



Landscape 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: _____

Phone No.: _____ Cell No.: _____ E-Mail: _____

Landscape Architect Information

Company Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone No.: _____ Cell No.: _____ E-Mail: _____

Contractor Information (Can be submitted at later date. Must be received prior to permit issuance.)

Company Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone No.: _____ E-Mail: _____ Contractor License #: _____

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

Landscape Plans Checklist

- ☐ 8 Improvement/Grading Plans including Landscape Plans
- ☐ 1 Electronic copy of plans in PDF Format
- ☐ 3 Engineer's Estimate of Project
- ☐ 1 MWEL Performance Path Submittal
- ☐ 1 City of Santa Rosa Storm Water Determination Form
- ☐ 1 *Landscape Plan Check Initial Deposit Fee
- ☐ 1 Reimbursement Obligation

Contractor

- ☐ 1 Proof of Rohnert Park Business License
- ☐ 1 Copy of Contractor State License
- ☐ 1 Copy of current insurance

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. Grading Permits are issued by the City Engineer's office on a City standard Building Permit form
5. After City Engineers initial review, an additional Inspection Initial Deposit fee will be collect. This fee will be based on 1.5% of applicant submitted Engineers Estimate (per Development Engineering Fee Schedule). Unused fees will be returned to applicant.
6. *Time-and-materials charged against deposit (per Rohnert Park Municipal Code, Chapter 3.32).



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

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:

Subdivision	Grading Permit	Building Permit	Hillside Development	
Design Review	Use Permit	Encroachment	Time Extensions	Other : _____

PART 2: Project Exemptions

- 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.

1. Total Project area: _____ square feet
_____ acres

Commercial Industrial Residential Public Other

3. Existing impervious surface area: _____ square feet
_____ acres

Commercial Industrial Residential Public Other

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.

Project Address: _____

MWELO Performance Path Submittal Checklist

Project Information

A. Project Location

Project Street Address _____

Project City, State, Zip _____

Parcel or lot number(s) if available _____

B. Application Information

Submittal Date _____

Application Number _____

C. Applicant Information

Applicant Name _____

Title _____

Company _____

Phone Number _____

Email Address _____

Street Address _____

City, State, Zip _____

D. Property Owner (or Designee) Information

Name _____

Title _____

Company _____

Phone Number _____

Fax Number _____

Email Address _____

Street Address _____

City, State, Zip _____

Project Address: _____

E. Project Type & Size

The information in this section must be provided in an annual report from the permitting agency to the State Department of Water Resources.

Total Landscape Area _____ sq. ft.

Total landscape area equals all the irrigated planting areas, turf and water features and does not include the building footprint or hardscapes such as sidewalks, patios, parking lots or driveways.

☐ New Construction or ☐ Renovation/Rehabilitation

☐ Public or ☐ Private

☐ Single-family Residential

☐ Stand-alone Dwelling

☐ Landscape Architect/Designer/Contractor

☐ Homeowner Designed/Installed

☐ Production Homes, Number of Units: _____

☐ Commercial/Institutional

☐ Cemetery

☐ Multifamily Residential Number of Units: _____

F. Water Supply Type

Types of water used for irrigation (Check all that apply)

☐ Potable

☐ Recycled water from a municipal source

☐ Recycled water from on-site

☐ Well water

☐ On-site graywater

☐ On-site rainwater

Name of Water Purveyor (unless private well) _____

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.	\$4,680 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
2	Landscaping Plan Check	Full cost-recovery charges apply.	\$5,332 (plan check and documentation verification initial deposit), 1.5% of Estimated Engineer's Cost of improvement (inspection and initial deposit)	1, 2, 3, 4
3	Public Improvement Plan Check and Inspection	Full cost-recovery charges apply.	\$4,540.42 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
4	Subdivision Plan Check and Inspection	Full cost-recovery charges apply.	\$3,394 plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
5	Final Parcel Map Review	Full cost-recovery charges apply.	\$2,759	1, 2, 3
6	Final Subdivision Map Review	Full cost-recovery charges apply.	\$5,381	1, 2, 3
7	Final Map Amendment/Revision Review (Minor)	\$794 per map	N/A	5
8	Final Map Amendment/Revision Review (Major)	Full cost-recovery charges apply.	\$1,562	1, 2, 3
9	Time Extension	\$142 per application	n/a	5
10	Lot Line Adjustment / Lot Mergers / Reversion to Acreage	Full cost-recovery charges apply.	\$1,190	1, 2, 3
11	Street Vacation / Abandonment Request	Full cost-recovery charges apply.	\$1,772	1, 2, 3
12	Minor Encroachment Permit/Inspection	\$411	n/a	5

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

Fee No.	Development Engineering Services	Fees / Charges	Initial Deposit	Notes
13	Minor Encroachment Permit/Inspection: Single Family Residential Sidewalk Repair	\$0	n/a	6
14	Minor Encroachment Permit/Inspection: Water Lateral Replacement for Accessory Dwelling Unit, SFD major remodel/ addition	\$0	n/a	7
15	Major Encroachment Permit/Inspection	\$1,701	n/a	5
16	Major Encroachment Permit/Inspection requiring time and materials with initial deposit	Full cost-recovery charges apply.	\$2,835	1, 2, 3
17	Plumbing Permit issued by Development Engineering / Inspection	\$411	n/a	5
18	Transportation Permit	\$16 for single trip permit; \$90 for annual permit	n/a	8
19	Sign Review	\$158 per plan	n/a	5, 9
20	Recycled Water Permit	\$1,826 per connection	n/a	5, 10

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

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.
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.
10. Requires encroachment permit in addition.

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

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 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.

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

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.