



PRELIMINARY 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.
- 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.**
 1. 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.
 2. Show dimensions of all existing structures and outdoor use areas, their total square footage and distance to all property lines.
 3. Address and size (in square feet) for each structure must be included with the label for each structure, where applicable.
 4. Identify existing roads, driveways, waterways, drainage features, septic systems including expansion areas, sub drains, wells, and underground utilities.
 5. 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.

1. Identify all proposed uses, structures and improvements and differentiate proposed from existing by using different sheets or line weights.
2. Include outdoor use areas such as storage areas, patios, parking areas, accessory structures, pools/spas, fences, retaining walls, solid waste disposal areas including sufficient space for trash, recycling, and organic waste receptacles, and woonerfs (multi-modal zones) if applicable per CMC Section 17.36.100(F).
3. 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.
4. Indicate the site coverage of all existing and proposed structures on the site, in total square feet and percentage of coverage.
5. Identify all proposed improvements including driveways, turnarounds, turnouts, areas to be graded, drainage features, power poles, and underground utilities.
6. Indicate the proposed onsite circulation pattern for all modes, consistent with the City's Active Transportation Plan.
7. 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.
8. Provide a calculation table that identifies the number of required parking spaces and the number of spaces provided.
9. Include the location, size, dimensions, and type of all utilities proposed to serve the site (new development only).
10. 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.

1. Indicate location and names of both natural and human-made water courses and ponding areas, or areas of periodic inundation, including, but not limited to: creeks, streams, seasonal drainages, and wetlands.
2. Indicate 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.

Preliminary Site Grading and Drainage Plan.

- ❑ **Preliminary Architectural Plans and Elevations.** Structural plans are not required until application is made for building permits. Plans for Preliminary Design Review 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.
 - f. If applicable per CMC Chapter 17.31, floor plans of residential buildings indicating location and unit type (square footage and number of bedrooms) for required inclusionary housing units, showing even dispersal of the inclusionary units throughout the project. Include a calculation table of the total number of proposed residential units and the total number of inclusionary residential units in the project, by unit type (number of bedrooms and square footage), to demonstrate that inclusionary units represent a proportional share of the total project unit types.
 - g. Elevations and cross-sections must show woonerfs (multi-modal zones) if applicable per CMC Section 17.36.100(F).

- ❑ **Preliminary Landscape Plans and Tree Protection.**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. A tree removal permit and/or an arborist report may be required.

- ❑ **Preliminary Lighting Plans.** Provide a photometric site plan along with one cut sheet for each light fixture proposed for the building(s) and the site.

- ❑ **Materials and Colors.** Provide color photographs of roof, siding, trim, and window materials. Include proposed paint and finish as appropriate.

- ❑ **Parking Management Plan.** (If applicable, for residential projects.) Provide a detailed written narrative describing how the proposed parking will be sufficient to meet the needs of the project's future residents and how the parking will be managed. Describe any proposed on-site management, parking space assignment, parking permits, signage, fees, or other measures that the property owner will employ to prevent impacts on the surrounding neighborhood.

- ❑ **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](#).
- 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.)
- Multifamily Objective Design Standards Checklist.** (If applicable, for residential projects.) Submit the completed checklist indicating project's compliance with CMC Chapter 17.39 Objective Design Standards.
- 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.**
- Inclusionary Housing Plan.** (If applicable) Provide a written narrative per CMC Section 17.31.070(B).
- Filing fee.** See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.

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