



Parcel & Subdivision Submittal Sheet

FOR STAFF USE ONLY

Address the submittal package to:

Administrative Assistant
City of Rohnert Park
Development Services – Development Engineering Division
130 Avram Avenue
Rohnert Park, CA 94928

Permit No.: _____
Deposit Fee: \$ _____
Received by: _____

Print clearly and legibly. Fill in all applicable sections. Only complete submittals will be accepted. Any questions, contact the Development Engineering Division at (707) 588-2232 or engineering@rpcity.org.

Description of work: _____

Work Site Address: _____

Applicant / Permittee Information

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Work Site Address: _____ City, State, Zip: _____
Phone No.: _____ Cell No.: _____ E-Mail: _____

Engineer/Surveyor Information

Company Name: _____ Contact Person: _____
Address: _____ City, State, Zip: _____
Phone No.: _____ Cell No.: _____ E-Mail: _____

This submittal package will include the review by the Development Engineering, Public Safety, Public Works, Planning and Building Divisions. All other submittals for review shall be by the applicant to the required agencies.

Subdivision Checklist

- 8 Maps
- 2 Preliminary Title Report
- 2 Closure Calculations
- 2 Reference Deeds and Maps
- 2 Legal Description
- 1 City of Santa Rosa Storm Water Determination Form
- 1 Parcel/Final Map Submittal Checklist
- 1 *Subdivision Plan Check Initial Deposit Fee
- 1 Reimbursement Obligation

Submitted by: _____ Date: _____

Notes:

1. Plan Check Initial Deposit Fee is due with the first submittal.
2. The submittal package will be rejected if incomplete.
3. Include this Submittal Sheet with your 1st submittal
4. *Time-and-materials charged against deposit (per Rohnert Park Municipal Code, Chapter 3.32).

FOR OFFICE USE ONLY:

Does this project require permanent storm water BMP's?

Y N

Date Submitted: _____



File No:	Quadrant
Related Files:	
Set:	
Department Use Only	

2017 Storm Water LID Determination Worksheet

PURPOSE AND APPLICABILITY: This determination worksheet is intended to satisfy the specific requirements of "ORDER NO. R1-2015-0030, NPDES NO. CA0025054 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND WASTE DISCHARGE REQUIREMENTS FOR DISCHARGES FROM THE MUNICIPAL SEPARATE STORM SEWER SYSTEMS." Additional design requirements imposed by Governing Agencies, such as local grading ordinances, CAL Green, CEQA, 401 permitting, and hydraulic design for flood control still apply as appropriate. Additionally, coverage under another regulation may trigger the requirement to design in accordance with the Storm Water LID Technical Design Manual.

Part 1: Project Information

Project Name Applicant (owner or developer) Name

Project Site Address Applicant Mailing Address

Project City/State/Zip Applicant City/State/Zip

Permit Number(s) - (if applicable) Applicant Phone/Email/Fax

Designer Name Designer Mailing Address

Designer City/State/Zip Designer Phone/Email

Type of Application/Project:

Subdivison	Grading Permit	Building Permit	Hillside Development
DesignReview	Use Permit	Encroachment	Time Extensions
Other : _____			

PART 2: Project Exemptions

1. Is this a project that creates or replaces *less than* 10,000 square feet of impervious surface¹, including all project phases and off-site improvements?

Yes No

1 Impervious surface replacement, such as the reconstruction of parking lots or excavation to roadway subgrades, is not a routine maintenance activity. Reconstruction is defined as work that replaces surfaces down to the subgrade. Overlays, resurfacing, trenching and patching are defined as maintenance activities per section VI.D.2.b.

2017 Storm Water LID Determination Worksheet

2. Is this project a routine maintenance activity² that is being conducted to maintain original line and grade, hydraulic capacity, and original purpose of facility such as resurfacing existing roads and parking lots?

Yes No

3. Is this project a stand alone pedestrian pathway, trail or off-street bike lane?

Yes No

4. **Did you answer "YES" to any of the questions in Part 2?**

YES: This project will *not* need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 Permit. **Please complete the "Exemption Signature Section" on Page 4.**

NO: Please complete the remainder of this worksheet.

Part 3: Project Triggers

Projects that Trigger Requirements:

Please answer the following questions to determine whether this project requires permanent Storm Water BMP's and the submittal of a SW LIDs as required by the NPDES MS4 Permit order No. R1-2015-0030.

1. Does this project create or replace a combined total of 10,000 square feet or more of impervious surface¹ including all project phases and off-site improvements?

Yes No

2. Does this project create or replace a combined total or 10,000 square feet or more of impervious streets, roads, highways, or freeway construction or reconstruction³? Yes No

3. Does this project create or replace a combined total of 1.0 acre or more of impervious surface¹ including all project phases and off-site improvements? Yes No

4. **Did you answer "YES" to any of the above questions in Part 3?**

YES: This project will need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 Permit. **Please complete remainder of worksheet and sign the "Acknowledgement Signature Section" on Page 4.**

NO: This project will *not* need to incorporate permanent Storm Water BMP's as required by the NPDES MS4 permit. **Please complete the "Exemption Signature Section" on Page 4.**

¹ Impervious surface replacement, such as the reconstruction of parking lots or excavation to roadway subgrades, is not a routine maintenance activity. Reconstruction is defined as work that replaces surfaces down to the subgrade. Overlays, resurfacing, trenching and patching are defined as maintenance activities per section VI.D.2.b.

² "Routine Maintenance Activity" includes activities such as overlays and/or resurfacing of existing roads or parking lots as well as trenching and patching activities and reroofing activities per section VI.D.2.b.

³ "Reconstruction" is defined as work that extends into the subgrade of a pavement per section VI.D.2.b.

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Part 4: Project Description

1. Total Project area: square feet
acres

2. Existing land use(s): (check all that apply)

Commercial Industrial Residential Public Other

Description of buildings, significant site features (creeks, wetlands, heritage trees), etc.:

3. Existing impervious surface area: square feet
acres

4. Proposed Land Use(s): (check all that apply)

Commercial Industrial Residential Public Other

Description of buildings, significant site features (creeks, wetlands, heritage trees), etc.:

5. Proposed impervious surface area: square feet
acres

2017 Storm Water LID Determination Worksheet

Acknowledgment Signature Section:

As the property owner or developer, I understand that this project is required to implement permanent Storm Water Best Management Practices and provide a Storm Water Low Impact Development Submittal (SW LIDS) as required by the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit Order No. R1-2015-0030. *Any unknown responses must be resolved to determine if the project is subject to these requirements.

Applicant Signature

Date

Exemption Signature Section:

As the property owner or developer, I understand that this project as currently designed does not require permanent Storm Water BMP's nor the submittal of a Storm Water Low Impact Development Submittal (SW LIDS) as required by the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit*. I understand that redesign may require submittal of a new Determination Worksheet and may require permanent Storm Water BMP's.

Applicant Signature

Date

- * This determination worksheet is intended to satisfy the specific requirements of "ORDER NO. R1-2015-0030, NPDES NO. CA0025054 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND WASTE DISCHARGE REQUIREMENTS FOR DISCHARGES FROM THE MUNICIPAL SEPARATE STORM SEWER SYSTEMS." Additional design requirements imposed by Governing Agencies, such as local grading ordinances, CAL Green, CEQA, 401 permitting, and hydraulic design for flood control still apply as appropriate. Additionally, coverage under another regulation may trigger the requirement to design in accordance with the Storm Water LID Technical Design Manual.

Implementation Requirements: All calculations shall be completed using the "Storm Water Calculator" available at: www.srcity.org/stormwaterLID

Hydromodification Control/100% Volume Capture: Capture (infiltration and/or reuse) of 100% of the volume of runoff generated by a 1.0" 24-hour storm event, as calculated using the "Urban Hydrology for Small Watersheds" TR-55 Manual method. This is a retention requirement.

Treatment Requirement: Treatment of 100% of the flow calculated using the modified Rational Method and a known intensity of 0.20 inches per hour.

Delta Volume Capture Requirement: Capture (infiltration and/or reuse) of the increase in volume of storm water due to development generated by a 1.0" 24-hour storm event, as calculated using the "Urban Hydrology for Small Watersheds" TR-55 Manual method. This is a retention requirement.

**CITY OF ROHNERT PARK, DEVELOPMENT ENGINEERING DIVISION
COMPLETE APPLICATION CHECKLIST for
FINAL/PARCEL MAP SUBDIVISION APPLICATIONS**

M:\Admin\Forms\ENGINEER\Final-Parcel_Map_Apps_checklists\CompletenessChecklist.doc

Applicable to Minor and Major Subdivisions, RPMC 16.12.080 & 16.10.120 through 16.10.190
The applicant is responsible to make certain that the following items are included with each application and submittal package that is submitted to the City Engineer for review. Applications failing to include one or more of these items will not be accepted for processing. All applications and submittals shall be made in person with a representative of the Development Engineering Division. No initial submittals for review will be accepted by mail. All submitted information shall be folded to no larger than 9" x 12".

	Y	N	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Submittal Checklist for Maps completed by applicant.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Six (6) copies of Map check print
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Six (6) copies of the tentative map and supporting title documents submitted with the application (1-City Engineer/ Staff, 1-City Consultant, 4-other departments Review).
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vesting deed(s) of the property. (2 copies)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other record title documents used in preparation of the map. (2 copies)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tentative map conditions of approval resolution. (2copies)
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary engineering geology report and soils report.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A preliminary subdivision title report, not more than six months old, showing the legal owners at the time of filing the map. (2 copies)
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deeds for offsite easements or rights-of-way. (2 copies)
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traverse closure calculations with NAD83 zone II coordinates
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Covenants, Conditions and Restrictions
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governing documents for cooperative apartment, condo, stock coop or conversion projects
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improvement Plans with separate Submittal checklist
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map review fee/deposit
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of SCWA application including Hyd. Map, plan indicating Hyd. & Energy Grade lines and Hydrologic & Hydraulic Calcs. (if accompanied with improvement plans)
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Guarantee
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monument letter from engineer/surveyor or surety if not set already
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Agreement, executed with surety and insurance
19.				Mylar, original final/parcel map signed by appropriate persons (application is not complete until such time as the map is acceptable and ready for City Engineer's signature.)

Any "No" and "N/A" responses from the applicant shall be included with a brief explanation as to why the information is not submitted or why the item is not applicable.

NOTE: Submittal is not acceptable if items 1 – 17 listed above are not included. Item 19 is requested once the map is ready for approval.

I have read the above checklist and to the best of my knowledge all of the required items and information are contained within the submitted package.

Applicant: _____ Print Name	_____ Date	_____ Signature
Application Accepted by: _____ Print Name	_____ Date	_____ Signature

**CITY OF ROHNERT PARK, DEVELOPMENT ENGINEERING DIVISION
SUBMITTAL CHECKLIST for
FINAL/PARCEL MAP SUBDIVISION APPLICATIONS**

(M:\Admin\Forms\ENGINEER\Final-Parcel_Map_Apps_checklists\SubmittalChecklist.doc)

Applicable to Minor and Major Subdivisions, RPMC 16.12.080 & 16.10.120¹

Once a map submittal is complete, it transitions to review against this checklist
(Use Complete Application Checklist for Final/Parcel Map Applications first)

Instructions to Applicant

All applicable information listed in Rohnert Park Municipal Code, Chapter 16.10 SUBDIVISION OF FIVE OR MORE PARCELS shall be complied with. The following sections of the Code are highlighted for the applicants/reviewers attention; sections 16/10.150 Final maps—Survey required, 16.10.160 Final maps—Form and 16.10170 Final Maps-- content. The applicant and reviewer shall indicate with a check off next to each item as to whether or not the item is addressed on the map. The reviewer shall make a field visit to become familiar with the site.

Any “No” and “N/A” responses from the applicant shall be included with a brief explanation as to why the information is not submitted or why the item is not applicable.

	Applicant	Reviewer	
SUPPORTING DATA			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Familiarize yourself with the contents submitted with the COMPLETE APPLICATION CHECKLIST for FINAL/PARCEL MAP SUBDIVISION APPLICATIONS
2.	<input type="checkbox"/>	<input type="checkbox"/>	Provide/Review closure calculations of Boundary, Block(s), Lots, Street Centerline(s), Survey Ties and easements not parallel to property lines.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Provide/Review legal description(s) for dedication(s) performed by separate instrument (on & off site) (Note: City also needs Consent & Subordination from beneficiary(ies) or trustee(s) for all dedications outside the boundary of the subdivision.
CERTIFICATE, ACKNOWLEDGEMENTS AND STATEMENTS			
4.	<input type="checkbox"/>	<input type="checkbox"/>	Reference title company in lower left-hand corner under margin

¹ **References**

**Rohnert Park Municipal Code; Chapters 16.08, 16.10 & 16.12;
Subdivision Map Act Sections; 66411, 66425 through 66431, & 66425 through 66431.**

	Applicant	Reviewer	
5.	□	□	<p>OWNERS STATEMENT & OWNERS ACKNOWLEDGEMENT</p> <p>THE UNDERSIGNED, BEING A PARTY HAVING A RECORD TITLE INTEREST IN THE LANDS DELINEATED AND EMBRACED WITHIN THE HEAVY BLACK LINES UPON THIS MAP, DOES HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THE SAME AND DOES HEREBY OFFER FOR DEDICATION TO THE CITY OF ROHNERT PARK IN FEE FOR PUBLIC USE THOSE PORTIONS OF SAID LAND DESIGNATED ON SAID MAP AS <i>{list street name/s and applicable parcel/s}</i>. THE AREAS DESIGNATED AS “PUBLIC UTILITY EASEMENT” OR “P.U.E.” ARE HEREBY DEDICATED TO THE CITY OF ROHNERT PARK OR ITS DESIGNEE FOR UNDERGROUND ELECTRIC, GAS, CABLE TELEVISION, AND TELEPHONE USE AND ANY ALL IMPROVEMENTS AND APPURTENANCES INSTALLED, INCLUDING CONSTRUCTION, ACCESS, AND MAINTENANCE EASEMENT OF THESE IMPROVEMENTS AND APPURTENANCES. THE AREAS DESIGNATED AS SAID “P.U.E.” AND/OR PUBLIC STREET/S ARE HEREBY DEDICATED TO THE CITY OF ROHNERT PARK OR ITS DESIGNEE FOR FIBER OPTIC, STREET LIGHT, SANITARY SEWER, STORM DRAIN, AND WATER USE AND ANY ALL IMPROVEMENTS AND APPURTENANCES INSTALLED, INCLUDING THE CONSTRUCTION, ACCESS AND MAINTENANCE EASEMENT OF THESE PUBLIC IMPROVEMENTS AND APPURTENANCES. THE MAP SHOWS ALL THE EASEMENTS ON THE PREMISES, OR OF RECORD WITHIN THE BOUNDARY LINES OF THE HEREIN EMBODIED MAP AS SHOWN ON THE PRELIMINARY TITLE REPORT ORDER NUMBER <i>{state order number}</i>, DATED <i>{state date}</i>, PREPARED BY <i>{Company Name}</i>. THE UNDERSIGNED FURTHER RELINQUISHES TO THE CITY OF ROHNERT PARK ALL ABUTTER’S RIGHTS OF ACCESS ALONG THE PROPERTY LINES ADJACENT TO <i>{list complete street name}</i> AND <i>{list complete street name}</i> IN THOSE AREAS DEPICTED HEREON BY THE SYMBOL <i>//////////</i>. THE UNDERSIGNED FURTHER RELINQUISHES TO THE CITY OF ROHNERT PARK ALL INTEREST IN SUB-SURFACE WATER RIGHTS BELOW 300 FEET THAT THEY MAY HAVE.</p> <p><i>{Owner’s Name}</i> BY: <i>{Signature}</i> <i>{Name}</i> <i>{Title}</i></p> <p style="text-align: right;">DATE</p>

	Applicant	Reviewer	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Beneficiary or Trustee Acknowledgement (when required)
7.	<input type="checkbox"/>	<input type="checkbox"/>	OWNERS OF INTEREST CERTIFICATE List of owners whose signatures are not required, per SMA 66436(a)(3)
8.	<input type="checkbox"/>	<input type="checkbox"/>	Offers of dedication shall provide intent and extent of what is being dedicated, SMA 66439
9.	<input type="checkbox"/>	<input type="checkbox"/>	ENGINEER'S OR SURVEYOR'S STATEMENT (including signature, seal, number and expiration date. I, (Name), HEREBY STATE THAT I AM A LICENSED LAND SURVEYOR IN THE STATE OF CALIFORNIA, THAT THIS MAP, ENTITLED "SUBDIVISION (Number) (Subdivision Name)" CONSISTING OF (Total number of sheets) SHEETS, WAS PREPARED BY ME, THAT IT CORRECTLY REPRESENTS A SURVEY MADE UNDER MY DIRECTION DURING THE MONTHY OF (Month), 20__ THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN. THAT ALL OF THE MOUNUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDIECATED, OR WILL BE SET IN THOSE POSITIONS ON OR BEFORE (DATE), 20__ AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED. THE AREA OF THIS SUBDIVISION IS (calculated Area) ACRES, MORE OR LESS. DATE: _____ (Name) R.C.E. OR L.S. NO. ##### Registration Expires (Date)
10.	<input type="checkbox"/>	<input type="checkbox"/>	CITY ENGINEER'S STATEMENT (including signature, seal, number and expiration date) I, (Name), CITY ENGINEER OF THE CITY OF ROHNERT PARK, COUNTY OF SONOMA, STATE OF CALIFORNIA, HEREBY STATE THAT I HAVE EXAMINED THIS MAP, ENTITLED "SUBDIVISION (Number) (Subdivision Name)", THAT SAID SUBDIVISION IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF, AS APPROVED BY THE CITY OF ROHNERT PARK (Planning Commission, Subdivision Committee or City Council) ON (Date) BY RESOLUTION NUMBER (number) THAT ALL OF THE PROVISIONS OF STATE LAW AND LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH. DATE: _____ (City Engineer's Name), R.C.E. NO. ##### CITY ENGINEER Registration Expires (Date)
11.	<input type="checkbox"/>	<input type="checkbox"/>	CITY SURVEYOR'S STATEMENT (including signature, seal, number and expiration date) I (Name), HERBY STATE THAT THE MAP OF THIS SUBDIVISION WAS EXAMINED BY ME OR UNDER MY DIRECTION ON BEHALF OF THE CITY OF ROHNERT PARK AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT. DATE: _____ (Surveyor's Name),(city or contract surveyor) L.S. NO. ##### Registration Expires (Date)

	Applicant	Reviewer	
12.	<input type="checkbox"/>	<input type="checkbox"/>	<p>SPECIAL ASSESSMENTS CERTIFICATE I, (Name), IN AND FOR THE CITY OF ROHNERT PARK, STATE OF CALIFORNIA DO HEREBY CERTIFY THAT, AS OF THIS DATE, THERE ARE NO SPECIAL ASSESSMENTS PENDING AGAINST SAID TRACT OF LAND OTHER THAN THOSE WHICH HAVE BEEN RECORDED AND OF WHICH THE SONOMA COUNTY TREASURER’S OFFICE SHOULD BE AWARE. DATE: _____ _____ (Name, Title) CITY OF ROHNERT PARK CALIFORNIA</p>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<p>CITY CLERK’S STATEMENT I, (Name), CITY CLERK OF THE CITY OF ROHNERT PARK, COUNTY OF SONOMA, STATE OF CALIFORNIA, DO HEREBY STATE THAT THIS MAP, ENTITLED, “SUBDIVISION (Number) (Subdivision Name)”, WAS PRESENTED TO THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AS PROVIDED BY LAW AT A REGULAR MEETING THEREOF HELD ON THE (number) DAY OF (Month) 20__ AND THAT SAID CITY COUNCIL DID THEREUPON APPROVE SAID MAP AND ACCEPT ON BEHALF OF THE PUBLIC ALL PARCELS OF LAND AS OFFERED FOR DEDICATION, ABUTTER’S RIGHTS OF ACCESS, AND SUBSURFACE WATER RIGHTS, SUBJECT TO THE ACCEPTANCE OF IMPROVEMENTS IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS FOR PUBLIC USE IN COMFORMITY WITH TERMS OF THE OFFER OF DEDICATION. If land is offered for dedication of a park, pedestrian trail and/or wetlands, then the following shall be added to the City Clerk’s statement: SUBJECT TO THE ACCEPTANCE OF IMPROVEMENTS, AND ACCEPTING PARCELS X, Y AND Z IN FEE WITH THIS MAP... I FURTHER STATE THAT ALL AGREEMENTS AND BONDS REQUIRED BY LAW TO ACCOMPANY THE MAP HAVE BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF ROHNERT PARK, AND ARE ON FILE IN MY OFFICE. IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HANDS THIS (number) DAY OF (Month), 20__.</p> <hr/> (Name), CITY CLERK CITY OF ROHNERT PARK
14.	<input type="checkbox"/>	<input type="checkbox"/>	<p>COUNTY TAX COLLECTOR’S CERTIFICATE ACCORDING TO THE RECODS IN THE OFFICE OF THE UNDERSIGNED, THERE ARE NO LIENS AGAINST THIS SUBDIVISION, OR ANY PART THEREOF, FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTYS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES NOT YET PAYABLE. MY ESTIMATE OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TASES AND NOT YET PAYABLE IS \$_____. THE LAND IN SAID SUBDIVISION IS NOT SUBJECT TO A SPECIAL ASSESSMENT OR BOND WHICH MAY BE PAID IN FULL, EXCEPT SPECIAL ASSESSMENTS FOR BONDS PAYABLE IN FULL FOR WHICH I EXTIMATE THAT THE AMOUNT REQUIRED FOR FULL PAYMENT IS \$_____. DATED: _____ _____ TAX COLLECTOR AND REDEMPTION OFFICER COUNTY OF SONOMA, STATE OF CALIFORNIA</p>

	Applicant	Reviewer	
15.	<input type="checkbox"/>	<input type="checkbox"/>	<p>COUNTY CLERK'S CERTIFICATE I CERTIFY THAT ALL BONDS, MONEY OR NEGOTIABLE BONDS REQUIRED UNDER THE PROVISIONS OF THE SUBDIVISION MAP ACT TO SECURE PAYMENT OF TAXES AND ASSESSMENTS HAVE BEEN FILED WITH AND APPROVED BY THE BOARD OF SUPERVISORS OR THE COUNTY OF SONOMA, NAMELY: BOND(S) UNDER GOVERNMENT CODE SECTIONS 66493(a) AND 66493(c) IN THE SUMS OF \$ _____ AND \$ _____ RESPECTIVELY. IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THIS ____ DAY OF _____, 20__</p> <p style="text-align: center;">_____ CLERK OF THE BOARD OF SUPERVISORS COUNTY OF SONOMA, STATE OF CALIFORNIA</p>
16.	<input type="checkbox"/>	<input type="checkbox"/>	<p>COUNTY RECORDER'S STATEMENT FILED THIS ____ DAY OF _____, 20__, AT _____ O'CLOCK __M. IN BOOK ____ OF MAPS, PAGE (S) _____ IN THE OFFICE OF THE COUNTY RECORDER, COUNTY OF SONOMA, STATE OF CALIFORNIA, AT THE REQUEST OF (City Engineer name) \$ _____ Fee Paid _____ Recorder of the County of Sonoma State of California Doc. No. _____ By _____</p>
17.	<input type="checkbox"/>	<input type="checkbox"/>	<p>GEOTECHNICAL SOILS REPORT (include company name, report number and date) A SOILS REPORT HAS BEEN PREPARED BY (individual or company's name) PROJECT NO. (reference project no.) DATED (date), AND IS ON FILE IN THE OFFICE OF THE CITY ENGINEER OF THE CITY OF ROHNERT PARK, COUNTY OF SONOMA, STATE OF CALIFORNIA.</p>
TITLE BLOCK			
18.	<input type="checkbox"/>	<input type="checkbox"/>	Title of subdivision (Parcel Map No. if parcel map)
19.	<input type="checkbox"/>	<input type="checkbox"/>	City of Rohnert Park, County of Sonoma, State of California
20.	<input type="checkbox"/>	<input type="checkbox"/>	Reference to vesting deed recording information
21.	<input type="checkbox"/>	<input type="checkbox"/>	Number of Lots
22.	<input type="checkbox"/>	<input type="checkbox"/>	Total Acreage
23.	<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number
24.	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's or Land Surveyor's Name, Address and Phone Number
GENERAL			
25.	<input type="checkbox"/>	<input type="checkbox"/>	Index map showing sheet pages, (if applicable)
26.	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
27.	<input type="checkbox"/>	<input type="checkbox"/>	Map agrees with approved tentative map
28.	<input type="checkbox"/>	<input type="checkbox"/>	Compliance with Tentative Map conditions of approval.
29.	<input type="checkbox"/>	<input type="checkbox"/>	Easements and Monuments correspond with plans. (if plans are required)
30.	<input type="checkbox"/>	<input type="checkbox"/>	Title report and Map represent fee title ownership. An updated report will be required prior to map approval.
31.	<input type="checkbox"/>	<input type="checkbox"/>	Grant Deeds must contain APN's and legal descriptions must be signed and sealed by responsible Civil Engineer/Land Surveyor
DEDICATIONS			

32.	<input type="checkbox"/>	<input type="checkbox"/>	Public Utility Easement (Note: Public Utility, Water Line, Street Lighting, Water Meter can all be shown within the public utility easement as a Statement on Map)
33.	<input type="checkbox"/>	<input type="checkbox"/>	Street Dedications (street names shall be approved by street naming committee)
34.	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Foot Non-Access Easement (where applicable)
35.	<input type="checkbox"/>	<input type="checkbox"/>	Easements for Public (city maintained) Water Mains, Sanitary Sewers, Storm Drains and any other utilities which will be maintained by the City. (if applicable)
36.	<input type="checkbox"/>	<input type="checkbox"/>	Dedications for Schools and Parks
37.	<input type="checkbox"/>	<input type="checkbox"/>	Public Access, Pathway or Sidewalk Easement
38.	<input type="checkbox"/>	<input type="checkbox"/>	Consent agreement from title company signed by Beneficiary or Trustee for dedications outside boundary of map.
MATHEMATICAL ACCURACY AND GEOMETRY			
39.	<input type="checkbox"/>	<input type="checkbox"/>	All bearings and distances, and curve information shown to nearest 0.01 foot and nearest second
40.	<input type="checkbox"/>	<input type="checkbox"/>	Curve Data (Delta, Radius, Length of Curve)
41.	<input type="checkbox"/>	<input type="checkbox"/>	Radial bearing (non-tangent curve)
42.	<input type="checkbox"/>	<input type="checkbox"/>	Sum of increments equals total distance or delta
43.	<input type="checkbox"/>	<input type="checkbox"/>	Street widths, and/or required widening must be shown on map.
MAP BODY REQUIREMENTS			
44.	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow (to be upward facing)
45.	<input type="checkbox"/>	<input type="checkbox"/>	Scale (written and graphic)
46.	<input type="checkbox"/>	<input type="checkbox"/>	Symbols Legend
47.	<input type="checkbox"/>	<input type="checkbox"/>	Basis of Bearing (tie to basis of bearing & NAD 83 zone II)
48.	<input type="checkbox"/>	<input type="checkbox"/>	Show all measured and record distances
49.	<input type="checkbox"/>	<input type="checkbox"/>	Discrepancies with record data shown
50.	<input type="checkbox"/>	<input type="checkbox"/>	Detail(s) of discrepancies shown
51.	<input type="checkbox"/>	<input type="checkbox"/>	Non-measured record lines parenthesized
52.	<input type="checkbox"/>	<input type="checkbox"/>	Exterior boundary of subdivision shown by a distinctive (bold) line and a note describing the line showing as the boundary of the land subdivided by this map.
53.	<input type="checkbox"/>	<input type="checkbox"/>	Reference to adjoining tracts or lots (record data)
54.	<input type="checkbox"/>	<input type="checkbox"/>	Reference to adjoining map sheets

55.	<input type="checkbox"/>	<input type="checkbox"/>	Reference to adjoining railroads and highways (check with city engineer for any future widening of highway or other improvements)
56.	<input type="checkbox"/>	<input type="checkbox"/>	Show existing easements with dashed lines (on & off site). Provide location, dimensions, ties, deed reference, purpose and nature (public or private)
57.	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed easements (on & off site). Provide location, dimensions, ties, deed reference, purpose and nature (public or private)
58.	<input type="checkbox"/>	<input type="checkbox"/>	Individual Lots not to be split between sheets. Each Lot to be shown in its entirety
59.	<input type="checkbox"/>	<input type="checkbox"/>	All dimensions in feet and hundredths. Provide a note on the map. All distances and dimensions are given in feet and decimal thereof.
60.	<input type="checkbox"/>	<input type="checkbox"/>	All record data in legend as R1, R2, etc., and shown in parenthesis above measured data.
61.	<input type="checkbox"/>	<input type="checkbox"/>	Existing monuments shown with relevant information (found, set by, retagged, removed, size outside diameter and material).
62.	<input type="checkbox"/>	<input type="checkbox"/>	Monuments to be set (size, outside diameter & material), location, type and tag.
63.	<input type="checkbox"/>	<input type="checkbox"/>	Areas subject to inundation (if applicable)
64.	<input type="checkbox"/>	<input type="checkbox"/>	Soils report statement/reference
IMPROVEMENT PLAN COMPARISON			
65.	<input type="checkbox"/>	<input type="checkbox"/>	Compare and assure easement(s) are in the appropriate location(s) on both the map and improvement plans and reflect the correct use.
66.	<input type="checkbox"/>	<input type="checkbox"/>	Monuments correspond with improvement plans without conflicting with other improvements.
67.	<input type="checkbox"/>	<input type="checkbox"/>	Engineer/Surveyor of Record signed statement stating he/she has been retained to set monumentation called for on the map, and he/she guarantees the monumentation will be set following construction, per Article 9 of Subdivision Map Act.
STREET REQUIREMENTS			
68.	<input type="checkbox"/>	<input type="checkbox"/>	Approved Names (street naming committee)
69.	<input type="checkbox"/>	<input type="checkbox"/>	Existing Right of ways with record information
70.	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Right of ways (public and private)

71.	<input type="checkbox"/>	<input type="checkbox"/>	Distance from centerline mon. edge of right of way.
72.	<input type="checkbox"/>	<input type="checkbox"/>	Centerline Monument ties to a Lot corner within a block
73.	<input type="checkbox"/>	<input type="checkbox"/>	Centerline Bearing

74.	<input type="checkbox"/>	<input type="checkbox"/>	Distance between centerline monuments
75.	<input type="checkbox"/>	<input type="checkbox"/>	If centerline mon. is not the center of right of way then show offset distance
76.	<input type="checkbox"/>	<input type="checkbox"/>	Centerline curve data(delta, radius, length)
77.	<input type="checkbox"/>	<input type="checkbox"/>	Right of way curve data
78.	<input type="checkbox"/>	<input type="checkbox"/>	Private streets designated as such
79.	<input type="checkbox"/>	<input type="checkbox"/>	One (1) foot non-access easement (if applicable)
LOT REQUIREMENTS			
80.	<input type="checkbox"/>	<input type="checkbox"/>	Lots numbered consecutively from one (1) without duplication or omission. Last lot number to be circled.
81.	<input type="checkbox"/>	<input type="checkbox"/>	Lot line dimensions
82.	<input type="checkbox"/>	<input type="checkbox"/>	Lot line bearings
83.	<input type="checkbox"/>	<input type="checkbox"/>	Lot line curve data (delta, radius, length)
84.	<input type="checkbox"/>	<input type="checkbox"/>	Survey tie to boundary for (Townhouses, Planned Unit Developments or Condominiums foot prints)
85.	<input type="checkbox"/>	<input type="checkbox"/>	One (1) foot non-access easement (if applicable)
DESIGNATED REMAINDER AND REMAINING LANDS GOVERNMENT CODE SECTION 66424.6, 66434(e) & 66445(d)			
86.	<input type="checkbox"/>	<input type="checkbox"/>	If greater than or equal to five acres in size shown by deed reference.
87.	<input type="checkbox"/>	<input type="checkbox"/>	If less than 5 acres shown as a part of the survey.
88.	<input type="checkbox"/>	<input type="checkbox"/>	Remaining lands (future phases) labeled with a document number. If less than 5 acres shown as part of the survey.
89.	<input type="checkbox"/>	<input type="checkbox"/>	Note: The designated remainder shall not be counted as a parcel for the purpose of determining whether a final or parcel map is required.
LOCAL AGENCY SHEET			
90.	<input type="checkbox"/>	<input type="checkbox"/>	Show on map any Conditions of approval that are required to be on the sheet.
91.	<input type="checkbox"/>	<input type="checkbox"/>	Seismic Setback line (if applicable)
92.	<input type="checkbox"/>	<input type="checkbox"/>	Creek setback lines (if applicable)
93.	<input type="checkbox"/>	<input type="checkbox"/>	Any future requirements triggered by a future entitlement process. (building, use permits, etc.)
Other items required by the City (List)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	

I have read the above checklist and to the best of my knowledge, all of the required items and information are contained within the submitted package.

Applicant:

For City Use Only

The Final/Parcel Map will be reviewed according to the Process and Procedure described in Sections 16.12.080 & 16.10.120 of the Rohnert Park Municipal Code.

Reviewed by
City/Consultant Staff:



FOR CITY USE ONLY

Application #: _____
Deposit Amount \$ _____
Check # _____ Staff: _____

City of Rohnert Park Development Services
Acknowledgement of Reimbursement Obligation for
Payment of Full Cost Recovery Fees for Application Processing and Inspection Services
(Not required for flat fee applications)

This Reimbursement Obligation is by and between _____, hereafter "Financially Responsible Party," and the City of Rohnert Park, hereafter "City."

Check here if Financially Responsible Party is the same as Applicant shown on the Application
Check here if Financially Responsible Party is also Property Owner shown on the Application

Name: _____ Firm Name: _____
Title: _____ Address: _____
Phone No. _____ City: _____
E-mail address _____ State, Zip _____

PROJECT NAME/DESCRIPTION: _____
PROPERTY ADDRESS: _____

The Financially Responsible Party hereby represents that he/she personally owns the subject property, or is an entity authorized to install and maintain facilities for provision of utility, telecommunications, video, voice or data transmission service in the public street right of way, or is a duly authorized agent of the Owner with full authority to execute the Obligation on behalf of the Owner.

The Financially Responsible Party acknowledges and agrees to pay to the City an initial deposit which shall be placed in a refundable deposit account and shall be used to defray all processing costs incurred by the City that are associated with this project. Reimbursable costs include, but are not limited to, all items within the scope of the City's adopted Cost Recovery Ordinance (*Rohnert Park Municipal Code, Chapter 3.32 - Cost Recovery—Fee and Service Charge System*) as well as the actual and administrative costs of retaining professional and technical consultant services and any services necessary to perform functions related to review and processing of the application and monitoring of the work. The rate for such services will be established in a manner consistent with existing City practices.

Financially Responsible Party acknowledges and agrees that additional deposits may be required while the application is processed, in such amounts and at such times as the City deems necessary to cover the City's incurred and projected processing costs. If the processing costs exceed or are reasonably expected to exceed the initial or existing deposit, the City may request the Financially Responsible Party to pay additional funds to maintain a deposit account balance. Financially Responsible Party shall pay all requested additional deposits within ten (10) days of the date of a written request from City. City at its sole discretion may cease permit processing and suspend further activity on a project until all processing costs have been paid in full and/or all requested deposits are made. The payment and acceptance of requested deposits does not constitute an approval of permits, entitlements or authorizations to begin work.

Financially Responsible Party agrees to be jointly and severally liable with Property Owner for payment of all fees referenced above. The sale or other disposition of the property does not relieve the Financially Responsible Party of their obligation to maintain a positive balance in the deposit account, unless the City grants prior approval. Financially Responsible Party agrees to notify City in writing prior to any change in ownership or status of any option agreements and to submit a written request for withdrawal of the application or written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Withdrawal or denial of application does not relieve the Financially Responsible Party of their obligation to pay for costs incurred in connection with this application. The Financially Responsible Party shall be liable for and will pay all costs incurred for the project, up through the date of the written request for application withdrawal or date of denial, whether or not such work is complete and whether or not the costs have previously been billed.

Any funds remaining in the account after all associated processing activities have been completed shall be returned to the Financially Responsible Party.

Financially Responsible Party agrees to defend, indemnify, and hold harmless the City of Rohnert Park, its agents, officers, elected officials, employees, boards, and commissions 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, elected officials, employees, boards, and commissions. If for any reason, any portion of this indemnification is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the indemnification shall remain in full force and effect.

I have read and agree with all of the above.

Signature of Financially Responsible Party _____ **Date** _____

v1 2013-02-11

**City of Rohnert Park – Development Services
DEVELOPMENT ENGINEERING FEE SCHEDULE**

Development Engineering Services – Schedule of Fees and Charges

Fee No.	Development Engineering Services	Fees / Charges	Initial Deposit	Notes
1	Grading/Site Improvement Plan Check and Inspection	Full cost-recovery charges apply.	\$4,074 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
2	Public Improvement Plan Check and Inspection	Full cost-recovery charges apply.	\$3,953 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
3	Subdivision Plan Check and Inspection	Full cost-recovery charges apply.	\$2,955 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
4	Final Parcel Map Review	Full cost-recovery charges apply.	\$2,402	1, 2, 3
5	Final Subdivision Map Review	Full cost-recovery charges apply.	\$4,685	1, 2, 3
6	Final Map Amendment/Revision Review (Minor)	\$691 per map	N/A	5
7	Final Map Amendment/Revision Review (Major)	Full cost-recovery charges apply.	\$1,359	1, 2, 3
8	Time Extension	\$124 per application	n/a	5
9	Lot Line Adjustment / Lot Mergers / Reversion to Acreage	Full cost-recovery charges apply.	\$1,036	1, 2, 3
10	Street Vacation / Abandonment Request	Full cost-recovery charges apply.	\$1,543	1, 2, 3
11	Minor Encroachment Permit/Inspection	\$358	n/a	5

**City of Rohnert Park – Development Services
DEVELOPMENT ENGINEERING FEE SCHEDULE**

Fee No.	Development Engineering Services	Fees / Charges	Initial Deposit	Notes
12	Minor Encroachment Permit/Inspection: Single Family Residential Sidewalk Repair	\$0	n/a	6
13	Minor Encroachment Permit/Inspection: Water Lateral Replacement for Accessory Dwelling Unit, SFD major remodel/ addition	\$0	n/a	7
14	Major Encroachment Permit/Inspection	\$1,481	n/a	5
15	Major Encroachment Permit/Inspection requiring time and materials with initial deposit	Full cost-recovery charges apply.	\$2,468	1, 2, 3
16	Plumbing Permit issued by Development Engineering / Inspection	\$358	n/a	5
17	Transportation Permit	\$16 for single trip permit; \$90 for annual permit	n/a	8
18	Sign Review	\$137 per plan	n/a	5, 9

Development Engineering Fee Schedule Table Notes

1. Cost-recovery charges include all costs to provide services or process applications/projects. Costs that may be recovered include but are not limited to: City staff time at fully-burdened hourly rates, including those of City departments other than Development Services (e.g. Fire Services, Public Works, etc.), consultant costs, legal costs, administrative costs generated by application/project, public noticing and advertisement costs, and other public agency fees.
2. An **Acknowledgement of Reimbursement Obligation for Payment of Full Cost Recovery Fees for Application Processing and Inspection Services** form (“Reimbursement Obligation Form”) or **Reimbursement Agreement** must be executed in conjunction with applications for these services and/or permits.

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

3. The method by which the City recovers its costs from the applicant or financially-responsible party is determined by the cost-recovery obligation form or agreement used. Typically, cost recovery is either: (a) a draw-down from a deposit, or (b) billing in arrears for costs incurred by the City to provide services. The cost recovery method and terms are stipulated in the *Reimbursement Obligation Form, Reimbursement Agreement, or specific terms of a development agreement or other negotiated instrument approved by City.*
4. Initial deposit due for these services will be determined by the City, based on the Engineer's Cost Estimate of improvement as provided by the applicant. The applicant-provided Engineer's Cost Estimate is subject to review and approval by the City. The initial deposit amount due may be adjusted by the City, based on recalculations of the Engineer's Cost Estimate approved by the City Engineer.
5. Applicant will be charged a flat fee as indicated for the service and/or permit, unless the service and/or permit is part of a more complex project with multiple/concurrent permits or entitlements in which costs for processing are recovered pursuant to an executed *Reimbursement Obligation Form, Reimbursement Agreement, or specific terms of a development agreement or other negotiated instrument approved by City.*
6. Insurance required
7. Requires concurrent building permit application for new water meter installation
8. Transportation permit fees are determined by the State of California.
9. Added as additional flat fee to planning flat fee for this service.

Additional Notes about Fees and Charges

Actual costs

The actual cost of City staff time is the fully-burdened hourly rate of the staff providing service, which may include but is not limited to Development Services, Public Safety, Public Works, and Administration providing review specifically for the project. Charges will be in increments of 0.25 hour.

Consultant charges may apply

In some cases, additional costs may be incurred by the City due to the necessity of using a consultant to assist Development Services with the review and processing of applications/projects. In such cases, the costs of the consultant's services will be passed through to the applicant, with an

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

Administrative Fee in the amount of 7% of the consultant invoice cost, unless a different rate is stipulated for those services by a Reimbursement Agreement or Development Agreement.

Concurrent / multiple applications

When two or more applications are filed and processed concurrently, the required initial deposit will be the sum of the individual application fees and/or deposits.

Investigative fee for work started without a permit

If work on a Development Engineering project is found to have commenced without a permit, an investigation fee will be charged equal to the amount of permit fee that would apply to that project. If the project is full cost-recovery (i.e. not a flat fee project), the investigation fee will be the cost of time-and-materials required for inspection and administrative support to process the project, prior to the project coming into compliance. This investigation fee is in addition to the permit fees that will be required to bring the project into compliance.

Annual Adjustment of Flat Fees

Flat fees are automatically adjusted annually on July 1st, based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous fiscal year.

Annual Adjustment of Fully-Burdened Hourly Rate

Fully-burdened hourly rates are automatically adjusted annually on July 1st, based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous fiscal year.

Services Not Listed on Development Engineering Schedule of Fees and Charges

When Development Engineering staff provide requested or necessary review, inspection or staff support services that are not included in this Development Engineering Schedule of Fees and Charges, the Development Services Director may assess and collect such fees that are reasonably necessary to defray the cost of such services. Staff time shall be charged on a fully-burdened hourly rate basis or the actual cost of outside consultant, plus 7% administrative fee, or administrative fee rate as stipulated by applicable Reimbursement Agreement or Development Agreement.