



## Streamlined Housing Development Senate Bill 35 Application Packet

Senate Bill 35 (SB 35) became effective on January 1, 2018. It enacted Government Code Section 65913.4 to require cities and counties to use a streamlined ministerial review process for qualifying multifamily housing developments that comply with the jurisdiction's objective planning standards, provide specified levels of affordable housing, and meet other specific requirements.

### SUBMITTAL REQUIREMENTS

If an application qualifies under the Senate Bill 35 Eligibility Checklist, the following information and materials listed on the attached SB 35 Application Checklist are required for a complete application. The Planning Division will determine if the project is eligible for streamlined approval within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. If the Planning Division denies the application as incomplete or ineligible for SB 35, the applicant may revise the project to comply with SB 35 and resubmit the application, subject to the same timeline for review. Once the application is accepted for review under SB 35, the Planning and Economic Development Department will approve or deny the project within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for larger projects.

### Project Site Information:

Project Name: \_\_\_\_\_

Zoning: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Site Address(es): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Total Property size in acres: \_\_\_\_\_

### Applicant Information:

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Application Representative Information (if different from applicant):

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Information:** \*Property Owner Signature Required Below

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project Information:**

<p><b>Is the project seeking a density bonus or any concession, waiver, or reduction of parking standards under state Density Bonus Law?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Type of Multifamily Housing Development Proposed:</b> <input type="checkbox"/> Multifamily rental; residential only with no proposed subdivision. <input type="checkbox"/> Multifamily residential with proposed subdivision (must qualify for exception to subdivision exclusion) <input type="checkbox"/> Mixed-use (at least 2/3 of square footage must be designated for residential. If a subdivision is included, must qualify for exception to subdivision exclusion.)</p>
<p><b>Number of Parking Spaces Proposed: _____</b></p> <ul style="list-style-type: none"><li>• Is the site within an architecturally and historically significant historic district? Yes <input type="checkbox"/> No <input type="checkbox"/></li><li>• Are on-street parking permits required but not offered to project occupants? Yes No</li><li>• Is the development located within one-half mile of public transit as defined by Section 102(r) of the HCD Guidelines? Yes No</li><li>• Is there a car share vehicle as defined by Section 102(d) within one block of the development? Yes No</li></ul>
<p><b>Does the project propose more than 10 units? Yes No</b></p> <ul style="list-style-type: none"><li>• Has the applicant certified compliance with affordability requirements? Yes No n/a</li><li>• Has the applicant certified compliance with prevailing wage requirements? Yes No n/a</li></ul>
<p><b>Does the project propose 75 units or more? Yes No</b></p> <ul style="list-style-type: none"><li>• Has the applicant certified compliance with skilled and trained workforce requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> n/a</li></ul>

<p><b>Does the project involve a subdivision of land?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Is the project financed with low-income housing tax credits? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>• Has the applicant certified compliance with prevailing wage requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></li> <li>• Has the applicant certified compliance with skilled and trained workforce requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></li> </ul>
<p><b>Has the applicant certified that the project site has not contained any housing occupied by tenants within the past 10 years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Is the project site within a very high fire hazard severity zone?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Are there adopted fire hazard mitigation measures applicable to the development? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>
<p><b>Is the project site a hazardous waste site?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Has the applicant provided evidence that the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses? Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></li> </ul>
<p><b>Is the project site within a delineated earthquake fault zone?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Does the development comply with applicable seismic protection building code standards? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>
<p><b>Is the project site habitat for protected species, identified in an adopted natural community conservation plan, or under a conservation easement?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Does the project funding source include public funds?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**PROPERTY OWNER'S CONSENT** – I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

**PROPERTY OWNER'S SIGNATURE** \_\_\_\_\_



**INDEMNIFICATION AGREEMENT**

File No: \_\_\_\_\_

Project Name and Address: \_\_\_\_\_

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Santa Rosa, its agents, officers, councilmembers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The city of Santa Rosa shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney’s fees incurred by the City Attorney or the City’s outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

\_\_\_\_\_

Applicant (please print name)

\_\_\_\_\_

Applicant (please sign name)

**ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS UNACCEPTABLE**

The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

\_\_\_\_\_

Applicant (please print name)

\_\_\_\_\_

Applicant (please sign name)

**COPYRIGHT MATERIALS RELEASE**

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Santa Rosa hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application.

Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ENGINEER /SURVEYOR'S SIGNATURE** \_\_\_\_\_

Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ARCHITECT/DESIGNER'S SIGNATURE** \_\_\_\_\_

Landscape Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**LANDSCAPE ARCHITECT/DESIGNER SIGNATURE** \_\_\_\_\_



**Streamlined Housing Development  
Certificate for Compliance with Eligibility Requirements**

\_\_\_\_\_  
Date

I, \_\_\_\_\_, do hereby certify and declare as follows:

The subject property is located at (address and assessor's parcel number):

\_\_\_\_\_  
Assessor's Parcel Number

\_\_\_\_\_  
Address

- a. I am a duly authorized officer or owner of the subject property.
- b. The property owner agrees to comply with the applicable affordable housing dedication requirements established under Government Code section 65913.4(a)(4).
- c. The property owner agrees to comply with the applicable prevailing wage requirements established under Government Code section 65913.4(a)(8)(A).
- d. The property owner agrees to comply with the applicable skilled and trained workforce requirements established under Government Code section 65913.4(a)(8)(B).
- e. The property owner certifies that the project site has not contained any housing occupied by tenants within 10 years prior to the date written above.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed on this day in:

_____	_____
Location	Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print), Title



**CITY OF SANTA ROSA PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Streamlined Housing Development Senate Bill 35**  
**Application Checklist**

**SUBMITTAL REQUIREMENTS.** Each of the following materials and/or plans are required for a complete application.

**REQUIRED MATERIALS – 1 COPY OF EACH UNLESS OTHERWISE INDICATED BELOW**

**APPLICATION.** One completed SB35 Application Packet.

**COMPLETION OF PRE-APPLICATION MEETING.** A pre-application meeting with City staff to review the submittal requirements in the application checklist and the conceptual design (details available at [srcity.org/preapp](http://srcity.org/preapp)).

**FILING FEE.** See current Fee Schedule.

**CERTIFICATE FOR COMPLIANCE WITH ELIGIBILITY REQUIREMENTS.** The property owner or the owner's authorized agent must certify under penalty of perjury that certain threshold eligibility criteria are satisfied to qualify for this streamlined program.

**PROJECT DESCRIPTION (10 COPIES).** A narrative that summarizes the proposed project, and any relevant details including on-sit operations, parking specifics, amenities, etc. Please include a discussion of the project site context, including what existing uses, if any, adjoin the project site.

**STATEMENT OF DESIGN INTENT.** Describe the design program, the designer's approach, and how the architectural, landscape and other elements have been integrated in compliance with the City's objective standards. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objectives, pedestrian circulation, outdoor-use areas, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences.

**STATEMENT OF CONSISTENCY WITH OBJECTIVE STANDARDS.** Describe how the proposed project is consistent with all objective zoning and design review standards to the project site, including those standards included in the General Plan, Santa Rosa Municipal Code, the Downtown Station Area Specific Plan, the North Santa Rosa Station Area specific Plan, the Roseland Area/Sebastopol Road Specific Plan, Design and Construction Standards associated with the installation of public improvements and other applicable City documents. At a minimum, define how the project complies with use requirements, density, setbacks, height standards, lot coverage ratios, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, storm water requirements, and common open space, and private useable open space requirements.

**COLOR AND MATERIALS BOARD.** Samples of materials and color palette representative of actual materials/colors for all buildings and structures. Displays should be no larger than 8-1/2" x 14", except where actual material samples are presented.

**TITLE REPORT (3 COPIES).** Prepared within the past three months. Submit copies of all existing easements and maps and other recorded documents for review. An electronically linked document from the title company is preferred.

**ARBORIST REPORT (3 COPIES).** Prepared by an ISA Certified Arborist regarding all trees on the project site, and any on an adjacent property that might be affected by the proposed development. Describe the condition of all trees to be removed/disturbed, provide a statement of specific reasons for the proposed removal and include all necessary methods to protect trees to be preserved. Plans should be drawn at a 1"=20' scale, showing accurate trunk location and drip line for all existing trees on the site and adjacent to the site with a trunk diameter of 6" or greater (measured at 4-1/2' above grade). For each tree, specify the species, and size (circumference or diameter noted). All tree protection methods that are required in the arborist report shall be included on the construction plans.

**HYDROLOGY AND HYDRAULICS REPORT OR STUDY (2 COPIES).** Analysis by a Civil Engineer regarding the sizing of proposed storm water facilities to Sonoma County Water Agency Standards (SCWA), and the review of whether adequate capacity of the downstream outfall facilities closest to the project site exists or were designed to take the storm water run-off volume for the project after development.

**STORM WATER DETERMINATION WORKSHEET (2 COPIES).** A calculation sheet for impervious surfaces of the project with a signed statement from the owner, determining whether permanent BMPs are required to be installed onsite. If the Storm Water Determination Worksheet indicates the project is installing over 10,000 sq. ft. of new or replaced impervious surfaces, a SUSMP Plan and Report, described below, is required. Provide the following information to determine if the project meets this threshold:

- Site size in sq. ft.
- Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in sq. ft., call out surface types such as asphalt, concrete, landscape, permeable pavers etc. on the plans.
- Impervious surface area created, added or replaced in sq. ft.
- Total impervious surface area in sq. ft.
- Percent increase/replacement of impervious surface area (new impervious surface area in sq. ft./existing impervious surface area in sq. ft. multiplied by 100).
- Estimated area in sq. ft. of land disturbance during construction (including clearing, grading or excavating)

**SUSMP PLAN AND REPORT (2 COPIES).** If required by the Checklist referenced above, the Final Storm Water Mitigation Plan and Report should follow the City's specific report format, shown on the Low Impact Development webpage. A plan showing the tributary area to each BMP device with its location, City's storm water calculator sheets for sizing each BMP, the BMP inspection checklist and BMP Selection Table and City construction details, etc. per the City' MS4 permit requirements, should be included. See the City's [website](#) for the Storm Water Manual; SUSMP Report format (shown on the 7/1/2010-5/2/2017 tab), and Storm Water Calculator.

- **SUSMP MAINTENANCE DECLARATION FORM** shall be submitted within the SUSMP report.

**PROJECT VALUATION.** A cost summary prepared from the project Architect or Civil Engineer with the estimated project costs, including on and offsite improvement costs and tenant improvement costs for both design and construction.



**TRAFFIC IMPACT LETTER < 50 trips Peak Hour Volume and or TRAFFIC IMPACT STUDY > 50 trips Peak Hour Volume – (3 COPIES).** Please be advised, a project located on an arterial street may require a Traffic Impact Study even if it does not meet the 50 PHV threshold. A specific project analysis prepared, sealed and signed by a Registered Traffic Engineer is required. Please consult with City Traffic Division for guidelines, guidance and area specifics.

**AFFORDABILITY.** Provide certification that the project will meet the affordability requirements under Government Code Section 65913.4(a)(3). Affordability Agreement with the City of Santa Rosa will be recorded prior to issuance of the Building Permit.

**REQUIRED PLANS - (PLEASE PROVIDE 10 SETS OF 11"X17", AND 2 FULL SIZE SETS (24"X36") - PLANS MUST BE COLLATED INTO COMPLETE SETS)**

**DEVELOPMENT PLAN SETS.** The following plans shall comprise the development plan set:

**TITLE SHEET.** Including project name, location map, address, assessor's parcel numbers, current project numbers, prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared.

**SITE PLAN.** Prepared by a licensed Civil Engineer, drawn at 1" = 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:

- Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.
- Table with the following information:
  - General Plan and Zoning designations.
  - Size of property including gross & net lot area (square feet and acres).
  - For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
  - For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper stories or levels in a multistory building) and total building area.
  - Percent lot coverage, percent of net lot area covered by buildings (total ground floor area of all buildings divided by net lot area).
  - Percentage of net lot area devoted landscaping, common open space and private useable open space.
  - Parking requirements under Government Code section 65913.4(d) and tabulation of the number of parking spaces proposed by type (standard, universal, compact and handicapped) and proposed parking ratios.
  - Bicycle and motorcycle parking
- Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels.
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory

- structures including garages and sheds, mailboxes, and trash enclosures. Label all structures and indicate the structures to remain and the structures to be removed.
- Dimensions of setbacks from property lines and between structures.
  - Location, dimension and purpose (i.e. water, sewer, storm drain, public access, public utility, private easements etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records). No private improvements or structures shall be built within the easement limits onsite including roofs, footings, foundations, fences, walls, BMPs, parking lots or any other structures that could infringe on their use. Indicate if sidewalks are outside of the ROW then dedicate a public access easement over the sidewalks. If pedestrian ramps are outside of the ROW, then dedicate ROW over the ramps.
  - Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication and/or Public Utility dedications. All frontage improvements and proposed street widths are determined by the City Code, The General Plan street designation for classification and the City Design and Construction Standards plates 200E to 200J. The minimum street standard width is a Standard Minor Street per standard plate 200E. Show all existing and proposed improvements including bike lanes, parking lanes, Landscape planters, center left/right turn lanes, Pedestrian access ramps, Pedestrian crossings, bus stops, bus turn outs, bus shelters, traffic signal poles and traffic signs. Show line of sight and vision Triangles for all intersections and driveways based on current City of Santa Rosa standards and Caltrans speed tables.
  - Public Right of Way (ROW) and Public Utility Easements (PUE) shall be shown consistent with the City's General Plan and various Specific Plans. Plot and dimension the existing and proposed half street ROW and PUE width dimensions along each street that fronts on the project. No private improvements or structures shall be built within the PUE limits onsite including roof overhangs, footings, foundations, fences, walls, BMPs, parking lots or any other structures.
  - Existing topography as prepared by a California Land surveyor or Civil Engineer and proposed grading extending 50-feet beyond the property at 1-foot contour intervals for slopes up to 5% and less than 5feet in height; and contour intervals of 5feet for slopes over 5% or greater than 5feet in height. Include spot elevations, pad elevations, percent slope and show all retaining walls with TOW/BOW elevations. Indicate areas of special interest/protection including rock out cropping, wetlands and protected redwood trees, heritage oaks.
  - Drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations, earth swales or concentrated flows.

- Location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, electroliers, street lights, lighting fixtures, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, traffic signal poles, underground conduit for signals and interconnect, and traffic signal pull boxes, signal cabinets, service cabinets, and other related facilities.
- Location and dimensions of parking spaces, back-up, loading areas, and circulation patterns. Show a dimension of minimum 20-feet wide clear travel lanes in the parking lot for fire truck circulation. At a 90-degree turn, truck turning radius would require a 40-foot radius at the outside curb return edge and a minimum 20-foot radius at the inside curb return or as directed by the Fire Department.
- Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 6" or greater, at 1" = 20' scale, indicating species, size (circumference or diameter noted) measured at 4-1/2' above grade, and base elevation. Trunk locations and the drip line shall be accurately plotted.
- Location of all natural features such as creeks, ponds, drainage swales, wetlands (as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)), etc., extending 50-feet beyond the property line to show the relationship with the proposed development. If the site is adjacent to an existing creek, then plot the creek protection setback line from the existing top of bank per City zoning code 20-30.040, typically a 30-feet to 50-feet no building zone. If no top of bank is identifiable then the set back is based on actual surveyed field data and creek cross-sections as developed by a Civil Engineer or Land Surveyor per the City code section. Provide creek cross-sections with high water elevations plotted every 25-foot minimum perpendicular to the creek bank and calculate the setback line per City code. Show the setback line on the plan set.
- Location on the site of any prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by Santa Rosa voters.
- If any parcel is within a FEMA defined 100-year floodplain or floodway:
- Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations (set one foot minimum above the BFE) for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to be submitted from a Civil Engineer to determine the BFE, and the structure's proposed finish floor prior to deeming the application complete.

- Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100-year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map (FIRM), the extent of Zone A shall be clearly drawn on the tentative map and the 100-year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the “Flood Boundary and Floodway Map” published by the Federal Emergency Management Agency. Place the FIRM Map panel number and FIRM map effective date on the cover sheet.

**CONTEXTUAL PLAN.** Use topographic or aerial map as base. Show the relationship of the project to the building and site features within 50 feet. The plan shall include:

- Building footprints, pad elevations and building height.
- Land use and zoning designation on all lots.
- Property lines and dimensions of the subject site and adjacent properties showing all existing and proposed easements of record including utility, storm drain, access, roadway, EVA easements.
- Location of streets, medians, curb cuts, sidewalks, driveways, and parking areas.
- Location of all creeks, waterways and trees.
- Vicinity map indicating site in relation to major streets.

**BUILDING ELEVATIONS.** Plans shall be drawn by a licensed Architect at  $1/8" = 1'$  minimum scale; dimensioned vertically and horizontally with sample representations at  $1/4" = 1'$  scale for detail areas. Elevations should not include superimposed landscaping and trees that hide the buildings. The plans shall include:

- Fully dimensioned elevations for buildings identifying materials, details and features include visible rooftop equipment, plumbing, electrical meters and method of concealment.
- All four sides of buildings.
- Vertical dimensions from all points above existing and finished grade on all elevations.
- Topography with existing and proposed grades accurately represented to show building height to show the relationship of the building to the site and adjacent properties.
- Location, height and design of rooftop mechanical equipment and proposed screening. Provide a section detail showing height of equipment in relation to the height of the proposed screen structure.
- Elevations and dimensions for existing structures to remain.
- Location and type of building mounted exterior lighting.
- Detailed building sections showing depth of reveals, projections, recesses, etc.
- Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
- Details including materials and dimensions of door and window treatments, railings, stairways, handicap ramps, trim, fascia, soffits, columns, fences, and other elements which affect the building. Provide wall sections at  $1/2" = 1'$  scale to clarify detailing as appropriate.

**FLOOR PLANS.** Plan shall be drawn by a licensed Architect at  $1/8" = 1'$  or larger scale.

**ROOF PLAN.** Plan shall be drawn by a licensed Architect at 1/8"= 1' or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.

**TRUE CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Site Plan.

**LANDSCAPE PLANS.** Plan shall be drawn at 1" = 20' or larger scale by a licensed Landscape Architect. The plan shall incorporate the proposed Grading and Utility Plan, showing the location of existing and proposed utility lines and utility structures screened back, but legible, and shall include the following:

- Final planting plan showing proposed trees, shrubs and shrub groupings, lawn, and groundcover areas, existing trees to be saved, storm water treatment areas, special paving, hardscape, and site furnishings. Include a landscape legend with a list of proposed plant materials (indicate both Latin and common name), including size, spacing, total quantities, ultimate height, and spread of materials. Trees shall be a minimum of 24-gallon size and shrubs a minimum of 5-gallon size. Accent or sub-shrubs may be 1- gallon in size. Larger trees may be required depending on project location, size, or other conditions.
- Size, species, trunk location, and canopy of all existing trees (6" in diameter or larger) on-site and on abutting property that could be affected by the project. Identify which trees will remain and trees to be removed. Any tree proposed as mitigation for the removal of a protected tree shall be identified as a replacement tree.
- Show accurate representation of plant materials within three years.
- Identify the location and screening of all above ground utilities and bioswales or other storm water treatment areas with 1:10 scale cross sections showing the planting within the bio-swales and screening of the utilities.
- Provide enlarged details (minimum of 1:10 scale) for focal points and accent areas.
- Location and details and/or manufacturers catalogue cuts of ground signs, walls, fences, paving, decorative planters, trellises, arbors, and other related site improvements.
- Color and materials submittal for all special paving, hardscape treatment, walls, landscape lighting, and site furnishings.
- The Landscape plan shall be coordinated and consistent with the Storm water Plan.
- Note signed and dated by project by Landscape Architect that plans are in compliance with all City standards.
- Landscape plans shall meet with the requirements of the Water Efficient Landscaping Ordinance (WELo) adopted by the City of Santa Rosa in compliance with State Law.

**FENCE PLAN.** Drawn at 1"=20' scale showing the location, height and type of all fences and walls. Locate fence and fence footings outside of ROW and PUEs and other easements.

**LIGHTING PLAN.** Location and type of exterior lighting, both fixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose.

**PHOTOMETRIC PLAN.** Show light levels based on proposed fixture types and locations.

**UTILITY PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale, with scale noted, showing the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets, fire hydrants, double detector check valve, fire department indicator and connection valve and fire mains. Indicate pipe size, pipe materials, pipe slope, and pipe inverts for gravity lines and Manhole/vault top of grate elevations. Proposed utilities shall be installed per the adopted City of Santa Rosa Design and Construction Manuals; and Fire, Water and Sewer Standards. Public main extensions shall be shown on the plans.

**GRADING PLAN.** A grade plan shall show existing topography and contour finish, cut and fill line, cut/fill quantity and limits of grading line. Plans where BMPs will be installed require a grade plan to be coordinated with the SWLID plan. A cross section analysis is required for hillside sites over 10%. Grading Plans shall include topographic elevations, drainage slope, drainage directional arrows, top of curb elevations, finish grade elevations, BMP devices placed at grading low points, high points or ridge elevations, top and toe of wall elevations, underground drainage pipes with pipe material, pipe slope, and pipe size identified, Pipe invert elevations and top of grate elevations, provisions for lot to lot drainage shown and typical grading details at the property lines. If the grading is over an acre, then provide a copy of the Storm water Pollution Prevention Plan (SWPPP) or if under an acre, provide an erosion control plan for use during construction.

**PHOTO-SIMULATIONS.** Digital photo-simulations of the site with and without the project, taken from various points off-site with the best visibility of the project. Include a key map showing the location where each photo was taken.

**PHOTOS.** Several photos of the project site and adjacent development.

**PLAN DETAILS.** Provide details including trash enclosure, utility structure screening, fences/walls, and screening of mechanical equipment.

**STREET LIGHTING AND TRAFFIC SIGNING AND STRIPING PLAN.** Provide Street Light location, stationing and standard call out, pull box location, conduit location, service point location, provide the call out for the street light standards. On and Off-site Traffic signing, and striping shall be per called out per CA. MUTCD standards. All onsite ADA signs and parking stalls shall be designed to current ADA standards with details shown on the building plans.

## REQUIREMENTS FOR ALL DEVELOPMENT PLANS.

All plans shall:

- Be prepared, signed and stamped by licensed professionals.
- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets.
- Be submitted in collated sets.
- Be numbered in proper sequence.

Please submit:

- 2 sets full size 24" x 36"
- 10 sets reduced to 11" x 17"