

Application Checklist

REZONE (RZ), GENERAL PLAN (GPA) OR SPECIFIC PLAN AMENDMENT (SPA)



Development Services
Planning Division

A request for Zone change requires one (1) public hearing before the Planning Commission and two (2) public hearings before the City Council. Zone changes become effective thirty (30) days following the final action. A request for a General Plan or Specific Plan Amendment requires one (1) public hearing before the Planning Commission and one (1) public hearing before the City Council. Processing time is normally fourteen (14) to eighteen (18) 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 <https://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:

- ☐ 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)
 - Exhibit Map sheet(s) – showing existing and proposed zoning and/or land use
- ☐ Documents (upload these items as “Documents” in OPS)
 - Preliminary Title Report (current within 6 months)
 - Metes and bounds legal description for the property
 - Text and map changes in a Redline/Strikeout format
 - A summary table of proposed changes – listing each page of the General/Specific Plan affected by the amendment.
- ☐ 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.

General Plan and Rezone Applications On-site Sign Notification

Applications for changes in land use or zoning shall require a sign to be posted on the subject property for the purpose of notifying the public of the intended land use or zone change. The sign shall be posted on the site prior to any application for lands use and zoning change being accepted as complete for processing. The sign shall be sized four (4) feet by eight (8) feet and posted in a location readily visible from the public way. The sign shall utilize six (6) inch characters or larger, unless approved by the Planning Division, and include at a minimum the following information:

This property is proposed for General Plan Amendment and Rezone from _____ to _____ . For information contact: Applicant Name – Phone Number City of Roseville Planning Division – (916) 774-5276

The required sign shall conform to the requirements of section 17.10.030 of the Roseville Municipal Code pertaining to sign regulation as noted below.

Section 17.10.030 Construction signs and development project signs.

Construction signs and development project signs are exempt from the fee, permit and sticker provisions of this Title provided, however, that such construction and development project signs shall comply with the following regulations:

- A.** Not more than one (1) such sign shall be erected for every one thousand feet (1,000') of street frontage, or portion thereof, per project.
- B.** Such signs do not exceed thirty-two (32) square feet in area. The maximum height of such signs shall be six (6') feet unless the sign is located on an existing sound wall in which case the maximum height shall be the height of the fence or soundwall.
- C.** Such signs for individual single-family homes shall not exceed six (6) square feet in area and four (4') feet in height.
- D.** No such sign shall be illuminated or contain any moving parts.
- E.** All such signs shall be removed within ten (10) days after issuance of the last occupancy permit for the project.