



**Development Services Department**

311 Vernon Street  
Roseville, California 95678-2649  
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**Policy for Concurrent Review of Building Permits, Civil Improvement Permits, and Final Maps**

**Date: 2/8/2017**

**Policy Number DS08**

**Pg. 1 of 2**

**FINAL VERSION**

***Subject: Concurrent Review***

**Issue:** The Development Services Department regularly receives requests to allow the concurrent processing of certain development permits prior to the approval of Planning Entitlements. The following policy provides for an application and minimum requirements for an applicant to proceed with the concurrent review of development permits.

**Policy:** All applicants requesting concurrent review of development permits, are required to submit the attached application. The application requires that a Project Evaluation Meeting has been held, or, if applicable, waived, and the inclusion of draft conditions of approval. The application must be approved by either the Development Services Director, the Planning Manager, or the City Engineer.



DEVELOPMENT SERVICES DEPARTMENT  
 311 Vernon Street  
 Roseville, California 95678-2649

## CONCURRENT REVIEW APPLICATION FORM

<b>Concurrent Review</b>	<p>In certain circumstances, the City of Roseville may allow the concurrent processing of certain development permits prior to the approval of Planning Entitlements. Concurrent review may be allowed at the discretion of the Development Services Director, or authorized staff, based on current staffing levels.</p>
<b>PROJECT INFO</b>	<p>PERMIT TYPE: <input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> CIVIL IMPROVEMENT <input type="checkbox"/> FINAL MAP</p> <p>PROJECT NAME: _____</p> <p>PROJECT ADDRESS: _____ PLANNING FILE#: _____</p> <p>PROJECT DESCRIPTION: _____</p>
<b>DEVELOPER/OWNER (PROJECT APPLICANT)</b>	<p>NAME: _____</p> <p>BILLING ADDRESS: _____</p> <p>CONTACT PERSON: _____ SIGNATURE: _____</p> <p>TELEPHONE#: _____ EMAIL: _____</p>
<b>ACKNOWLEDGEMENT</b>	<p>By submitting this application, I the Project Applicant, acknowledge that the requested permit is being submitted at the Project Applicant's own risk and that any modifications to the Project during entitlement review or as the result of future action by the City, may require new or revised materials to be submitted in order for the requested permit process to be completed. The Project Applicant understands that an incomplete submittal may cause delays in future plan check turn-around times.</p> <p>The Project Applicant agrees to assume all costs associated with the submittal of revised materials that result from modifications to the Project that occur through the entitlement process.</p> <p>Further, the Project Applicant understands and acknowledges that the City's acceptance of the Project for Concurrent Review, does not implicitly infer or imply City approval of the Project, or provide any priority status within the City's permit process queue.</p>
<b>REQUIRED ITEMS</b>	<p><input type="checkbox"/> Project Evaluation Meeting (PEM) Date _____</p> <p><input type="checkbox"/> If the PEM has been waived, Planning Managers Initials _____</p> <p><input type="checkbox"/> Draft Conditions of Approval</p>
<p><b>TO BE COMPLETED BY STAFF:</b></p> <p>Approved by: _____ Title: _____</p>	