Application Checklist
DESIGN REVIEW PERMIT MODIFICATION (DRP MOD)

Development Services
Planning Division

Process:
A request for a Design Review Permit Modification (DRPMOD) requires approval from the Planning Manager for modifications to an approved Design Review Permit (DRP) or modifications to a developed site if no prior DRP exists. Following a public notice, the Planning Manager may waive the requirement for a public hearing. If a public hearing is requested, or if in the opinion of the Planning Manager, a project is not in substantial conformance with applicable, adopted design guidelines, prior conditions of approval, or if the Planning Manager determines that because of location, size or design that the public hearing should not be waived, the Planning Manager shall refer the project for public hearing by the Design Committee or the Planning Commission. ***The applicant or the applicant's representative must be present at the public hearing to answer questions.*** Processing time for DRPMODs varies and is dependent on the complexity of the modification. Simple modifications may be processed in six (6) – eight (8) weeks and more involved applications may take longer. Processing time is also 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.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)
  - Agreement for Full Cost Billing
- ☐ Project plan set should include: (see Plan Requirements for instructions on preparing consolidated plans)
  - Site Plan sheet(s) - show both approved plan and proposed modification on site plan and provide a detailed description of the proposed modification
  - 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.