



City of Rohnert Park
Development Services – Planning Division
130 Avram Ave, Rohnert Park, CA 94928
707-588-2231
www.rpcity.org

Preliminary Housing Development Application Checklist

All housing development projects, as defined by SB 330, require the following information to be submitted for a complete preliminary application (per Government Code Section 65941.1). For subsequent applications refer to our [Housing Development Application Checklist](#). Submittal requirements may be waived at the sole discretion of the Planning Manager or their designee.

1. Application

- [Zoning & Land Use Application Form](#)
 - Signatures of the applicant and property owner are required
- Application fee
 - [Refer to the current fee schedule](#) for “Pre-Application Conference”

2. Electronic Copies

- ALL** materials listed below **MUST** be submitted in hard copy **and** on a USB drive or CD

3. Plans

a. Plan Sets

- Full size plans (max. 24”x 36”) – **Provide one (1) set**
- Reduced plans (11” x 17”) – **Provide five (5) sets**
- Drawn to scale (1:10 or 1:8) with bar scale included on each sheet
- North arrow (orient all sheets in same direction)

b. Project Data

- Written narrative of items listed below - Provide five (5) copies**

c. Site Plans

Include on site plan and provide details within a project narrative:

- The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located
- A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied
- The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance
- The proposed number of parking spaces

- The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way
- Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested

4. Affordable Housing Data

Include on site plan and provide details within the project narrative:

- The number of proposed below market rate units and their affordability levels
- The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied
- The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915

5. Environmental Data

Include on site plan and provide details within the project narrative:

- Any historic or cultural resources known to exist on the property
- Any proposed point sources of air or water pollutants
- Any species of special concern known to occur on the property
- Whether a portion of the property is located within any of the following:
 - A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178
 - Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)
 - A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code
 - A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA
 - A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2
 - A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands