

# Application Checklist

## ADMINISTRATIVE TREE PERMIT (ATP)



### Process:

A request for an Administrative Tree Permit requires approval by the City's Planning Manager. Administrative Tree Permits only apply to encroachments into the protected zone of native oak trees of 20 percent or less on projects not associated with any discretionary approval. Some of these requests can be handled over the counter, however, it is dependent upon the number of applications before the City.

### 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.us/opssubmittal>. 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)
  - Grading Plan sheet(s) - (if applicable)
- Documents (upload these items as “Documents” in OPS)
  - Arborist Report
- Fees – to be paid once application is accepted (see [Planning Fee Schedule](#))
  - Application 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.