

Application Checklist

ADMINISTRATIVE PERMIT



Process:

A request for an Administrative Permit requires approval by the Planning Manager and a public notice. Following a public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Manager shall schedule and notice the permit for public hearing by the Planning Commission. **The applicant or the applicant's representative must be present at all public hearings to answer questions.**

Submittal:

The City of Roseville DS Planning Division accepts applications online. For more information on the online application submittal process and to submit an application, visit the City's Development Services – Online Permitting Services (OPS) submittal page at <http://www.roseville.ca.gov/permitsonline>. Along with the online application, additional submittal information, as listed below, will be required to be uploaded and submitted. Applications shall be reviewed for compliance with the submittal requirements. *Applications submitted without the required information are not required to be accepted for processing.*

APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
 - [Property Owner Affidavit](#)
 - [Electronic Signature Disclosure](#) (if signing electronically)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Additional information specific to the Administrative Permit request, as listed below
- Documents (upload these items as “Documents” in OPS)
 - Detailed description of the proposed use, (e.g. the addition of a 750 s.f. second story to the home, to reduce the required side yard setback for a shed over 10 ft. in height)
- Fees – to be paid once application is accepted (see [Planning Fee Schedule](#))
 - Application fee
 - Radius list fee
 - 3% Technology fee
 - Environmental review fee

We encourage all applicants to utilize the OPS portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a flash drive or similar data storage device. For questions, please call the Planning Division at (916) 774-5276 or, staff is available at the Permit Center counter, 311 Vernon Street, Roseville, CA 95678, during normal business hours.

In addition to the site plan, the following additional submittal items are required for the following Administrative Permits.

Large Family Day Care Home: Chapter 19.46

- ___ Location map
- ___ Location of required parking
- ___ Noise information
- ___ Separation from existing LFDCH

Open Air Vending Facilities: Chapter 19.50

- ___ All improvements on the property
- ___ Location of proposed facility including total height, total area occupied by facility and distances between other vending facilities
- ___ Location of fire hydrants and distance from vending facility
- ___ Location of parking and landscape areas
- ___ Minimum six foot path of travel around the facility
- ___ Location of trash receptacle for the vending facility
- ___ Location and full dimensions of proposed signs associated with the facility

Recycling Collection Centers: Chapter 19.56

- ___ Location of recycling collection center on site plan
- ___ Dimensions of recycling collection bins
- ___ Materials, colors and elevations of containers
- ___ Parking survey – Only if container(s) will take up more than one required parking space

Second Dwelling Units: Chapter 19.60

- ___ Total lot coverage of the property including the second unit. (Include total floor area for the existing residence and second unit.)
- ___ Location/setbacks for the second unit
- ___ Location of required parking
- ___ Exterior building materials

Used Goods Collection Center: Chapter 19.68

- ___ Location of collection trailers
- ___ Dimensions of trailer
- ___ Written consent of property owner to use a collection trailer

Antennas and Communications Facility on Undeveloped Lot: Chapter 19.34

- ___ Location and setbacks of antennas/communications facility
- ___ Height of antenna/communication facility

Parking Reductions: Chapter 19.26

- ___ Description of business, including operational characteristics, use type, number of employees & hours of operation
- ___ Description of request, including unique characteristics/circumstances that warrant parking reduction
- ___ Description of adjacent/nearby businesses, including use type(s) & hours of operation
- ___ Floor plan of business, including square footage of gross vs. usable (net) space
- ___ Current parking survey for the site and/or business complex
- ___ Parking requirement (spaces required per Zoning Ordinance)
- ___ Parking proposed

Sign Exception: Chapter 17.08

- ___ Site plan showing existing building and location(s) of existing and proposed signs
- ___ Sign plan depicting the sign(s), including dimensions, colors, material, and type of illumination
- ___ Scaled building elevation plan indicating the sign location (wall sign only)
- ___ Detailed statement of criteria for the proposed signs including, but not limited to number, types, location, size, height, materials, letter style, colors, and illumination.
- ___ Description of the exception and justification for the request including specific facts to support the finding in Section 17.08.440 of the Sign Ordinance

DTSP Nightclub: DT Code Chapter 7.4

- ___ Site plan showing building location, right of way, exterior gathering areas and adjacent buildings
- ___ Floor plan showing the interior layout of the nightclub
- ___ Operation plan to address hours, security and all other requirements of DT Code Chapter 7.4
- ___ If applicable, Parking In-Lieu Fee

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