

Application Checklist

TELECOMMUNICATION FACILITIES



Process:

Requests for telecommunication facilities that comply with the standards identified in City of Roseville Zoning Ordinance Section 19.34.020 and 19.34.030 are permitted uses. Requests for telecommunication facilities are reviewed for compliance with the standards listed in the Zoning Ordinance. Following receipt of clearance authorization from the Planning Division, a request for a Building Permit can be submitted to the Building Department. Building Permit requests are reviewed by several City Departments to determine conformance with the Zoning Ordinance, Construction and Improvement Standards, and Building Code requirements. A Building Permit is required for all telecommunication facilities and processing time is dependent upon the plan check process.

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 instructions on preparing consolidated plans)
 - Site Plan sheet(s)
 - Elevations sheet(s)
- Documents (upload these items as “Documents” in OPS)
 - Lease Agreement – if equipment is located on an existing facility
- 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.