

Application Checklist

ADMINISTRATIVE PERMIT FOR SIGN EXCEPTION



Process:

A request for a Sign Exception requires approval by the Planning Manager and a public notice. Normal processing time is six (6) to eight (8) weeks. However, it is dependent upon the number of applications before the City. 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.

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)
- Project plan set should include: (see [Plan Requirements](#) for detailed instructions on preparing consolidated plans)
 - Sign Plan Sheet(s)
 - Site Plan Sheet(s)
 - Elevation Sheet(s)
- Documents (upload these items as “Documents” in OPS)
 - Statement of Sign Request - detailed description of the requested exception to Sign Ordinance requirements, with an explanation of why the sign(s) cannot comply with the Sign Ordinance and how the five required findings can be made.
- 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.