

Application Checklist

SPHERE OF INFLUENCE CHANGE AND ANNEXATION



Process:

A request for a change in the City's Sphere of Influence or a request for Annexation requires one (1) public hearing before the Planning Commission and one (1) public hearing before the City Council. A change in the Sphere of Influence or an Annexation does not become effective until after they are approved by the Placer County Local Agency Formation Commission (LAFCo). ***The applicant or the applicant's representative must be present at all public hearings to answer questions.***

Submittal:

A pre-application meeting is required with the City prior to submittal of the application. The City of Roseville 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 and will cause delay.***

APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
 - [Agreement for Full Cost Billing](#)
 - [Property Owner Affidavit](#)
 - [Electronic Signature Disclosure](#) (if signing electronically)
- Project plan set should include: (see [Plan Requirements](#) for detailed instructions on preparing consolidated plans)
 - Site Plan Sheet(s)
- Documents (upload these items as "Documents" in OPS)
 - For Sphere of Influence Change, provide a statement indicating:
 - Existing and proposed service providers, existing and projected need for public facilities, and capacity of existing and proposed service providers to meet those projections.
 - For Annexations, provide:
 - Preliminary Title Report (current within 6 months)
 - Metes and bounds legal description of the property
 - Descriptive plan for Public Services
- 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.