



APPLICATION
DESIGN REVIEW

Please Print or Type

ZONING ADMINISTRATOR (ZA) DESIGN REVIEW BOARD

File # _____ Quad _____

Related Files: _____

Department Use Only

LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	EXISTING ZONING
NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATION
APPLICANT NAME	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
APPLICANT ADDRESS	CITY STATE ZIP	EMAIL
APPLICANT REPRESENTATIVE	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
APPLICANT REPRESENTATIVE ADDRESS	CITY STATE ZIP	EMAIL
ARCHITECT OR DESIGNER NAME (SIGNATURE REQUIRED ON EXHIBIT A)	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
ARCHITECT OR DESIGNER ADDRESS	CITY STATE ZIP	EMAIL
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
PROPERTY OWNER ADDRESS	CITY STATE ZIP	EMAIL

PROJECT/BUSINESS DESCRIPTION – Describe in detail your proposed project – attach a separate sheet if necessary

SIZE OF PARCEL _____ SQ FT or _____ ACRES	EXISTING USE	PROPOSED USE
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> OFFICE <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER (Please describe)	
<input type="checkbox"/> EXISTING BUILDING/REOCCUPANCY	<input type="checkbox"/> EXISTING BUILDING/REOCCUPANCY	EXISTING
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> NEW CONSTRUCTION	PROPOSED ADDITION
# UNITS TOTAL % LOT COVERAGE	# BUILDINGS:	LIST EXISTING TENANTS
# BEDROOMS PER UNIT:	TOTAL SQ. FT.:	USE
# PARKING SPACES:	# PARKING SPACES:	SQ. FT.
TYPE OF UNIT:	# SEATS/CAPACITY:	
<input type="checkbox"/> SINGLE FAMILY DETACHED	% LOT COVERAGE:	
<input type="checkbox"/> SINGLE FAMILY ATTACHED	SQ. FT. EACH BUILDING (PLEASE LIST):	
<input type="checkbox"/> SECOND UNIT <input type="checkbox"/> MULTIFAMILY		
<input type="checkbox"/> DUPLEX <input type="checkbox"/> MOBILE HOME		

SUBMITTAL INFORMATION – THESE ITEMS MUST BE SUBMITTED FOR A COMPLETE APPLICATION UNLESS INITIALED BY A CITY PLANNER

10 Copies of SITE PLAN showing all dimensions*	VICINITY MAP with north arrow
10 Copies of FULLY DIMENSIONED EXISTING AND PROPOSED ELEVATIONS AND LANDSCAPE PLANS* (Photos may suffice for existing elevations) 9-11 X 17 and 1-full size	
<u>DISCLOSURE</u>	INDEMNIFICATION (BACK OF THIS SHEET)
10 Copies of FLOOR PLANS* 9-11 X 17 and 1-full size	10 Copies of SITE ANALYSIS MAP* (DRB only)
10 Copies of NEIGHBORHOOD CONTEXT MAP (DRB only)	Completed STORM WATER DETERMINATION WORKSHEET
10 Copies of DESIGN CONCEPT NARRATIVE (DRB only)	7-full size landscape plans
Completed and signed DESIGN REVIEW ATTACHMENT "A" (DRB only)	

THESE APPLICATIONS AND ATTACHMENTS MAY BE REQUIRED AS PART OF SUBMITTAL COMPLETENESS:

ENVIRONMENTAL ASSESSMENT
 CONDITIONAL USE PERMIT
 REZONING
 HILLSIDE DEVELOPMENT PERMIT

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 _____

APPLICATION	RECEIVED BY	DATE	FEE RECEIVED \$ _____
PUBLIC HEARING	<input type="checkbox"/> REQUIRED <input type="checkbox"/> EXEMPT	DATE	FEE RECEIVED \$ _____
ENVIRONMENTAL REVIEW	<input type="checkbox"/> REQUIRED <input type="checkbox"/> EXEMPT CLASS _____	DATE	FEE RECEIVED \$ _____



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 SUBMITTED TO THE CITY SHALL BE CONSIDERED PUBLIC RECORDS

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 pursuant to the CA Public Records Act 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 _____



APPLICATION DESIGN REVIEW CHECK LIST

ATTACHMENT A

SUBMITTAL INFORMATION

The City of Santa Rosa requires design review of all development with some exceptions for single family homes. The City Council adopted Design Guidelines to establish criteria for designers, architects, engineers, developers, property owners, City staff, and City Boards and Commissions to ensure that development achieves the City goal of “**Superior Design**”. The purpose of this checklist is to provide information to help you and the City ensure compliance with the adopted Design Guidelines and to expedite review of your project. This Checklist is a further explanation of the “Submittal Information” included on the City application forms. The Design Guidelines are available online or at the Planning and Economic Development Department.

Prior to your item being scheduled for a Design Review Board agenda, City staff will review the application to ensure that the following information has been submitted:

Concept Design Review Checklist

Conceptual Design Review is optional and is strongly encouraged. Submittals for Concept Review may be sketchy and schematic in nature in terms of architecture and site plan. Concept reviews are not analyzed by staff; they are reviewed by the Design Review Board and commented upon.

In order to offer the greatest amount of feedback, the following minimum material is recommended:

- Site Plan – 1-full size and 9-11 X 17**
- Existing and Proposed Elevations - 1-full size and 9-11 X 17**
- Site Analysis Map - 1-full size and 9-11 X 17**
- Neighborhood Context Map – 10 copies each**
- Vicinity Map – 10 copies each**
- Design Concept Narrative – 10 copies each**

Preliminary Design Review Checklist

Preliminary Design Review is formal review with a public hearing at which time the Design Review Board takes action on a specific design, and the Board may take action on the environmental review. Actions that may be taken include: approval, denial, or continuance for redesign.

Submittal requirements include the following:

- Site Plan** with all dimensions including the following: property lines, setbacks, easements, fence lines and fence designs, parking, pedestrian circulation, site lighting (and cut sheets), utility and mechanical equipment and meter locations. Site plans shall include adjacent structures, access and driveways.
- Proposed Exterior Elevations** of all sides depicting accurate exterior grades, roof and story heights from finished grade, building materials call outs, colors and exterior lighting fixtures (correctly labeled i.e. north, south, etc) Show enough articulation of architecture to depict intended character of building.
- Floor Plans** dimensioned (coordinated with exterior elevations). May include typical floor plans.
- Grading Plan** showing existing topography and contour finish, cut and fill, and cross section analysis is required for hillside sites over 10%. Grading Plans shall include topographic elevations.

- Building Sections and Wall Sections** with dimensions as needed to describe the buildings in relation to the site and showing the height of each floor. Include a key map.
- Landscape/Planting Plans** (preliminary schematic) showing trees, shrubs and ground cover with existing trees, trees to be removed and trees to be retained. An arborist report may be required.
- Site Cross-sections** illustrating front to back on sites over 5%, or for projects with retaining walls, berms, or similar features.
- Project Statistics** including tabulation of site coverage and parking, both required and provided, etc.
- Colored Photographs** of the site (1 set).
- Site Analysis Map.**
- Neighborhood Context Map.**
- Location Map.**
- Color and Materials Board.**
- Colored Rendering** of all building elevations annotated
- Plan Previously Reviewed by the Design Review Board** with summary of changes.
- Design Concept Narrative** responds to the review criteria for Superior Design as set forth in the Framework of Design Review (see Design Guidelines, Introduction, Subsection C).

Final Design Review Checklist

Once Preliminary Design Review has been approved, applicant must then submit plans for Final Design Review within 120 days or request an extension. The purpose for Final Design Review is to review all the project details and confirm that any changes required at Preliminary Design Review have been incorporated. At preliminary Design Review, the Design Review Board may grant staff the authority to complete the final Design Review process.

Submittal requirements include all the preliminary requirements plus the following:

- Landscape Plan** with soil types and plant materials and container sizes specified. Include hardscape materials and include landscape features such as berms, steps, retaining walls and fences.
- Landscape Cross-sections** on sites with berms, retaining walls, steps or with cross-slopes greater than 5%.
- Irrigation Concept** and Statement of Compliance with the City's water conservation ordinance.
- Plan Details**, including trash enclosure, utility structure screening, and fences/walls.
- Screening** of mechanical equipment
- Exterior Lighting Plan** including fixture types and locations. Pole lighting shall show adjacent tree cover.
- Material/Color Board** with 8 ½ X 11 finish and color list for file listing materials and pain or finish.

*Submit 9 sets of 11 X 17 plans plus one full size (include landscape) Landscape plans (7 sets) must be full size.

I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL OF THE INFORMATION REQUESTED (OR HAVE ATTACHED A WRITTEN STATEMENT EXPLAINING ANY OMISSIONS FROM THIS CHECKLIST APPROVED BY A CITY PLANNER.)

SIGNATURE AND REGISTRATION NUMBER OF DESIGNER-ARCHITECT

DATE