

Application Checklist

FLOOD ENCROACHMENT PERMIT (FEP)



Development Services
Planning Division

Process:

A request for a Flood Encroachment Permit requires one (1) public hearing before the Planning Commission. Processing time is normally twelve (12) 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 <http://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)
 - Site Plan sheet(s)

- Documents (upload these items as “Documents” in OPS)
 - Detailed description of the proposed use
 - Hydraulic analysis (check with DS-Engineering Land Development to verify precise analysis requirements)

- 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.