

Application Checklist

MINOR DESIGN REVIEW PERMIT (MDRP)



Process:

A request for a Minor Design Review Permit (MDRP) requires approval by the Planning Manager and a public notice. The request must demonstrate the improvements which comply with the requirements of Zoning Ordinance Section 19.74.010.C2(a). Upon acceptance of the MDRP application, the applicant is required to post notice of the project on the project site, in a plainly visible location, for a period of 10 days. If no request is made for a public hearing, the Minor Design Review Permit will be approved on the 11th day and a 10 day appeal period of the Planning Manager's decision begins. If no appeal is filed during the appeal period, the applicant may proceed with improvements after the appeal period has expired (on the 21st day following the first day of posting this notice).

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](#) (if submitting online)
 - [Electronic Signature Disclosure](#) (if submitting online)
- Project plan set should include: (see [Plan Requirements](#) for detailed instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Elevation sheet(s)
 - Landscape Plan sheet(s) – if applicable
- Documents (upload these items as “Documents” in OPS)
 - Colors & Materials sheet(s) – provide color samples and details of materials used
- Fees – to be paid once application is accepted (see [Planning Fee Schedule](#))
 - Application 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.