

Application Checklist

CONDITIONAL USE PERMIT (CUP)/ MODIFICATION (CUP MOD)



Process:

A request for a Conditional Use Permit requires one (1) public hearing before the Planning Commission. Processing time is normally twelve (12) weeks. However, it is dependent upon the number of similar requests before the City. **The applicant or the applicant's representative must be present at the public hearing to answer questions.**

Submittal:

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.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 and will cause delay.*

APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
 - [Property Owner Affidavit](#)
 - [Electronic Signature Disclosure](#) (if signing electronically)
 - [Agreement for Full Cost Billing](#)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
 - Site Plan sheet(s) (for CUP Modification, show both approved plan and proposed modification on site plan and provide a detailed description of the proposed modification)
- Documents (upload these items as “Documents” in OPS)
 - Detailed Description of Proposed Use
- 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.