



RESIDENTIAL TO COMMERCIAL CONVERSION

ZONING CLEARANCE (ZC)

Process:

This Zoning Clearance (ZC) application is for a Residential to Commercial conversion of a residential structure located within the Downtown Specific Plan area - Vernon Street Bungalow (DT-10) or Old Town Bungalow (DT-3) districts. Per Chapter 7.10 of the Downtown Code, a ZC is required prior to issuance of a building permit for the conversion. The purpose of the ZC is to verify that the proposed commercial use will comply with the requirements outlined in DTSP Chapter 7.10. The processing time is up to 10 days; however, prior to submitting the application it is recommended that applicants request an Infill Meeting to discuss the proposal with City staff.

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)
- Project plan set should include: (see [Plan Requirements](#) for instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Floor Plan sheet(s)
- Documents (upload these items as “Documents” in OPS)
 - Description of Proposed Commercial Use (including proposed use type, hours of operation, and if the use requires outside storage)
- Fees – to be paid once application is accepted (see [Planning fee schedule](#))
 - Application Fee
 - 3% Technology fee
 - Parking-In-Lieu fee (if applicable)

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.