

# Application Checklist

## FLOOD ENCROACHMENT PERMIT (FEP)



Development Services  
Planning Division

### Process:

A request for a Flood Encroachment Permit requires one (1) public hearing before the Planning Commission. Processing time is normally twelve (12) weeks; however it is dependent upon the number of similar requests before the City. ***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)
  - Site Plan sheet(s)
  
- Documents (upload these items as “Documents” in OPS)
  - Detailed description of the proposed use
  - Hydraulic analysis (check with DS-Engineering Land Development to verify precise analysis requirements)
  
- 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.