



Development Services Department
 Engineering - Land Development
 311 Vernon Street
 Roseville, California 95678-2649

Improvement Plan – Parks Projects Document Submittal Checklist

Process:

Improvement Plan applications must provide all the documents listed below in an electronic format, i.e. *.pdf, *.xls, etc. Applications will be reviewed for completeness and upon acceptance, City staff will review the submitted documents within the designated review times. Improvement Plan submittal comments can be expected in approximately twenty (20) business days for the first review, fifteen (15) business days for second review, and ten (10) business days for any additional reviews, however, review times can vary dependent upon the number of applications before the City. ***Applications submitted without the required documents and payments are not required to be accepted for processing.***

Required Documents	Electronic Submittal Document Type
Civil Improvement Plan Review – Permit Application Form	Documents
Electronic/Digital Signature Disclosure Form*	Documents
Engineer’s Cost Estimate	Documents
Improvement Plans	Plans

* One form required for each different signature.

Required Payments:**

- Plan Check & Inspection Deposit = 2.5% of the Engineer’s Cost Estimate
- Technology Fee = 3% of Plan Check & Inspection Deposit

**** Only applicable to parks projects submitted by a Developer. Parks projects submitted by the City Parks Department will be billed directly to an account number provided by the Parks Department.**