatus at all turns or curves in access roads (meeting the City standard minimum turning radius); and all other infrastructure for fire prevention and emergency. Any access gates must be set back at least 30 feet from the road.

- 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. Label uses for all rooms
- c. Location of all doors and windows
- d. North arrow
- e. Scale
- f. Total building square footage

Elevation Drawings must show:*

- a. All elevations of all structures
- b. Type and color of exterior siding materials and roof
- c. All mechanical equipment, exterior lights, trash enclosures, and other exterior structures
- d. Proposed fencing and walls

*Photos of the existing structures and site are acceptable if no new construction is proposed

Circulation Plan. Discuss the proposed **onsite circulation and the nearby circulation patterns**. Identify and provide widths of roadways or pathways and length of site access for vehicles, trucks, bicycles, and pedestrians. Indicate whether the site access is from a public roadway or private road easement. Clearly show the condition of the roadway and any potential issues with sight distance at driveway entrances. The Circulation Plan must meet the minimum standards for the Site Plan. A traffic impact analysis may be required.

Parking Plan. Identify 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 parking design standards in CMC Section 17.36.090. Compliance with accessibility requirements of the California Building Code is required. The Parking Plan must meet the minimum standards for the Site Plan.

Neighborhood Context Map showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is adequate.)

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.

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, upon project submittal.**

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