



# INDEMNIFICATION AGREEMENT

File No: \_\_\_\_\_

Project Name and Address: \_\_\_\_\_

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Santa Rosa, its agents, officers, councilmembers, employees, boards, commissions and Council 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, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The city of Santa Rosa shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

\_\_\_\_\_  
Applicant (please print name)

\_\_\_\_\_  
Applicant (please sign name)

## **ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS UNACCEPTABLE**

### Acknowledgment that Copyrighted Reports Unacceptable

The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

\_\_\_\_\_  
Applicant (please print name)

\_\_\_\_\_  
Applicant (please sign name)

## SUBMITTAL INFORMATION

The City of Santa Rosa requires design review of all development with some exceptions for single family homes. The City Council adopted Design Guidelines to establish criteria for designers, architects, engineers, developers, property owners, City staff, and City Boards and Commissions to ensure that development achieves the City goal of “**Superior Design**”. The purpose of this checklist is to provide information to help you and the City ensure compliance with the adopted Design Guidelines and to expedite review of your project. This Checklist is a further explanation of the “Submittal Information” included on the City application forms. The Design Guidelines are available online or at the Department of Community Development.

Prior to your item being scheduled for a Design Review Board agenda, City staff will review the application to ensure that the following information has been submitted:

### Concept Design Review Checklist

Conceptual Design Review is optional and is strongly encouraged. Submittals for Concept Review may be sketchy and schematic in nature in terms of architecture and site plan. Concept reviews are not analyzed by staff; they are reviewed by the Design Review Board and commented upon.

In order to offer the greatest amount of feedback, the following minimum material is recommended:

- Site Plan**
- Existing and Proposed Elevations**
- Site Analysis Map**
- Neighborhood Context Map**
- Vicinity Map**
- Design Concept Narrative**

### Preliminary Design Review Checklist

Preliminary Design Review is formal review with a public hearing at which time the Design Review Board takes action on a specific design, and the Board may take action on the environmental review. Actions that may be taken include: approval, denial, or continuance for redesign.

Submittal requirements include the following:

- Site Plan** with all dimensions including the following: property lines, setbacks, easements, fence lines and fence designs, parking, pedestrian circulation, site lighting (and cut sheets), utility and mechanical equipment and meter locations. Site plans shall include adjacent structures, access and driveways.
- Proposed Exterior Elevations** of all sides depicting accurate exterior grades, roof and story heights from finished grade, building materials call outs, colors and exterior lighting fixtures (correctly labeled i.e. north, south, etc) Show enough articulation of architecture to depict intended character of building.
- Floor Plans** dimensioned (coordinated with exterior elevations). May include typical floor plans.
- Grading Plan** showing existing topography and contour finish, cut and fill, and cross section analysis is required for hillside sites over 10%. Grading Plans shall include topographic elevations. Full size plans required.

- Building Sections and Wall Sections** with dimensions as needed to describe the buildings in relation to the site and showing the height of each floor. Include a key map.
- Landscape/Planting Plans** (preliminary schematic) showing trees, shrubs and ground cover with existing trees, trees to be removed and trees to be retained. An arborist report may be required.
- Site Cross-sections** illustrating front to back on sites over 5%, or for projects with retaining walls, berms, or similar features.
- Project Statistics** including tabulation of site coverage and parking, both required and provided, etc.
- Colored Photographs** of the site (1 set).
- Site Analysis Map.**
- Neighborhood Context Map.**
- Location Map.**
- Color and Materials Board.**
- Colored Rendering** of all building elevations annotated
- Plan Previously Reviewed by the Design Review Board** with summary of changes.
- Design Concept Narrative** responds to the review criteria for Superior Design as set forth in the Framework of Design Review (see Design Guidelines, Introduction, Subsection C).

### **Final Design Review Checklist**

Once Preliminary Design Review has been approved, applicant must then submit plans for Final Design Review within 120 days or request an extension. The purpose for Final Design Review is to review all the project details and confirm that any changes required at Preliminary Design Review have been incorporated. At preliminary Design Review, the Design Review Board may grant staff the authority to complete the final Design Review process.

Submittal requirements include all the preliminary requirements plus the following:

- Landscape Plan** with soil types and plant materials and container sizes specified. Include hardscape materials and include landscape features such as berms, steps, retaining walls and fences.
- Landscape Cross-sections** on sites with berms, retaining walls, steps or with cross-slopes greater than 5%.
- Irrigation Concept** and Statement of Compliance with the City’s water conservation ordinance.
- Plan Details**, including trash enclosure, utility structure screening, and fences/walls.
- Screening** of mechanical equipment
- Exterior Lighting Plan** including fixture types and locations. Pole lighting shall show adjacent tree cover.
- Material/Color Board** with 8 ½ X 11 finish and color list for file listing materials and pain or finish.

\*All plans and their written information may be reduced to 8 ½ X 11 or 11 X 17 if legible.

I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL OF THE INFORMATION REQUESTED (OR HAVE ATTACHED A WRITTEN STATEMENT EXPLAINING ANY OMISSIONS FROM THIS CHECKLIST APPROVED BY A CITY PLANNER.)

\_\_\_\_\_  
SIGNATURE AND REGISTRATION NUMBER OF DESIGNER-ARCHITECT

\_\_\_\_\_  
DATE