

CITY OF SANTA ROSA
RESILIENT CITY ZONING GUIDE VERSION 1

HELPING OUR COMMUNITY REBUILD

**REBUILDING
TOGETHER**

Additional information
regarding the Santa Rosa
rebuilding effort available
online:

SRCity.org/rebuild

SonomaCountyRecovers.org

WORKING FOR YOUR RECOVERY

Planning & Economic Development Department office

100 Santa Rosa Avenue, Room 5

Monday, Tuesday and Thursday - 8:00 am to 4:30 pm

Wednesday - 10:30 to 4:30

Friday - 8:00 to 12:00

VISIT SRCITY.ORG TO LEARN MORE ABOUT HOW
RESILIENT CITY ZONING IMPACTS YOUR HOME.

City Council 2017-2018:

Mayor Chris Coursey

Vice Mayor Jack Tibbetts

Julie Combs

Ernesto Olivares

Chris Rogers

John Sawyer

Tom Schwedhelm

NEW JOURNEY

YOUR REBUILDING PROCESS

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WELCOME HOME

1 DEBRIS REMOVAL

DEBRIS REMOVAL

Due to the complexities of debris removal visit sonomacountyrecovers.org/debris-removal for FAQ's, forms and permit applications.

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Debris Removal

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2 DESIGN

DESIGN

Working with a design professional, you'll need to create or rebuild a set of plans for your new home including all design, engineering, and required code upgrades. You may be able to access the original plans by contacting the original designer or the City of Santa Rosa Building Division. How different your new home is from the original will affect the speed of your permitting and review process.

KEY ACTIVITIES:

- Hire design professional
- Retrieve original plans or start from scratch
- Make any design enhancements and required code upgrades
- If applicable, coordinate any necessary reviews with your homeowner's association (HOA)

Tip: Now is a great time to begin interviewing and selecting a licensed contractor. Visit the North Coast Builders Exchange at ncbeonline.com for more resources.

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PERMITTING & REVIEW

PERMITTING & REVIEW

A key milestone in building your new home will be applying for and getting your building and associated permits. While all new construction must meet all federal, state, and local standards, the City of Santa Rosa has found ways to significantly expedite the review process for Resilient City properties. The best way to save time and money is to first work with your design professional to ensure your Submittal Packet is 100% complete.

KEY ACTIVITIES:

- Work with design professional to complete submittal packet
- Meet with Building and Planning Divisions for review
- Select and hire a licensed contractor

Residents should expect to pay approximately \$3,000 in review fees. Review timelines will vary depending on how extensive your design changes are. Those with minimal to no changes to their original design should expect less than a week, while those with major alterations, accessory dwelling units, or a new design could take 2-3 weeks for review.

Upon review, most residents should expect either an approved set of permits or permits that will require deferred submittals.

Deferred submittals will allow you to begin the construction process while continuing to work with the building department to resolve any outstanding code or planning requirements.

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PERMITTING & REVIEW

FAST TRACK PLANS

- Little or no design changes
- The same footprint
- The same elevation
- The same location on the lot
- Less than 1 week with complete plans and documents
- No impact fees required

EXPEDITED PLANS

- Minor or moderate design changes
- The same or nearly the same footprint
- The same or nearly the same elevation
- The same or nearly the same location
- Some interior or exterior changes from original layout
- 1-3 weeks with complete plans and documents
- No impact fees required if expansion is 400 square feet or less.

PRIORITIZED PLANS

- Large scale changes
- Changing the footprint, elevation, layout, or location on lot
- Addition of Accessory Dwelling Unit
- Requires additional time to review design
- 3-5 weeks with complete plans and documents
- No impact fees required if expansion is 400 square feet or less.

4 CONSTRUCTION & INSPECTIONS

CONSTRUCTION AND INSPECTIONS

It's time to get started on your new home! Your selected contractor will help guide your building process and schedule. For the most part, your home will get built from the ground up: starting with grading, groundwork, and foundation work, on to framing and wrapping up with walls, details and landscaping.

While your contractor is leading you through the building process, they will also be helping coordinate a series of milestone-based inspections. These ensure each step of your new home meets code standards and keeps the progress moving. Residents should prepare for approximately \$2,000 in inspection fees.

If your permit was issued with deferred submittals, you will be working with your design professional to resolve any remaining issues without slowing down your construction timeline.

KEY ACTIVITIES:

- Work with your contractor to manage building schedule
- Coordinate with your contractor to schedule and manage inspections
- If any deferred submittals are unresolved with the building department, work with your design professional to complete

As your contractor is nearing completion, they can help you coordinate with the City staff to ensure the timely activation of your sewer and water utilities, as well as your final inspection.

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WELCOME HOME

WELCOME HOME

Upon the successful completion of your final inspection you will be granted an occupancy permit and allowed to move into your new home.

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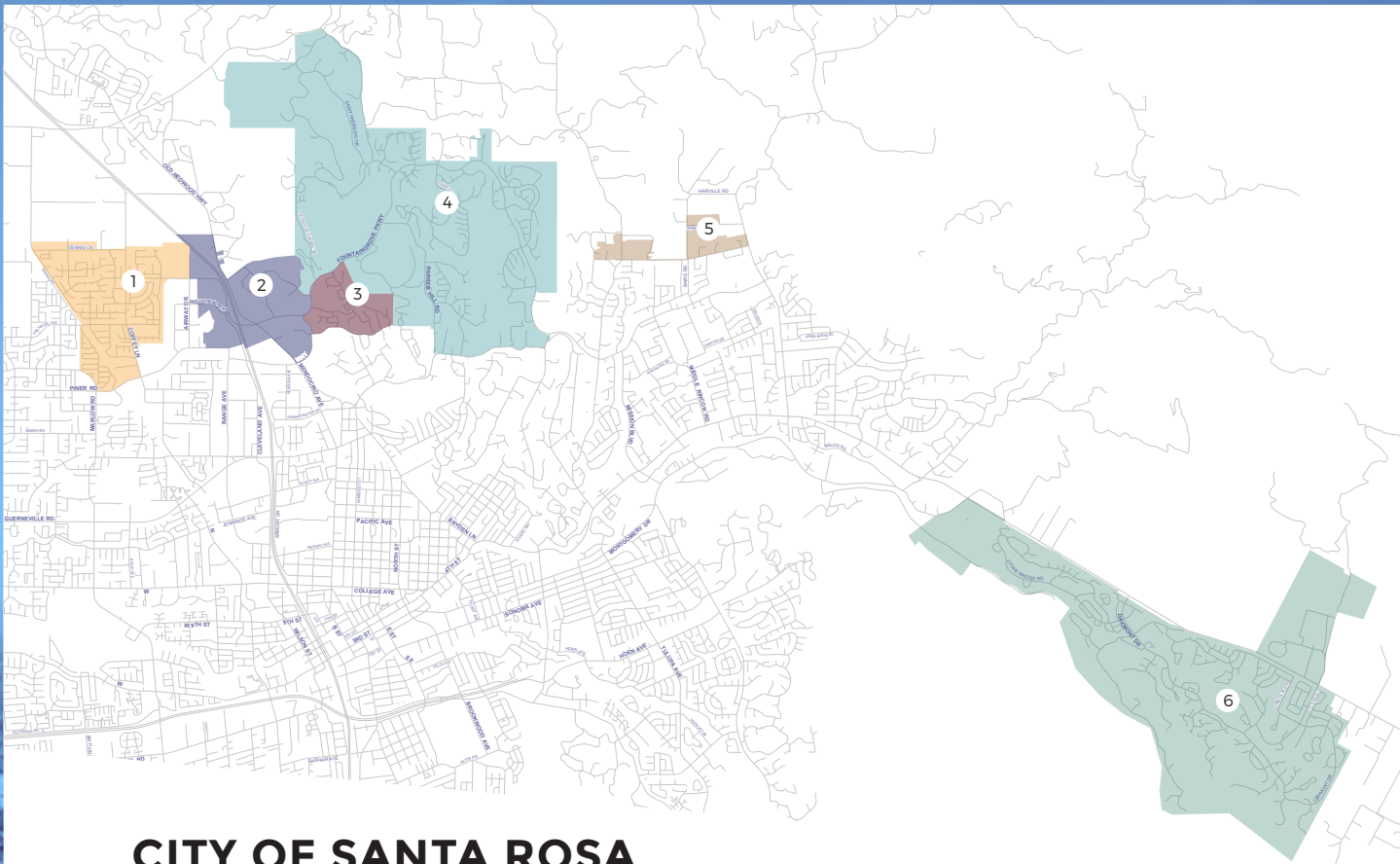
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CITY OF SANTA ROSA RESILIENT CITY ZONING AREAS

The new zoning and expedited rebuilding tools apply to six key neighborhoods affected by the fires.

- 1 Coffey Park Area**
- 2 Highway 101 Corridor or Round Barn Area**
- 3 Fountainview Area**
- 4 Fountaingrove Area**
- 5 Montecito Heights Area**
- 6 Oakmont Area**

TIME WINDOW OF ORDINANCE

Unless otherwise noted, these provisions will remain in effect until October 9th, 2020.

1. COFFEY PARK AREA

Residential and non-residential parcels generally bounded by the city jurisdictional boundary to the north, Piner Road and Pinercrest Drive to the south, Piner Creek to the east, and the SMART rail corridor and Waltzer Road to the west, as depicted in Figure 1, Coffey Park Area.

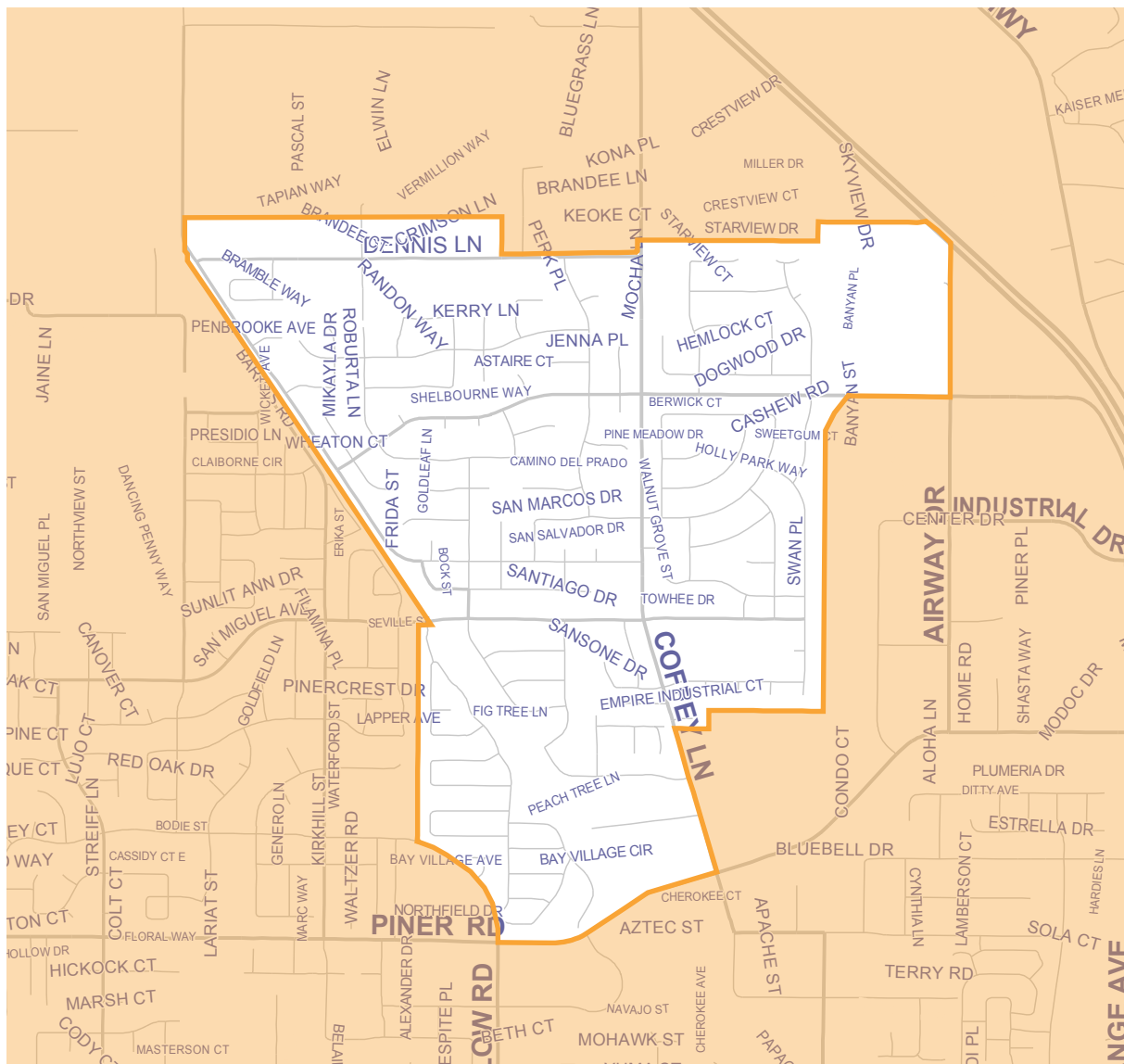


Figure 1

2. HIGHWAY 101 CORRIDOR / ROUND BARN AREA

Highway 101 Corridor/Round Barn Area. Residential and non-residential parcels generally bounded by the city jurisdictional boundary to the north, Piner Road and Bicentennial Way to the south, Fountaingrove Parkway/Bicentennial Way and Round Barn Boulevard to the east, and Piner Creek and Airway Drive to the west, as depicted in Figure 2. Highway 101 Corridor/Round Barn Area.

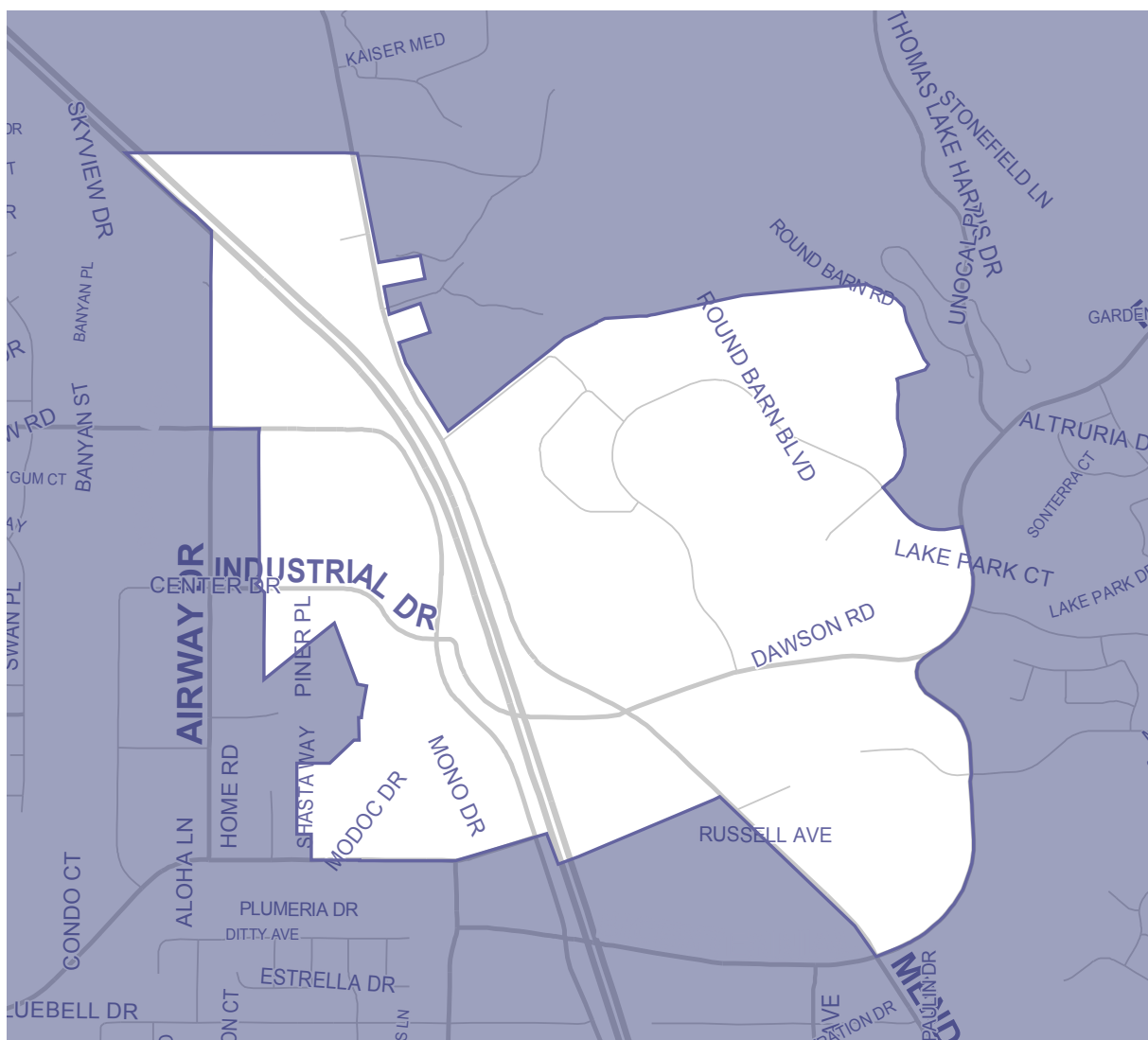


Figure 2

3. FOUNTAINVIEW AREA

Residential and non-residential parcels generally bounded by Fountaingrove Parkway to the north, Lake Park Drive to the south, Altruria Drive, Glenview Place and Kelsey Knolls to the east, and Bicentennial Way and Fountaingrove Parkway to the west, as depicted in Figure 3, Fountainview Area.

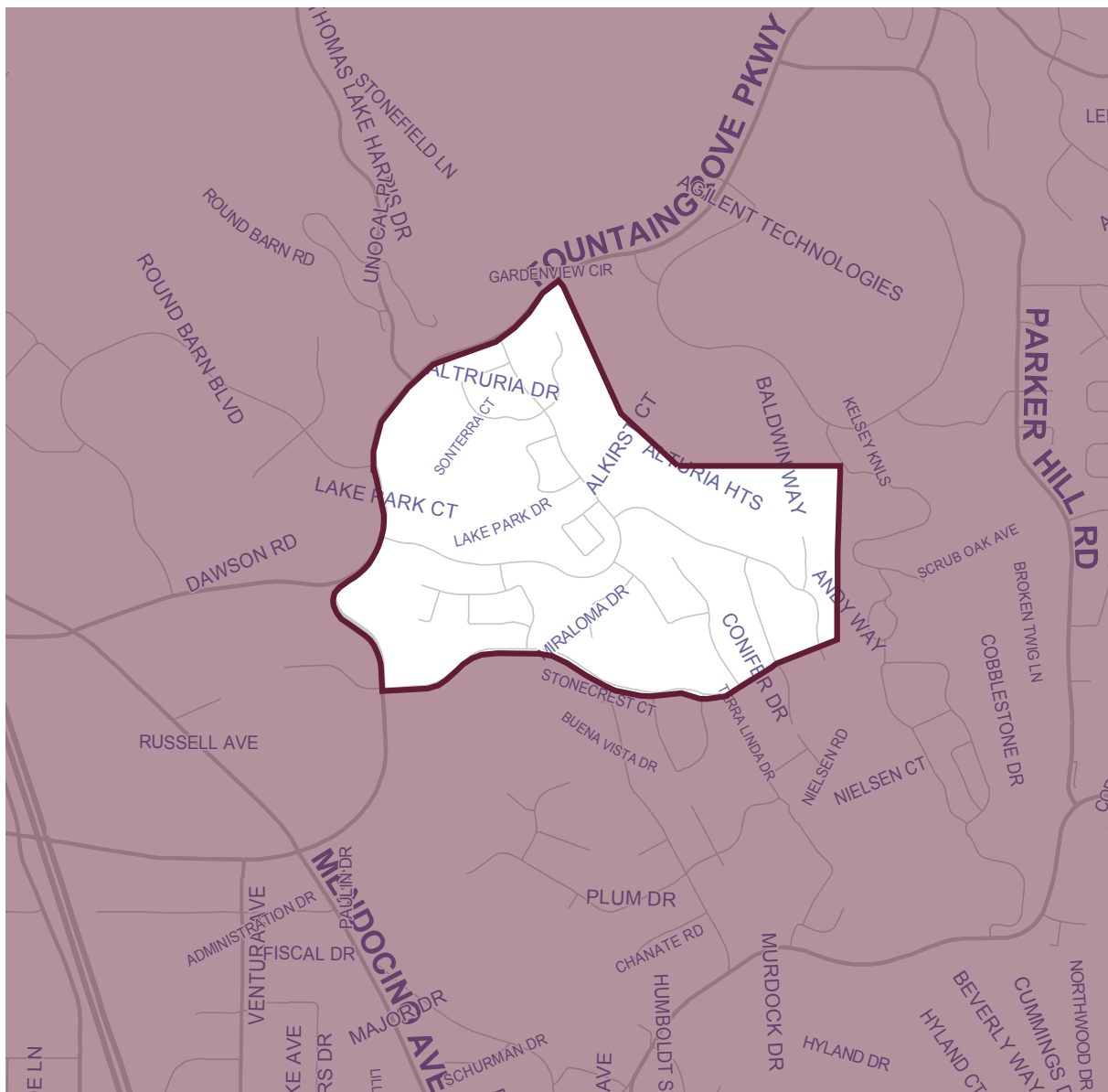


Figure 3

5. MONTECITO HEIGHTS AREA

Residential and non-residential parcels generally bounded by the city jurisdictional boundary to the north and west, Badger Road to the south, and Calistoga Road to the east, as depicted in Figure 5, Montecito Heights Area.

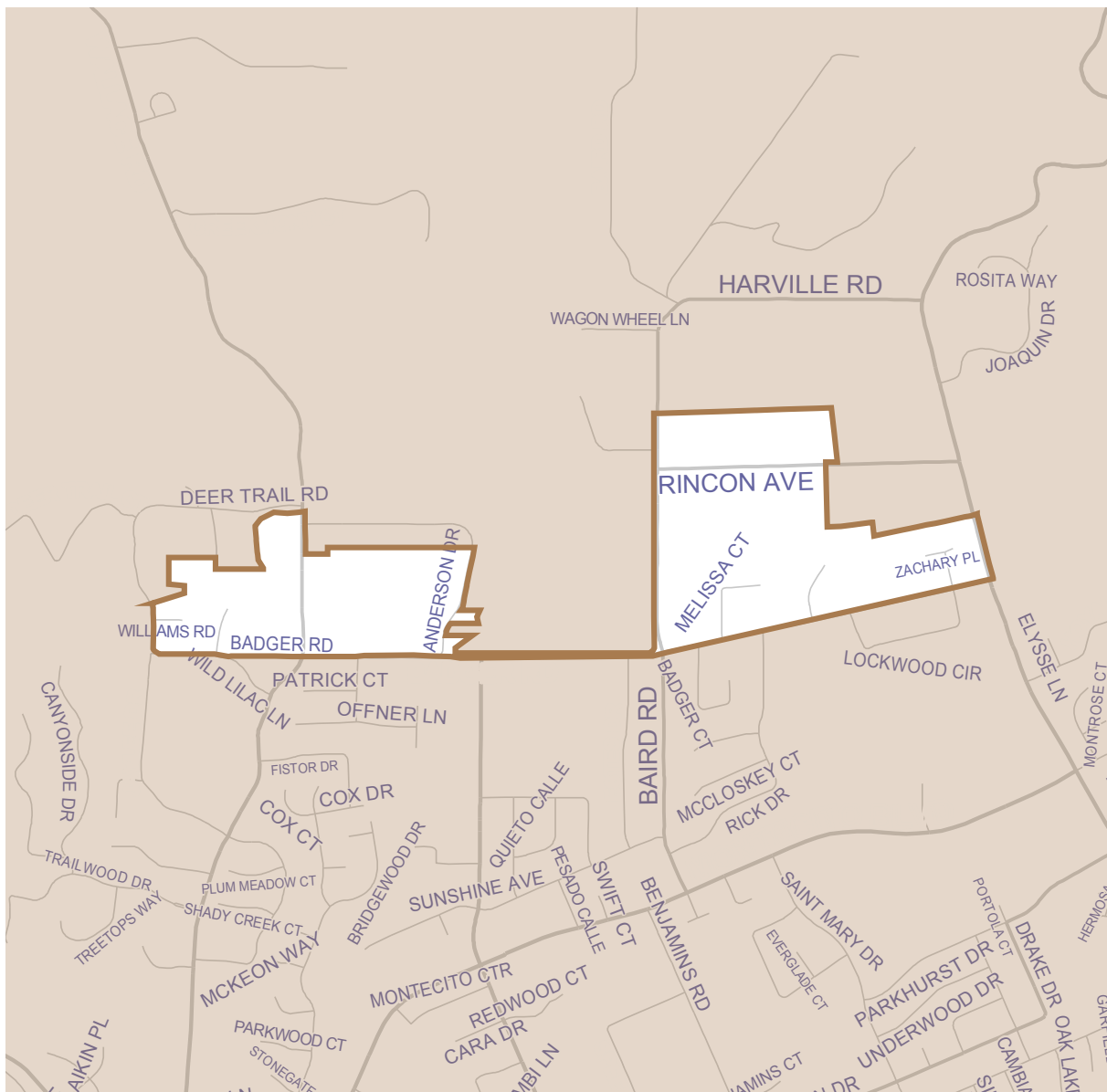


Figure 5

6. OAKMONT AREA

Residential and non-residential parcels generally bounded by the city jurisdictional boundary to the north, south and east, and Melita Road to the west, as depicted in Figure 6, Oakmont Area.

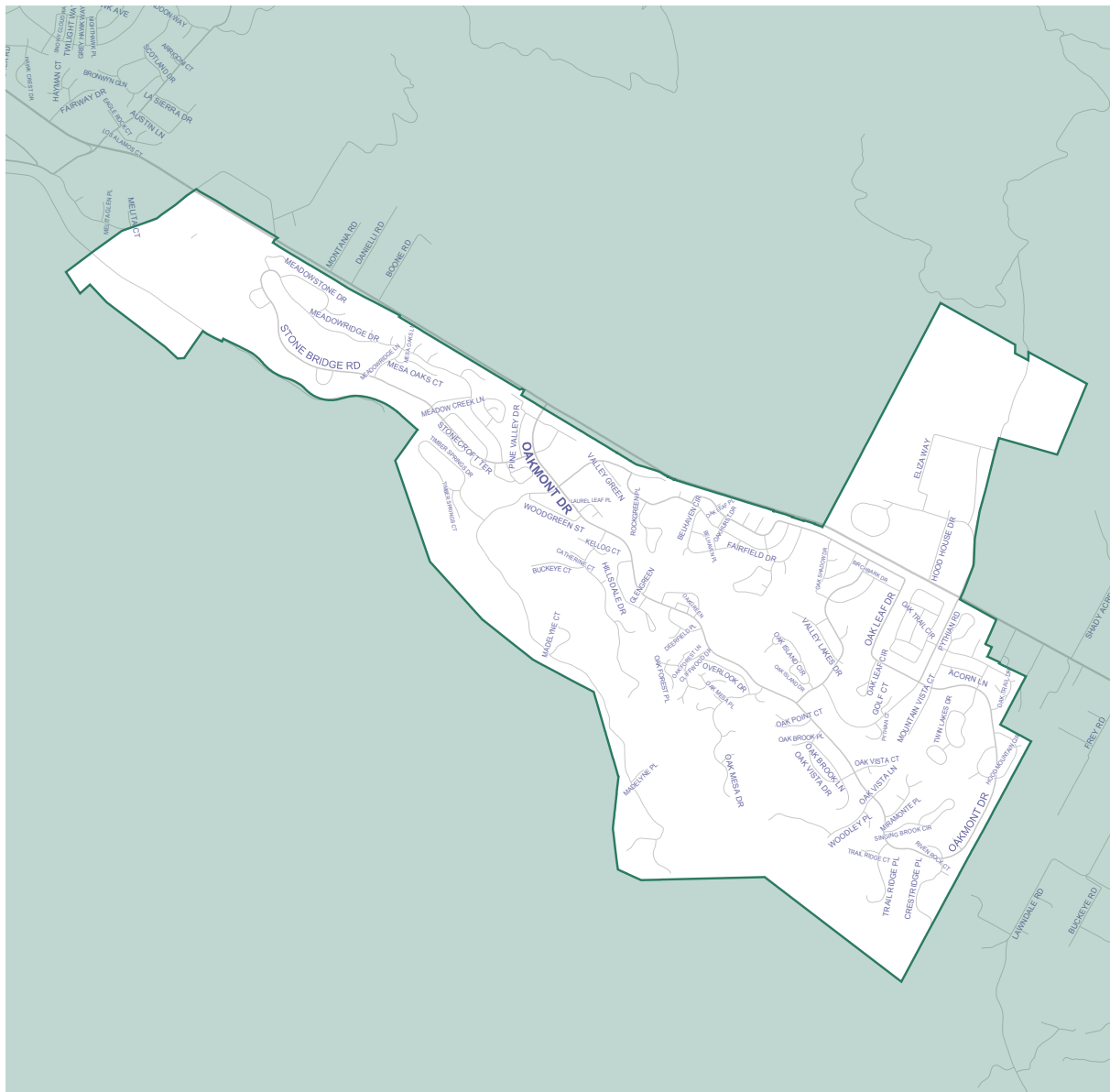


Figure 6

For All Resilient City Zoned Parcels:

All Resilient City zoned permits receive priority over all other building permit requests.

Accessory Dwelling Units (ADUs)

ADUs are allowed with single family dwellings, and can be occupied prior to the completion of the single family dwelling.

Internal Conversions for Accessory Dwelling Units

If a reconstructed residence is built to the previously permitted dimensions, without changing the footprint or square-footage of the original residence, an accessory dwelling unit may be incorporated into the interior, consistent with State law, and shall receive expedited review. The extent of the accessory dwelling unit shall be identified in the building permit submittal. All associated Impact Fees will be waived.

New Construction of Detached Accessory Dwelling Units

Construction of a new detached accessory dwelling unit will be allowed alongside the reconstruction of a single-family dwelling. Building permit applications for the new detached accessory dwelling unit will be processed based on application submittal date. Associated Impact Fees will be reduced or eliminated depending on the square footage of the additional unit.

Legal Nonconforming Structures

Buildings that were legally established, but do not adhere to current standards may be repaired or rebuilt as they were, provided they adhere to all local and state fire and building codes, are reconstructed in the same configuration, square-footage, height, and use as the original structure. All reconstruction must commence prior to October 9th, 2020 and pursue completion diligently.

Building Standards

All buildings must meet the requirement of current State and local building and fire codes.

Temporary Housing

Temporary housing - including trailers, recreational vehicles, manufactured homes, or tiny homes - are permitted on parcels that have received a building permit. They must meet water, wastewater, and electrical requirements, and must be removed prior to issue of occupancy.

Demo Application Fees Waived

All Demolition Applications for properties in the Resilient City zone will be expedited and all fees will be waived.

Planned Development Zoning Districts.

To maintain neighborhood character and standards, any property in the new Resilient City Zoning areas that were previously zoned as a Planned Development will still comply with the existing development standards of the policy statement from the original "Planned Development" district. If the previous development standards in the Policy Statement are silent, or inconsistent with the current Zoning Code, the updated standards which are consistent with the General Plan land use designation for the parcel(s) may be utilized, as determined by the Director of Planning and Economic Development. Any requirement for discretionary planning permits, including, but not limited to, conditional use permit, design review or hillside development permit, shall be reviewed and approved by the Director of Planning and Economic Development. Any applicable discretionary planning permit fees will be waived.

Hillside Developments Approval

All parcels originally in Planned or Hillside Developments building new structures must comply with original design and development standards. Adherence to the standards, review, and approval will be determined by the Director of Planning and Economic Development. All application and review fees will be waived.

Hillside Development Removal of Public Hearing Requirement

All Design Review or Hillside Development structures that alter the originally permitted footprint or building height will be reviewed by the Director of Planning and Economic Development, who shall notify, by mail, all persons or entities set forth in Section 20.66.020(C)(1) 10 days prior to taking action. There will be no public hearing required.

Required Public Hearings

Any provisions not addressed here, and other than those within the jurisdiction of the Director of Santa Rosa Water or the Board of Public Utilities, will be under the authority of the Director of Planning and Economic Development.

Expedited Review Processes

Any new or reconstructed property that complies with all existing Hillside and Design standards, that previously require approval of the Design Review Board or Planning Commission, will now be reviewed at the discretion of the Director of Planning and Economic Development. Any applicable Hillside Development and Design Review application fees will be waived.

Subdivision Map Requirements

New structures within the Resilient City Zoning Areas that would typically be subject to discretionary review with public hearing per the conditions of a Subdivision Map, will now be reviewed at the discretion of the Director of Planning and Economic Development. Applicable discretionary permit application fees shall be waived.

1 When I rebuild my home, does it have to be in compliance with current building codes?

Yes. All buildings must meet the 2016 California Residential Code, as amended and adopted by The City of Santa Rosa.

2 Can my house be built on the existing foundation?

Yes, provided you have an approved "suitability analysis" of the existing foundation performed by a registered civil or structural engineer. This analysis shall state that the engineer has visited the site and investigated the condition of the existing building elements. It shall also state that the remaining foundation is suitable for the support of the new structure, and that all under-slab utility systems (such as drain, waste, vent, water, mechanical, electrical, etc.) are suitable for continued use. Electrical conduits may remain but all under-slab electrical conductors must be replaced.

Please be advised that if soil was disturbed to a depth greater than 12 inches, a compaction report to address re-compaction of the lot after foundation removal may be needed depending on new building elevations. A licensed geotechnical or civil engineer may be needed to prepare the compaction report.

3 How is The City of Santa Rosa determining the square footage of structures that were on my property prior to the fire?

When determining square footage, City staff will refer to building permit history records and Assessors records. The City does not retain building plan sets in most cases, but may have permit application forms and inspection records for most permitted structures built after 1950. The City will consider the square footages in other formal documents, such as insurance papers or old building plans on a case-by-case basis.

4 Is a Demolition Permit required for removal of a building or portions of a building that were damaged or destroyed by a fire?

No, if a RIGHT OF ENTRY (ROE) has been submitted to County Environmental Health and your property is on the list for cleanup by CalOES.

Yes, if you choose to remove the debris yourself or through a contractor, a demolition permit is required pursuant to State Code (2016 California Residential Code, Section R105.1). CAL OSHA Standards for handling and disposal of the debris still apply. Demolition permits for residences will be processed in an expedited fashion. Receipts for debris disposal and post clean-up soil analysis are needed before issuance of building permits.

See sonomacountyrecovers.org/debris-removal for more info.

5 Is a Building Permit required to repair damage to a structure?

Yes. A Permit is required for repairs and construction pursuant to State Code (2016 California Residential Code, Section R105.1 or California Building Code, Section 105.1). Review of repair permit applications will be expedited and Building Inspectors are available to inspect your structure before you file a building permit to assist in damage assessment and provide information of Building Code requirements applicable to the situation at hand. We may have complete damage assessment information already on-hand when you come in. Some situations may necessitate that a Registered Engineer evaluates the condition of the damaged home and provide engineered plans for the repair. The Construction Documents Submittal Requirements for Remodels and/or Additions to Residential Projects shall be followed for repair permit submittals.

6 How long do I have to rebuild my permanent residence?

If your home was considered legal non-conforming, you will need to file the building permit application within 36 months from the date of the declaration of emergency (11/9/17).

Building and grading permits issued by The City of Santa Rosa expire by limitation 180 days from the date of permit issuance. We encourage property owners to complete construction as quickly as is practical and not wait to the last minute to call for the next inspection. Extensions will be considered as-necessary.

7 What documents do I need for a Building Permit?

All plans and documents required for a rebuild permit are identified on the Construction Document Submittal Requirements. Applications require three (3) copies of signed plans. If the structure is commercial, non-wood framed, a residence higher than two stories, non-conventional construction (metal, concrete or masonry), or a residential project with more than four (4) dwellings on a single parcel, the plans must be signed by a licensed engineer or architect. A complete submittal and detailed building plans often translate into quicker review times. The site plan must be drawn to scale and include all improvements. Multiple departments and agencies may need to review these plans prior to permit issuance.

8 Once I have all building permit plans ready, how do I submit them?

Applications can be submitted at the Planning & Economic Development Department office at 100 Santa Rosa Avenue, Room 5 between 8:00 am to 4:30 pm, Monday, Tuesday and Thursday; Wednesdays from 10:30 to 4:30 and Fridays from 8:00 to 12:00.

9 How do I track my project's permit?

You can apply for and monitor the progress of your permit, as well as schedule inspections at <https://srcity.org/1602/Permit-Santa-Rosa>

10 What other agencies and fees might be involved in the Building Permit Process?

All coordination with other agencies will be managed by the city.

- Planning.
- Engineering.
- Water (water and sewer needs and fees).
- City of Santa Rosa Environmental Compliance (primarily commercial applications).
- Fire (some residential applications and all commercial applications).
- Sonoma County Environmental Health: Septic and well systems, if applicable.
- Local School District: Mitigation fees if expanding the size of former residence.

Note: Many of these departmental reviews will be greatly-reduced or eliminated if the proposed rebuild is substantially-similar to the previous configuration.

11 Are fire sprinklers required for my new structure(s)?

Yes. Residential fire sprinkler systems are required as mandated by the 2016 Residential Code Section R313. And in-accordance with locally-adopted ordinances.

12 Do I need a licensed fire protection contractor (C-16) to design and install the sprinkler system?

Not necessarily, however it is highly recommended. Owner-builders may assume all liabilities of the entire construction project and apply for all permits under the provisions of the State as it relates to owner-builder allowances and thus design and install their own systems as approved by the Fire Department.

If a licensed C-16 fire protection contractor is used they shall install their own design. A C-16 fire protection contractor CANNOT design a system they do not install.

13 Can I live in a trailer or RV on my property while rebuilding a home?

Yes, provided:

- The City of Santa Rosa has issued a building permit for the trailer or RV.
- Basic conditions can be met, such as provisions for electrical connection, and any necessary hookups.
- Wastewater methods are approved.
- The site is not at risk for landslides or debris flow.
- The placement of the temporary home does not preclude rebuilding.
- The permit may be revoked if the terms and conditions of the permit have been violated. Otherwise the permit will expire once final inspection of your new home is complete or 2 years from permit issuance, whichever comes first.
- Water/Wastewater connection fees will be waived.

14 Can I rebuild a garage or other accessory structure or continue an accessory use prior to rebuilding my home?

The City of Santa Rosa can authorize reconstruction of an accessory structure on a case-by-case basis. In most cases, all proposed structures would be submitted with the Site Plan required with any building plan sets. The site plan and building permits for all associated structures can then be approved at the same time.

15 Is a new owner required to meet all development standards, including setbacks?

Yes. The same standards apply to existing and new lot owners. An exception is if the original home was determined to be legal non-conforming and a building permit application is submitted within one year of the fire.

16 Will I need a new encroachment permit with fee?

An encroachment permit will be required for any modifications to the existing water service due to fire sprinklers. Encroachment permits will also be required for any repair or modifications to existing sidewalks or driveway connections.

17 Do I need a Grading Permit to rebuild?

If a homeowner wishes to reconstruct structures in approximately the pre-fire footprint, with minor additional grading then a grading permit, in most cases, will not be required. Best Management Practices (BMPs) for site stabilization methods will be required.

If a homeowner is rebuilding using a different footprint from the original, pre-fire footprint, a Grading Permit will be required.

18 If my structure(s) cannot meet current setback requirements due to lot sizes or topography, will the City still issue building permits?

The City will make every effort to accommodate challenging lot set-back issues. Setbacks can be adjusted under certain circumstances with a Zoning Permit. All fire safe building regulations, environment, and other health and safety ordinances and standards shall apply

19 Will the City require evidence of a legal lot prior to issuance of a new building permit?

Yes. Be aware that one legal lot may have several Assessor Parcel Numbers (APNs), and that APNs do not establish legal lot status. Therefore, the legal lot lines and status must be confirmed prior to issuance of building permits. The City will accept evidence of a prior Building Permit on your property as establishing legal lot status.

20 Will building permits be issued for structures in a Floodway or Floodplain?

Floodways are the drainage areas necessary for a 100-year floodplain (also indicated as "F2" on Zoning Map). No permits will be issued for structures within floodways (F1). This is a health and safety issue and all structures must be located outside of the floodway. Habitable structures in the floodplain must conform to the flood control ordinance and have a building pad, or finished floor elevation, elevated above the 100-year flood level.

21 Who enforces the regulations regarding clearance of fuel around buildings?

The Santa Rosa Fire Department will enforce weed abatement programs, requiring the clearance of flammable vegetation from around buildings (Santa Rosa City Code Title 9, Chapter 9-08).

Recommendations regarding larger fuel modification can also be made and reference materials can be found at: <https://www.srcity.org/596/Wildland-Urban-Interface>

22 Are any permits required to clear up to 100 feet away (Defensible Space) from an existing residence?

Maybe. Clearing for fire protection purposes can be done within 100 feet of existing dwelling units without a permit, provided that clearing is not performed by an excavator or bulldozer. This does not authorize off-site clearing, although clearing in cooperation with your neighbors is encouraged.

The removal of some Heritage trees is prohibited and verification from the Planning Department will be required before removing trees.

23 Am I responsible for clearing the brush from around buildings?

Yes. The property owner is responsible for clearing brush from around buildings.