

Application Checklist

DESIGN REVIEW PERMIT FOR A RESIDENTIAL SUBDIVISION (DRRS)



Process:

A request for a Design Review Permit for a Residential Subdivision requires one (1) public hearing before the Planning Commission. Processing time is normally six (6) to eight (8) weeks; however, it is dependent upon the number of similar requests before the City. If the permit is processed with a Tentative Subdivision Map, the processing time will coincide with the map. ***The applicant or the applicant's representative must be present at all public hearings 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)
 - Subdivision map sheet(s)
 - Conceptual Elevation sheet(s)
 - Materials and Color Board sheet(s)

- Documents (upload these items as “Documents” in OPS)
 - Design Criteria to include:
 - Name of the Subdivision for which criteria will apply
 - Stagger for Third Car Garage - two (2) feet between a third car bay and two car garage.
 - Separation between Second Story Elements - a minimum of twenty feet shall be provided between second story elements of adjacent two story dwellings.
 - Building Exterior - architectural treatment shall be applied to all elevations of a building. At a minimum, all doors, windows, and other wall openings shall be trimmed consistent with the architectural style. Panelized windows or other architectural treatment shall be used on all garage doors.
 - Any additional subdivision design standards (optional).

 - 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.