

# Application Checklist

## TEMPORARY CERTIFIED FARMERS MARKET PERMIT (FARM)



### Process:

A request for a Certified Temporary Farmers' Market Permit requires approval by the Planning Manager and a public notice. Following a public notice, the Planning Manager may approve the requested permit, subject to conditions of approval. The action of the Planning Manager to grant the Temporary Certified Farmers' Market Permit shall be final unless appealed to the City Council.

### 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)
- Documents (upload these items as “Documents” in OPS)
  - Documentation indicating the property owner consents to use of the property
  - Certified Farmers' Market Certificate issued by the Placer County Agriculture (530-889-7372)
  - Detailed description of the proposed use, (e.g. “temporary use of property for Certified Farmers' Market”), and day and hours of operation.
  - Requested signage
- Fees – to be paid once application is accepted (see [Planning fee schedule](#) )
  - Application fee
  - Radius list fee
  - 3% Technology 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.