



NIGHTCLUB ZONING CLEARANCE (ZC)

Process:

This Zoning Clearance (ZC) application is for a nightclub establishment that will be located within the Downtown Specific Plan area in the Historic Old Town (DT-4) district, south of Main Street. Per the Downtown Code Chapter 7.4, nightclubs located within a principally permitted district may be approved by the Planning Division with a ZC. Upon submittal of a ZC, the processing time is up to 10 days. Prior to operation of the nightclub, the operator shall obtain a Building Permit from the Building Division and an Entertainment Permit from the Roseville Police Department.

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 website at http://www.roseville.ca.us/gov/development_services/default.asp. 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)

- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Floor Plan sheet(s)
 - Operations Plan shall address:
 - a. Hours of operation;
 - b. Provisions for smoking areas, outside gathering areas, and queuing lines that do not block public sidewalks, driveways, or surrounding businesses doorways;
 - c. Provisions to allow queuing patrons to gain access to restrooms, within the nightclub, is necessary;
 - d. Noise reducing techniques;
 - e. Trash receptacles;
 - f. The understanding that the operator is responsible for cleaning the sidewalk within 50 feet of horizontal distance from the premises during the hours of operation to maintain the sidewalk free of garbage, cigarette butts or other debris. The operator shall also arrange for litter removal from the storefront after close of business. Sidewalks in front of the business and within 100 feet of the operation shall be pressure washed on a monthly basis at the expense of the business; and
 - g. Security provisions requiring a private licensed and bonded security company and the presence of at least two front door security guards to admit patron and monitor exterior areas.

- Fees – to be paid once application is accepted (see [Planning fee schedule](#))
 - Application fee
 - Radius list 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.