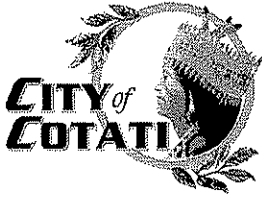


PLANNING APPLICATION



**COMMUNITY DEVELOPMENT
 DEPARTMENT**
 Planning Division
 201 West Sierra Avenue
 Cotati, CA 94931
 Phone: (707) 665-3637
 Fax: (707) 792-4604

PA# _____

AP# _____

- | | |
|--|--|
| <input type="checkbox"/> General Plan Amendment \$ _____
<input type="checkbox"/> Zone Change \$ _____
<input type="checkbox"/> Hillside Development Permit \$ _____
<input type="checkbox"/> Subdivision (Minor) \$ _____
<input type="checkbox"/> Subdivision (Major) \$ _____
<input type="checkbox"/> Lot Line Adjustment \$ _____
<input type="checkbox"/> Use Permit \$ _____
<input type="checkbox"/> Minor Use Permit \$ _____
<input type="checkbox"/> Public Hearing Notice Board \$ _____
<input type="checkbox"/> Outdoor Dining \$ _____ | <input type="checkbox"/> Variance \$ _____
<input type="checkbox"/> Minor Variance \$ _____
<input type="checkbox"/> Design Review \$ _____
<input type="checkbox"/> Environmental Review \$ _____
<input type="checkbox"/> Archaeology Review \$ _____
<input type="checkbox"/> Pre-Application Conference \$ _____
<input type="checkbox"/> Formal Conceptual Plan Review \$ _____
<input type="checkbox"/> Other \$ _____
(Outside Service Agreement, etc.) |
|--|--|

Receipt(s) # _____ Total Fees: \$ _____

_____ Deposit Collected: \$ _____

1. Property Information:

Location: _____

Property Size: (acres): _____ Project Title: _____

Project Description (attach additional sheets as needed):

2. Applicant Information:

Applicant _____ Mailing Address _____ City/State/Zip _____

Applicant Phone _____ Fax _____ E-Mail _____

Business Name and Phone _____ Mailing Address _____ City/State/Zip _____

Property Owner _____ Mailing Address _____ City/State/Zip _____

Phone _____ Fax _____ E-Mail _____

Continued on Reverse...

PLANNING APPLICATION

(Continued):

Designer/Architect

Mailing Address

City/State/Zip

Phone

Fax

E-Mail

3. General Plan Designation: _____

4. Zoning District: _____

4. Application Materials: Application must include all required supplemental materials, application forms, and any initial fees at time of filing.

5. State of California Hazardous Waste and Substances Sites List (C.G.C. § 65962.5): Pursuant to Government Code Section 65962.5(e), before a local agency accepts as complete an application for any development project, the applicant shall consult the latest State of California Hazardous Waste and Substances Sites List, which has been posted at the following internet website: <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>.

Statement: I have consulted the latest State of California Hazardous Waste and Substances List on file with the Planning Department, and I have determined that the project site **is / is not** (circle one) included on the List.

Date List consulted: _____

Source of the listing: _____ (To be completed only if the site is included on the List)

6. Certification: I hereby certify that the information given above and attached hereto is true and correct, that the property owner is aware of and agrees with this application, and that falsification of fact will result in invalidation of the application. Further, I understand that any approval given is valid for the specific project approved only, and is subject to all applicable laws, regulations, and conditions.

Applicant's Signature

Date

Property Owner's Signature

Date

CITY OF COTATI

ENVIRONMENTAL ASSESSMENT FORM

Date Filed: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted
concerning this project: _____

4. Indicate number of the permit application for the project to which this
form pertains: _____
5. List and describe any other related permits and other public approvals
required for this project, including those required by city, regional,
state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.

13. Proposed scheduling.
14. Associated project.
15. Anticipated incremental development.
16. If residential, include number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES NO

- | | | |
|-----------------------------|-----|--|
| <u> </u> <u> </u> | 21. | Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| <u> </u> <u> </u> | 22. | Change in scenic views or vistas from existing residential areas or public lands or roads. |
| <u> </u> <u> </u> | 23. | Change in pattern, scale or character of general area of project. |
| <u> </u> <u> </u> | 24. | Significant amounts of solid waste or litter. |
| <u> </u> <u> </u> | 25. | Change in dust, ash, smoke, fumes or odors in vicinity. |
| <u> </u> <u> </u> | 26. | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| <u> </u> <u> </u> | 27. | Substantial change in existing noise or vibration levels in the vicinity. |

- _____ 28. Site on filled land or on slope of 10 percent or more.
- _____ 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives.
- _____ 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- _____ 31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.).
- _____ 32. Relationship to a larger project or series of projects.
- _____ 33. Is the project in an identified flood zone as indicated on the latest adopted Flood Insurance Rate Map?
- _____ 34. Is the project located in an identified floodway, as shown on the latest adopted Flood Insurance Rate Map?

ENVIRONMENTAL SETTING

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____

CITY OF COTATI
COMMUNITY DEVELOPMENT DEPT.
Planning Division
201 West Sierra Avenue
Cotati CA 94931
(707) 665-3638

PLANNING REVIEW PROCEDURES

1. WHEN REQUIRED

Design Review Committee and Planning Commission approval is required for all commercial, office, industrial and most residential construction. The purpose of Design Review, a sub-committee of the Planning Commission, is to evaluate the architectural, landscape and site design aspects of the project to promote, maintain and enhance the visual quality and character of Cotati.

2. PRE-APPLICATION REVIEW

You may request a pre-application review of your project by the Planning Staff, City Engineer, Police Department, or the Cotati Fire Protection District. This process takes about two weeks but can save you time later by resolving issues early in the review process.

3. APPLICATION

The submittal requirements for a Planning Application are listed below. Incomplete applications are often the major cause of delays in processing. Please submit each of the items listed but by all means call the Planning Department at (707) 665-3638 if you have any questions.

Plans must be submitted a minimum of three (3) full weeks prior to the anticipated date in which the application will be reviewed. All Planning Applications will be reviewed for completeness. State law requires that staff determine whether the application is complete within 30 days. Planning staff will usually make this determination within one week. *We recommend that you submit one copy for staff to review for completeness prior to submitting the multiple copies described below.*

4. SUBMITTAL REQUIREMENTS

In order to file a Planning Application, you must submit the information below. Again, we recommend that you submit one copy for staff to review for completeness prior to submitting the multiple copies required.

The following plan submittal requirement is preliminary only. Following staff review of your proposal, additional full-size plans will be required.

- a. A completed Planning Action Application Form.
- b. Two (2) full size and Fourteen (14) reduced size (11" x 17") copies of the site plan (scaled, drawn, and dimensioned to **accurately** show:

1. Vicinity map showing relationship to surrounding streets and lotting patterns.
 2. All property lines, streets (w/center lines) and easements (existing and proposed).
 3. All proposed frontage improvements including elevations.
 4. All structures to be removed.
 5. Location and outside dimensions of all buildings and structures.
 6. Location and size of all parking spaces, including striping, curbing, wheel stops, and any structural supports or enclosures that may affect vehicular movements.
 7. Location of all driveways, walkways, trails, and outside stairs and landings.
 8. Loading and storage areas.
 9. Location and type of all exterior lighting.
 10. Location of mailboxes and trash areas.
 11. Location and size of all mechanical and utility equipment, including power and telephone equipment, meters and transformers.
 12. Location and height of all retaining walls.
 13. Existing conditions: removed or retained fences, trees, dwellings, contours, yards, structures, drives, creeks, roads, and uses adjacent to and near the project.
 14. Location, diameter, and dripline of all existing trees fourteen inches or more in circumference.
 15. Parking calculations related to each type of use involved and a total count.
 16. North should be at the top of the plan if practical.
 17. Any other element of the project appropriate for inclusion in site plan (i.e., pool, patio, tot lot, etc.).
 18. Written explanation of the major features of the site design concept.
- c. Two (2) full-size copies and Fourteen (14) reduced size (11" x 17") copies of architectural drawings (scaled, drawn, and dimensioned to accurately show:
1. Elevations showing height and width of all exterior walls including outside finished grade lines labeled north, south, east and west.
 2. Height, configuration, slope, and overhangs of roof.
 3. All rooftop equipment, including proposed enclosures or screening.
 4. Details of the fascias, trim, railings, doors, gates and windows.
 5. Size and location of doors, windows, or similar openings.
 6. Stairs, landings, railings, chimneys, decks, balconies, or similar attachments or projections.
 7. Enclosure design for utility meters and trash areas.
 8. Design of fencing and all exposed retaining walls.
 9. Type and character of all street furniture, such as benches, waste receptacles, etc.
 10. Finished floor elevations.
 11. Floor plans.
- d. Twelve copies of elevations showing relationship of proposed building(s) to adjacent structure(s). Photographs with the proposal superimposed may be substituted.

5. ENVIRONMENTAL REVIEW

Many Planning Applications are subject to the Environmental Review process, as required by the California Environmental Quality Act (CEQA). If staff advises you that your project is subject to Environmental Review, an Environmental Assessment Form must be submitted along with your application. The Environmental Assessment Form is reviewed for completeness along with the other Planning Application materials.

6. SCHEDULING

When it has been determined that a complete application has been submitted, it is certified as being "complete" and copies of the plan are sent to reviewing agencies and departments. If exempt from Environmental Review or if the Planning Staff recommends a Negative Declaration, the application is assigned a date in which it will be reviewed by the Design Review Committee and the Planning Commission. A noticed public hearing will be held by the Planning Commission and possibly by the City Council.

Notices of the public hearing(s) are mailed to adjacent property owners ten days prior to the hearing.

If an Environmental Impact Report (EIR) is required, such report must be prepared prior to the public hearing on the application.

7. ACTION

Staff will evaluate the application for compliance with zoning and/or previous related actions and prepare a Staff Report with recommendations.

The application will first be reviewed by the Design Review Committee in which the Committee may grant Preliminary Design Review approval of the project. If approval is granted, the application is then reviewed by the Planning Commission. A public hearing is held at this meeting and the Planning Commission will hear all appropriate testimony, in accordance with the criteria set forth in the Zoning Ordinance, will act to approve, approve with conditions, deny the application, or continue the hearing for additional information or redesign. Some applications also require City Council review at a noticed public hearing.

Final Design approval is the last step in the Planning Review process. At this meeting, landscaping and irrigation plans are reviewed for compliance with the Final Design Review Submittal Requirements listed on the following pages. The Design Review Committee also reviews the plans to ensure that all Conditions of Approval which they and the Planning Commission had stipulated have been met.

State law has established a six month time limit from the date the application has been certified "complete" and accepted for actions on projects not requiring an Environmental Impact Report (EIR). In Cotati, Planning Applications are usually acted on within a month from the date of acceptance. If an EIR is required, action on the EIR and project must occur within one year from acceptance of the application.

8. RESULT

Actions of the Planning Commission, where the Planning Commission has final approval authority, may be appealed to the City Council in writing, within seventeen days of the date of the action, accompanied by the required filing fee.

Building permit applications may be submitted and reviewed following the final approval, but cannot be issued until after the appeal period has expired.

Content and Form of Planning Applications

Below is a general guide to the requirements of State and City law with regard to planning applications. Those requirements may vary depending on the proposal. Also, an Environmental Impact Report may be required.

The information given below is for general guidance only; it is not exhaustive, and the applicant is advised to consult the Cotati Municipal Code (Title 17, Land Use Ordinance, or LUO) and planning staff before investing significant amounts of time and money in planning for a particular project.

A. General Plan and Land Use Ordinance Amendments

By State law, the General Plan is the controlling land use document of the City, and the LUO and zoning map are primary implementation tools. Changes in text or map of the Plan must be consistent with the Plan as a whole, and zoning changes must be consistent with text and map of both the Plan and LUO. Annexations are treated as Plan changes.

An application for any such changes must include the following in the submittal:

1. A complete written description of the proposal, with history and rationale.
2. A map (except in the case of text amendments only) indicating location of the proposal, plus the Plan designations, zoning and land uses in the surrounding area, major streets, easements, open spaces and any other manmade or natural features pertinent to the change.
3. Submittal materials as required for any actions being processed concurrently (such as subdivision, design review, etc.).
4. A thorough statement in support of the application, and addressing all relevant impacts and Plan and Ordinance text and map discussion and designations.

B. Subdivision

Subdivision requirements are especially complex, and are controlled to a large extent by State Law. The process involves approval of a tentative map, and later approval of a final map which contains formal surveying and engineering data. For a complete description, see the Subdivision chapter of the LUO. Applications must also provide the materials in "A" on Page 1 (Plan and Ordinance amendments).

C. Planned Unit Development (PUD)

The PUD district is a zoning overlay applied to a property, generally at the owner's request. It allows considerable flexibility in mixture of uses, design concepts, setback and yard requirements, etc. The primary purpose is to encourage innovative land use that is compatible with surrounding areas. PUD developments which also use the residential

condominium concept are eligible for substantial density bonuses.. Applicants should review the PUD and Condominium chapters of the Land Use Ordinance.

Design is a primary part of any PUD, and attention should be given to the Design chapter of the LUO, as any PUD application will have a Design Review application processed concurrently. Copies shall be provided as in "A" on Page 1 (Plan and Ordinance amendments).

D. Conditional Use Permit (CUP)

CUP's are a process by which uses not generally allowed within a zoning district may be permitted if it can be shown that they will be compatible. In addition to the materials listed in items 1 through 3 of "A" on Page 1 (Plan and Ordinance amendments), the application must include a statement of Findings of Fact addressing the following three points (It is not sufficient to simply answer "yes" to these items). The application must give specific reasons why these are true.

Each Finding must be separately identified and answered; the Findings may be combined with the required project narrative/description:

1. **That the use is necessary or desirable in relation to the purposes and intent of the City General Plan, Land Use Ordinance, and the economic, social, and environmental status of the City.**
2. **That the use will be properly related to other uses, transportation facilities, and other public facilities in the area, and will not cause undue environmental impacts relating to noise, odor, pollution, etc.**
3. **That the use will not adversely affect the health or safety of persons living or working in the vicinity, or be materially detrimental to the public welfare of the City and its residents.**

E. Variances

Variances are granted where special circumstances of a piece of property (such as size, slope, topography, location or surroundings) deprive the property of privileges enjoyed by other properties in the area in an identical zoning district. Variances may not be granted to allow a use inconsistent with the provisions of the zoning district.

In addition to the materials listed in items 1 through 3 of "A" on Page 1 (Plan and Ordinance amendments), the applicant must include a statement of Findings of Fact addressing the following three points:

1. **That there are special circumstances applicable to the subject property or to the intended use, which do not generally apply to other property in the same vicinity and under identical zone classification.**

Again, these relate to size, slope, etc., and there must be a showing of uniqueness of the subject property. The special circumstances must relate to the property; the owners' financial condition is irrelevant unless a hardship is directly caused by the unique physical characteristics of the property. Any hardship or condition self-imposed by action of the owner is not acceptable grounds for a variance.

2. **That the special circumstances relate to the property or use, not the financial or other personal condition of the applicant, nor to any self-imposed condition on the property that is the result of actions taken by the present owner or his predecessor.**
3. **That the granting of a variance shall not constitute a grant of special privilege inconsistent with the limitations upon other property in the vicinity and same zone classification.**

It must be shown that the variance alleviates a hardship unique to the subject property, and not suffered by others in the area. The variance must not allow what other properties in the area and zone are not allowed.

4. **That the results would not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.**

This finding addresses all potential aesthetic, environmental, service, or other impacts on people and property in the vicinity or city as a whole.

F. Design Review

Design Review is required for all projects involving substantial construction, except that individual single-family dwellings, including mobile homes, are subject to review for these items only: Roof overhang and material; siding material.

Applicants should read the appropriate sections of the LUO, plus the Design Review guidelines, then submit plans that are as complete as possible. Note also the requirement for narratives describing the three key aspects of the design: site, elevations, and landscaping, and that approvals are given at either the preliminary or final level.

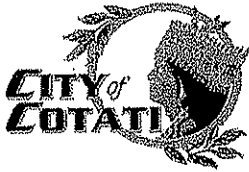
Final reviews of projects that have received preliminary approval require only 7 sets of plans if the Design Review Committee has approval authority; 12 if the Planning Commission must see them.

Each application must be accompanied by statements in support of the following Findings of Fact (the Findings shall be separate from, but may refer to, the required narrative. It is not sufficient to answer "yes" to these items. The application must give specific reasons why these are true):

1. **That the design features of the site and structures are such that they are harmonious with both the surrounding area and the overall site and structural**

design or the project, are not clashing or monotonous and meet the intent of the General Plan and design practices in Cotati.

2. That the impacts on City services, traffic flows and patterns, and environmental considerations have been addressed and dealt with in a manner that assures maximum protection, efficiency and enhancement for the immediate area and the City as a whole.
3. That the proposal meets the intent of the General Plan, this Title, and the Design Review Guidelines in relation to the design, energy, housing, service and other relevant goals and objectives of Cotati.



On-Site Public Hearing Notice Sign Program

What is an on-site sign for City of Cotati Public Hearings?

Notification of Public Hearings is a legally mandated process to ensure that the public is made aware, in advance, that a proposed project will be considered by a decision making body in a public forum. An on-site sign for City of Cotati Public Hearings typically would be a freestanding sign erected on property, designed in accordance with the Public Hearing Notice Sign Program criteria (City Council Resolution No. 02-07), that briefly describes a proposed project and advertises the date, time, and location of any public hearings on the project.

In some instances, where there may be an existing structure on the site and the applicant is proposing a change in use, a window or fascia sign may be appropriate. This determination is up to the discretion of the Planning Director.

When is an on-site sign required?

When a public hearing must be held on a proposed action involving General Plan Amendment, Rezoning, Rezoning, Subdivision, Major Conditional Use Permits or other proposed actions that require public comment.

When must an on-site sign be installed?

As one means of giving notice, a sign must be installed on the site of the proposed project after the application for the proposal has been deemed complete. At that time, the sign shall contain a description of the application, the name and phone number for the planner assigned to the project, as well as the name and phone number of the applicant. At least ten days in advance of the public hearing, the sign will be modified to include the date, time, and location of the public hearing. This modification may occur once for the Design Review Committee (as applicable), once for the Planning Commission hearing date, and then again for the City Council hearing date. In addition, in the case of a hearing being continued or postponed, modification to the sign would be required to reflect that information.

See Reverse Side →

PUBLIC HEARING BOARD SIGN SPECIFICATIONS

The City of Cotati has established policy for on-site signs for public hearing notification before the Design Review Committee, Planning Commission and City Council to conform to the following specifications.

A. Freestanding Public Hearing Notice Signs:

1. Size of Sign (at Planning Director's discretion).

<u>Lot Size</u>	<u>Sign Size</u>
Up to 20,000 square feet - 12 square feet	12 square feet
>20,000 square feet - 24 square feet	24 square feet
1+ acre - 32 square feet	32 square feet

2. Height: Not to exceed 6 feet in total height.

3. Location: Not less than 5 feet inside the property line in residential zones and not less than 1 foot inside the property line for commercial and industrial zones in the area most visible to the public.

B. **Window or fascia sign.** The size of a window or fascia sign would generally be 11 x 17 (poster board or foam core), or a size deemed appropriate by the Planning Director.

C. **General restrictions:** Signs shall not be illuminated; one sign to be displayed for each public street frontage of subject property; and removal of sign is required within 30 days of a final action and expiration of an appeal period.

D. **Term of posting:** If the proposed action requires more than one public hearing, the sign text must be changed after the first public hearing, at least 10 days prior to the second public hearing.

HOW TO COMPLY:

1. Payment for the sign must be received by the Planning Department at the time the application is deemed complete, unless there is a deposit for the cost of the sign on file with the City. The current cost estimate is as follows:

Construction of 32 square foot sign by Hines	
Signs (including three text changes):	\$447.20 with tax
City of Cotati Public Works Department	
installation, removal and disposal of sign:	\$74.50 (2 hours fully burdened hourly rate)
Estimated Total:	\$521.70

2. The Planning Department will contact Hines Signs directly and arrange for construction of the sign and all necessary text changes.

3. The Planning Department will notify the Public Works Department to remove your sign within 30 days of a final action on your project, but not less than 17 days following the final action.



**CITY OF COTATI
COMMUNITY DEVELOPMENT DEPARTMENT
UNIFORM APPLICATION FEE ADDENDUM
AND INDEMNIFICATION AGREEMENT**

Fee Addendum

The City Council adopted Ordinance 692 establishing a Fee and Service Charge Cost Comparison System. As provided for in this ordinance, the costs for services are reviewed annually and the fees and charges are adjusted accordingly by Council Resolution. The Ordinance and Resolution authorize a cost recovery system for staff time (including the City Attorney) and all other costs associated with processing development applications received by the Community Development Department.

To comply with Council's direction, the Community Development Department collects a deposit to cover these estimated costs. The amount of the deposit varies based on the type of applications received.

Applicant agrees to be responsible for the payment of all costs (including staff costs at fully burdened hourly rates and City Attorney costs) and fees, both direct and indirect, associated with the processing of this application even if the application is withdrawn and/or not approved.

In addition to the initial deposit made at the time of the application submittal, the applicant may be required to make further deposits for anticipated work. Invoices are due and payable within thirty (30) days. No work shall proceed until deposits or deposit replenishments are received.

Applicant understands and agrees that nonpayment of fees set forth in City Ordinance 692 and accompanying Resolution may, at the sole and exclusive discretion of the Community Development Department, result in temporary or permanent cessation of processing of the application or inspection of the work and, after notice, may result in the denial of the application and/or order to cease work. Prior to completion of processing any phase of the project, any and all outstanding amounts due pursuant to this agreement shall be paid.

Any portion of this deposit that is not used will be refunded to the applicant.

Indemnification Agreement

The Applicant agrees to defend, indemnify, and hold harmless the City of Cotati, its agents, officers, council members, employees, boards, commissions and committees 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 applications 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, council members, employees, boards, commissions, and committees. 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 this agreement shall remain in full force and effect and shall be interpreted to allow the broadest indemnity allowed by law.

In the event that Applicant is required to defend the indemnities in connection with any such claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the indemnities, (ii) approve significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by City.

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

I have read this information and agree with all of the above.

Print Name

Date

Signature

Project Number