

Fees Vary by Type

View our fee schedule for a current list of fees.

- Residential—2+ Units
- Commercial/Industrial (existing footprint—remodel)
- Commercial/Industrial (new structure)
- Commercial/Industrial Expansion of Footprint (amount determined by staff)

***All applications are deposit-based**

Deposit accounts are established to secure services. As work is performed on a project, data relative to staff and hours worked is compiled and the applicant is billed. Applicants are billed periodically for services performed and any remaining deposit at project completion is returned.

For further information regarding Site Plan and Architectural Review or other land use regulations, please contact City of Rohnert Park Development Services at (707) 588-2231

www.rpcity.org

City of Rohnert Park

**130 Avram Avenue
Rohnert Park, CA 94928**

**707-588-2231
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City of Rohnert Park

SITE PLAN AND ARCHITECTURAL REVIEW



planning@rpcity.org

Site Plan & Architectural Review

All development projects involving either new building construction and/or significant remodeling of existing structures require Site Plan and Architectural Review. The intent of this review is to ensure that new and remodeled projects will fit in well and not detract from their surroundings. Project applications are submitted to the Planning Division and, if considered minor, they may be approved administratively. The Planning Commission generally reviews applications for larger projects requiring Site Plan and Architectural Review.

Review Process

Applicants are encouraged to meet with staff prior to submitting a formal Site Plan and Architectural Review application. This pre-application meeting allows the applicant and their team to discuss the proposal with staff and to learn of any initial changes that may be required of the project. Based on staff's comments, the applicant may modify the plan accordingly prior to formal submittal of the application.



Once the formal application is submitted, staff has 30 days in which to determine if all required materials and information has been received. If the application is incomplete, Staff will advise the applicant of the additional items required. If the application is judged complete, the City's Technical Review Committee will have the opportunity to review the proposal. Among the items reviewed will be building appearance, materials and colors, compatibility with adjoining properties, compliance with setbacks, lot coverage, and

other standards and design and site plan issues. An environmental review may also be required and appropriate documentation would be prepared.

Staff then provides a written recommendation on the project to the Planning Commission, which considers the application at a public meeting. Based on the staff recommendation and input from any other interested parties, the Planning Commission may approve or deny the application, and may impose various conditions of project approval related to design, location, construction, and other factors.

Following the Planning Commission's decision, there is a ten (10) working day period during which either the applicant or any interested party may file an appeal of the decision. Appeals of Site Plan and Architectural Review decisions are heard by the City Council.

If a Site Plan and Architectural Review is approved and no appeal is filed within ten (10) days, the application may proceed to the building permit stage.

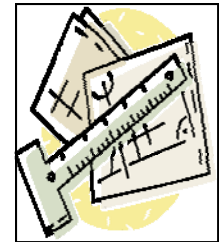
Submittal Requirements*

The following items are minimum requirements for a completed Site Plan and Architectural Review application. Please consult with Planning staff to determine if any other documentation will be required based on the proposed project.

Application/Reimbursement Obligation Form: (1 copy each) - Property owner signatures must be included.

Site Plan: (12 copies) Drawn to scale, indicating the location and configuration of all buildings and proposed uses including setbacks from property line, parking spaces and circulation, fencing and

other significant site features. (1 copy must be colored).



Elevations: (12 copies) Drawn to scale showing all four sides of buildings, types of materials and color schemes. (1 copy must be colored). Please include a photograph showing the site and surrounding development.

Floor Plan: (12 copies) Drawn to scale showing layout of existing and proposed floor space including use of rooms. For all new development provide sufficient clarity and scale to indicate the nature and extent of the proposal and to illustrate in detail the daily operation functions of the proposed use and site.

Project Summary— (1 copy) - A complete and detailed project summary

Electronic Submittal—Electronic version of plan set and all supporting documentation for the proposal (flash drive is preferable).

Photographs: (1 copy) Showing the site and surrounding development for display.

Signs: (12 copies) Drawn to scale, showing size, type, design and location of all attached and detached signs.

A sample board showing color scheme and type of materials to be used on the building is required for new construction only.

*Please check with Planning to determine current submittal requirements. During COVID-19 shelter-in-place, all materials shall be emailed to planning@rpcity.org, and no physical copies need to be provided for the initial application.