



Development Services –
Development Engineering

**APPLICATION
LOT LINE ADJUSTMENT
LOT LINE MERGER**
Please type or print clearly

DEPARTMENT USE ONLY		
Deposit Fee	Received by	Date Stamp
Permit #		

GENERAL INFORMATION	APPLICANT NAME	BUSINESS PHONE () -	HOME PHONE () -
	APPLICANT ADDRESS	CITY	STATE ZIP
	APPLICANT REPRESENTATIVE	BUSINESS PHONE () -	HOME PHONE () -
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE ZIP
	PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
	PROPERTY OWNER ADDRESS	CITY	STATE ZIP

PROJECT INFORMATION	CHOOSE ONE <input type="checkbox"/> LOT LINE ADJUSTMENT <input type="checkbox"/> LOT LINE MERGER		NAME OF PROPOSED PROJECT		
	REASON FOR APPLICATION				
	APN	PROPERTY OWNER	ADDRESS	Existing Size	Resulting Size
Upon approval of application by the city, the applicant / property owner(s) will be required to submit a "Combining Agreement" and a "Treasuries-Tax Collector Referral" forms to the respective County offices, prior to the City releasing the Lot Line Adjustment / Notice of Merger for recordation. (Included in this package)					
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 the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of the submitted data may invalidate any approval of this application.			X _____		
			X _____		
			X _____		

SUBMITTAL CHECK LIST ON NEXT PAGE

Please Note:

1. Submittal package will be rejected if incomplete
2. Include Submittal Checklist with your 1st submittal
3. Submittal must include electronic copies of all items
4. Plan Check Initial Deposit Fee is due with the first submittal
5. Time-and-materials charged against deposit (per Rohnert Park Municipal Code, Chapter 3.32).

REQUIRED DOCUMENTS FOR LOT LINE ADJUSTMENT

- 2 COPIES OF A PLAT (11X17) MAX SHOWING:
- THE ENTIRE, FULLY DIMENSIONED, BOUNDARY OF THE EXISTING LOTS WITH A NORTH ARROW, SCALE, LEGEND, VICINITY MAP, AND THE PROPOSED LOT LINE ADJUSTMENT(S)
 - THE LOCATION AND USES OF ANY EXISTING OR PROPOSED BUILDINGS OR STRUCTURES, PUBLIC IMPROVEMENTS, VEHICULAR ACCESS, WATER COURSES, SEPTIC SYSTEMS, EXISTING VEGETATION, ETC. WHICH MAY BE DIRECTLY AFFECTED BY THE LOT LINE ADJUSTMENT(S)
 - THE SETBACKS FROM BUILDING, STRUCTURES, ETC. WHICH ARE DIRECTLY AFFECTED BY THE LOT LINE ADJUSTMENT(S).
- 1 COPY OF A PRELIMINARY TITLE REPORT ISSUED WITHIN THE LAST THREE MONTHS FOR EACH PARCEL TO BE ADJUSTED
- 1 COPY OF THE ASSESSOR'S PARCEL MAP
- ADDITIONAL PROPERTY OWNERS SIGNATURES - ATTACHED TO A SEPARATE SHEET
- 2 COPIES OF LEGAL DESCRIPTION
- PROPERTY TO BE ADJUSTED – LABELED EXHIBIT A
 - RESULTANT (NEW) LARGER PARCEL – LABELED EXHIBIT B
 - RESULTANT (NEW) SMALLER PARCEL – LABELED EXHIBIT C
- STORM WATER / LID DETERMINATION WORKSHEET
- INFORMAL REIMBURSEMENT OBLIGATION FORM

REQUIRED DOCUMENTS FOR LOT LINE MERGER

- 2 COPIES OF A PLAT (11X17) MAX SHOWING:
- THE ENTIRE, FULLY DIMENSIONED, BOUNDARY OF THE EXISTING LOTS WITH A NORTH ARROW, SCALE, LEGEND, VICINITY MAP, AND THE PROPOSED LOT LINE ADJUSTMENT(S)
 - THE LOCATION AND USES OF ANY EXISTING OR PROPOSED BUILDINGS OR STRUCTURES, PUBLIC IMPROVEMENTS, VEHICULAR ACCESS, WATER COURSES, SEPTIC SYSTEMS, EXISTING VEGETATION, ETC. WHICH MAY BE DIRECTLY AFFECTED BY THE LOT LINE ADJUSTMENT(S)
 - THE SETBACKS FROM BUILDING, STRUCTURES, ETC. WHICH ARE DIRECTLY AFFECTED BY THE LOT LINE ADJUSTMENT(S).
- 1 COPY OF A PRELIMINARY TITLE REPORT ISSUED WITHIN THE LAST THREE MONTHS FOR EACH PARCEL TO BE ADJUSTED
- 1 COPY OF THE ASSESSOR'S PARCEL MAP
- ADDITIONAL PROPERTY OWNERS SIGNATURES - ATTACHED TO A SEPARATE SHEET
- 2 COPIES OF LEGAL DESCRIPTION DESCRIBING THE PROPOSED MERGED AREAS. THIS SHOULD BE AN EXHIBIT TO THE NOTICE FORM
- STORM WATER / LID DETERMINATION WORKSHEET
- INFORMAL REIMBURSEMENT OBLIGATION FORM

REQUIRED DOCUMENTS PRIOR TO CITY RECORDATION OF LOT LINE ADJUSTMENT OR LOT LINE MERGER

- COMBINING AGREEMENT
- TREASURER-TAX COLLECTOR REFERRAL



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:

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.

2017 Storm Water LID Determination Worksheet

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. Existing 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 Name: _____

Date: _____



Storm Water Low Impact Development Submittal Coversheet

To be submitted with all SW LID submittals

1. **Submittal Information:**

Submittal Date: _____

Initial SW LIDS

Final SW LIDS

Design Manual Used for design:

2005 Standard Urban Storm Water Mitigation Plan

2011 Storm Water Low Impact Development Technical Design Manual

2017 Storm Water Low Impact Development Technical Design Manual

2. **Applicant Information:**

Applicant Name (Owner or Developer): _____

Mailing Address: _____

City/State/Zip: _____

Phone/Email/Fax: _____

Project Name: _____

Date: _____



Storm Water Low Impact Development Submittal Coversheet

To be submitted with all SW LID submittals

3. Project Information:

Project Name:

Site Address:

City/State/Zip:

APN (s):

Permit # (s):

Subdivision Grading Permit Building Permit Design Review

Use Permit Hillside Development Encroachment Time Extension

Other:

Project Name: _____

Date: _____



Storm Water Low Impact Development Submittal Coversheet

To be submitted with all SW LID submittals

4. Design Information:

Narrative:

Project Description

Description of proposed project type, size, location, and any specific uses or features.

Description of any sensitive features (creeks, wetlands, trees, etc.) and whether they are going to be preserved, removed or altered.

Description of the existing site.

Description of how this project triggers these requirements (impervious area, CALGreen, 401 Permit, etc.).

Describe any "on-site offset" used.

Pollution Prevention and Runoff Reduction Measures

Description of all proposed pollution prevention measures (street sweeping, covered trash enclosures, indoor uses, etc).

Description of all Runoff Reduction Measures (Interceptor Trees, Impervious Area Disconnection, and/or Alternative Driveway Design).

Type of BMPs Proposed

Description of the types of BMPs selected including priority group that each is in.

Description of level of treatment and volume capture achieved for each BMP.

Maintenance

Description of maintenance for each type of BMP.

Description of funding mechanism.

Designation of Responsible Party.

Project Name: _____

Date: _____



Storm Water Low Impact Development Submittal Coversheet

To be submitted with all SW LID submittals

Exhibits:

Proposed SW LID Exhibit:

Exhibit should include: street names, property lines, storm drainage system, waterways, title block, scale and north arrow.

Tributary areas shown for all inlets (including off-site drainage areas).

C value for each tributary area.

Soil Type of existing site.

New or replaced impervious area shown.

All inlets and BMP, shown (including unique identifier).

All interceptor trees shown.

All proposed BMPs shown including dimensions.

Existing Condition Exhibit

Exhibit should include: street names, property lines, proposed storm drainage system, waterways, title block, scale, and north arrow.

Soil Type of existing site.

Proposed tributary areas shown for all proposed inlets (including offsite drainage areas). Existing impervious areas.

Existing impervious area.

BMP Details:

Detail for each type of BMP selected- provide a preliminary 8.5"x11" detail for each BMP type or include on submitted drawings. These can be taken straight from the Fact Sheets if no significant changes are proposed.

On Plans:

Show all applicable elements of the selected BMPs on the appropriate plan sheets.

Calculations:

Calculations, for each inlet, and summary sheet using the Storm Water Calculator found at www.srcity.org/stormwaterLID

Supplemental or supporting calculation if applicable.

DATE: _____

TO: ROHNERT PARK ENGINEERING DIVISION

FROM: SONOMA COUNTY ASSESSOR'S DEPARTMENT

SUBJECT: NOTICE OF AUTHORIZED MAP CHANGE

APN: _____ OWNER: _____

SITE ADDRESS: _____ MAILING ADDRESS: _____

APN: _____ OWNER: _____

SITE ADDRESS: _____ MAILING ADDRESS: _____

THIS DEPARTMENT HAS RECEIVED NOTICE OF THE APPROVAL OF:

_____ LOT LINE ADJUSTMENT FILE NO.: _____

_____ VOLUNTARY MERGER FILE NO.: _____

_____ SUBDIVISION FILE NO.: _____

_____ CERTIFICATE OF COMPLIANCE FILE NO.: _____

AND HAVE REVIEWED THE MAP CHANGES REQUESTED BELOW:

_____ COMBINE ALL OR PORTION OF APN _____

_____ WITH ALL OR PORTION OF APN _____

_____ RECOGNIZE THE AREAS AS SHOWN AND DESCRIBED ON
EXHIBIT "A" AS SEPARATE LEGAL PARCELS.

_____ OTHER: _____

THIS APPLICANT HAS SUBMITTED TO THIS OFFICE ALL THE NECESSARY INFORMATION TO COMBINE THE PARCELS OR EFFECTUATE MAP CHANGES REQUESTED. THIS OFFICE WILL REVISE THE MAPS OR MAKE NOTE ACCORDINGLY UPON THE RECORDATION OF THE PROPER DOCUMENTS.

SIGNED: _____
SONOMA COUNTY ASSESSOR

Treasurer-Tax Collector Referral

PJR-014

Date: _____
To: Permit and Resource Management Department Attn: _____
From: Treasurer-Tax Collector
Re: Assessor Parcel No. _____

Property Owner Information

Owner Name _____

Mailing Address _____

City/Town _____ State/Zip _____

Phone _____ Fax _____

Signature _____ Date _____

Project Site Information

Address(es) _____

City/Town _____

Assessor's Parcel Number(s) _____

Project Name (if applicable) _____

Applicant Information

Name _____

Mailing Address _____

City/Town _____ State/Zip _____

Phone _____ Fax _____

Signature _____ Date _____

_____ Fiscal year's taxes are now a lien, not yet due and payable. Note: The regular secured tax bill will be issued on the old parcel number. If you would like the bill to be divided, you must contact our office prior to November 30th to request a formal or an information segretation.

_____ Fiscal year's taxes and/or delinquent taxes on these parcels have been paid.

_____ No special assessments.

Sonoma County Treasurer

Date

Sonoma County Tax Collector

Date

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103

**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.	\$4,454 (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.	\$5,075 (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.	\$4,322 (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.	\$3,230 (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.	\$2,626	1, 2, 3
6	Final Subdivision Map Review	Full cost-recovery charges apply.	\$5,122	1, 2, 3
7	Final Map Amendment/Revision Review (Minor)	\$755 per map	N/A	5
8	Final Map Amendment/Revision Review (Major)	Full cost-recovery charges apply.	\$1,486	1, 2, 3
9	Time Extension	\$135 per application	n/a	5
10	Lot Line Adjustment / Lot Mergers / Reversion to Acreage	Full cost-recovery charges apply.	\$1,133	1, 2, 3

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

11	Street Vacation / Abandonment Request	Full cost-recovery charges apply.	\$1,686	1, 2, 3
12	Minor Encroachment Permit/Inspection	\$391	n/a	5

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	\$1,619	n/a	5
16	Major Encroachment Permit/Inspection requiring time and materials with initial deposit	Full cost-recovery charges apply.	\$2,699	1, 2, 3
17	Plumbing Permit issued by Development Engineering / Inspection	\$391	n/a	5
18	Transportation Permit	\$16 for single trip permit; \$90 for annual permit	n/a	8
19	Sign Review	\$150 per plan	n/a	5, 9
20	Recycled Water Permit	\$1,738 per connection	n/a	5, 10

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

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

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.