Application Checklist
DESIGN REVIEW PERMIT (DRP)

Development Services
Planning Division

Process:
A Design Review Permit requires one (1) public hearing either before the Design Committee or the Planning Commission, depending on the type of project. Processing time is normally sixteen (16) weeks, however, it is dependent upon the number of applications before the City. The applicant or the applicant's representative must be present at the public hearing to answer questions. Upon acceptance of the DRP application, the applicant will be notified within 30 days of the status of the application. ***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.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
  - 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)
  - Grading and Drainage Plan sheet(s)
  - Elevation sheet(s)
  - Materials and Color Board sheet(s)
  - Lighting Plan sheet(s)
  - Landscape Plan sheet(s)

- ☐ Documents (upload these items as "Documents" in OPS)
  - Preliminary Title Report (current within 6 months)
  - Statement of Design Intent
  - Arborist Report (required if project requires the removal of or work within the tree protection zone of native oak trees located on the property or overhanging the site from adjacent properties)
  - Traffic Study (if project adds more trips. Please contact the DS Engineering Division to determine the scope of the study (916) 774-5339.
  - Post Construction Stormwater Quality Plan

- ☐ 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.