# Application Checklist
# TENTATIVE PARCEL MAP (PM) or MAP MODIFICATION

CITY OF ROSEVILLE CALIFORNIA
Development Services
Planning Division

Process:
A request for a Tentative Parcel Map (for four or fewer lots) or Map Modification may be approved by the Planning Manager. Following a public notice, the Planning Director may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Director shall schedule and notice the Tentative Parcel Map for a public hearing before the Planning Commission or Design Committee. Processing time is normally eight (8) weeks, however, it is dependent upon the number of similar requests before the City. ***If a public hearing is required, the applicant or the applicant's representative must be present at the public hearing 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)
  - Tentative Map Exhibit sheet(s) prepared by a registered Civil Engineer - if the application is a Map Modification, show both the approved design and the proposed modification on the plans and provide a detailed description of the proposed modification.

- ☐ Documents (upload these items as "Documents" in OPS)
  - Preliminary Title Report (current within 6 months)
  - Post Construction Stormwater Quality Plan
  - Arborist Report (required if project requires the removal of or work within the tree protection zone of native oak trees located on the property or overhanging the site from adjacent properties)

- ☐ 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.