Application Checklist
MAJOR PROJECT PERMIT (MPP)

CITY OF ROSEVILLE CALIFORNIA
Development Services
Planning Division

Process:
A request for a Major Project Permit requires two (2) public hearings. One (1) public hearing is required at the Planning Commission for Stage 1 (Preliminary Development Plan) processing and a second public hearing is required at the Planning Commission for Stage 2 (Architectural and Landscaping Plan) processing. Stage 1 and Stage 2 applications can be processed concurrently. The typical processing time is sixteen (16) weeks. ***The applicant or the applicant's representative must be present at all public hearings to answer questions.*** Review and approval of Stage 3 (Final Plans) processing shall be by the Planning Division and occurs concurrently with the building permit and/or improvement plans permit for the project site.

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.gov/permitsonline. 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:

Stage 1 – Preliminary Development Plans

- ☐ 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)
  - Grading and Drainage Plan sheet(s)
  - Conceptual Elevations sheet(s)
  - Landscape Plan sheet(s)
  - Preliminary Utility Plan sheet(s)
  - Phasing Plan sheet(s)

- ☐ Documents (upload these items as "Documents" in OPS)
  - Preliminary Title Report (current within 6 months)
  - Statement of Design Intent
  - Post Construction Stormwater Quality Plan
  - Arborist Report (required if project requires the removal of or work within the tree protection zone of native oak trees located on the property or overhanging the site from adjacent properties)
  - Architectural Guidelines for future buildings on the project site.

- ☐ Fees – to be paid once application is accepted (see Planning fee schedule)
  - Application fee
  - Radius list fee
  - 3% Technology fee
  - Environmental review fee

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Stage 2 – Architecture and Landscape Review

- ☐ Forms

- Property Owner Affidavit (if submitting online)
- Electronic Signature Disclosure (if submitting online)
- Agreement for Full Cost Billing

☐ Project plan set should include: (see Plan Requirements for instructions on preparing consolidated plans)
- Site Plan sheet(s)
- Elevations sheet(s)
- Roof Plan sheet(s)
- Lighting Plan sheet(s)
- Landscape Plan sheet(s)
- Colors and Materials

☐ Documents (upload these items as "Documents" in OPS)
- Preliminary Title Report (current within 6 months)
- Statement of Design Intent - including projects compliance with the Stage 1 Architectural Guidelines
- Preliminary Stormwater Quality Compliance Form
- Arborist Report (required if project requires the removal of or work within the tree protection zone of native oak trees located on the property or overhanging the site from adjacent properties)

☐ Fees – to be paid once application is accepted (see Planning fee schedule)
- Application fee
- Radius list fee
- 3% Technology fee
- Environmental review fee

Stage 3 – Final Plans:

☐ Project plan set should include: (see Plan Requirements for instructions on preparing consolidated plans)
- Final Development Plan

☐ Information as determined necessary for approval of such plan or for carrying out the intent of Stage 1 and 2 approvals.

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.