

Application Checklist

PLANNED SIGN PERMIT PROGRAM (PSPP)



Process:

A request for a Planned Sign Permit Program requires approval by the Planning Manager and a public notice. Following a public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Manager shall schedule and notice the permit for public hearing by the Design Committee. Processing time is normally four (4) to five (5) weeks; however, it is dependent upon the number of similar requests before the City.

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 <https://www.roseville.ca.gov/permitonline>. 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)
 - Sign Plan sheet(s)
 - Site Plan sheet(s)
- Documents (upload these items as “Documents” in OPS)
 - Detailed description of Sign Criteria
- 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.