

## PLAN REQUIREMENTS

The following provides instructions for preparing plans for an application submittal to the DS Planning Division. Plans shall be prepared in conformance with the [Electronic Plan Review Submittal Requirements](#). Plans sets shall include all sheets as outlined in the application checklist for the requested entitlement(s), available online at <https://www.roseville.ca.us/AppsFormsHandouts>. The information required on each sheet is as follows:

- **Site Plan Sheet(s)** shall include:
  - Project name, north arrow and scale (engineer's scale - no smaller than 1" = 40')
  - Property lines, building setback lines, and all easements of record
  - Proposed buildings and structures
  - Existing buildings and other structures on-site and on adjacent properties
  - Driveways and parking spaces (with parking stall double-striped detail). All parking spaces shall be individually numbered and handicapped, van/carpool and compact spaces shall be designated
  - All planted areas and areas to be planted (include location of existing trees)
  - Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
  - Entrances, exits, and walkways
  - Screens for ground-mounted equipment, trash enclosures, etc.
  - Existing and proposed fencing detail
  - Exterior lighting including type, location, height, and method of shielding light
  - A vicinity map
  - Summary of project statistics including zoning, square footage, parking requirements
  - If the application is a DRP Modification, show both the approved plan and the proposed modification
  
- **Grading and Drainage Plan Sheet(s)** shall include:
  - Project name, north arrow and scale (scale to match site plan)
  - All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading)
  - Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)
  - Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property
  - All cut/fill slopes
  - Location and elevations of proposed retaining walls
  - All true elevations including: contours, spot, existing and post project elevations
  - Method of drainage
  - A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes."
  - Any natural features including: wetlands, streams, slopes, etc...
  - All existing trees with elevations, protected zones and numbered to correspond to the arborist report
  - Grading quantities (excavation, fill and site balance)
  
- **Elevations Sheet(s)** shall include:
  - Project name and scale (no smaller than 1/8" = 1')
  - Building elevations from all sides (indicating direction)
  - All building materials and colors - labeled on plans
  - All building accoutrements, including wall-mounted lights, access ladders, etc. - labeled on plans

- Roof plan with cross section indicating any roof mounted equipment and proposed screening
  - Colored elevations depicting proposed colors and materials
  - Sample board of materials and colors (label manufacturer, type of material and color name)
  - If the application is a DRP Modification, show both the approved elevations and the proposed modifications to the exterior of the building(s).
- **Landscape Plan Sheet(s)** shall include:
- Project name, north arrow and scale (scale to match site plan)
  - Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L,M,H)
  - Location of proposed turf (grass) areas
  - A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided. Landscape plans must comply with the City's Water Efficient Landscape Ordinance.
  - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
  - Shading calculations for parking areas
  - Detail of pedestrian plazas/site furniture and enhanced paving enhanced paving if not shown on site plan
  - The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
  - Irrigation system(s) delineating coverage must be submitted with plans for building permits
- **Tentative Subdivision or Parcel Map Sheet(s)** shall include:
- The map must be prepared by a registered Civil Engineer and shall be drawn to scale using an engineer's scale, no smaller than 1" = 40'
  - Project name, north arrow, scale and a vicinity map
  - Lot dimensions, lot numbers, and pad elevations
  - Street right-of-way dimensions, existing and proposed street grades, and street names
  - All easements of record
  - Existing and post project elevations shown as contours & spot elevations both on site and on adjacent property
  - Existing contours at 2' intervals for slopes less than 10%, and contours at 5' intervals for slopes greater than 10%
  - All cut and fill slopes and indicate slopes (2:1, 3:1), and grading quantities (excavation, fill and site balance)
  - Existing and proposed method of drainage
  - A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
  - Any natural features including: wetlands, streams, etc...
  - All existing trees with elevations and numbered corresponding to an arborist report
  - Trees to be removed shall be designated with an "X" and building footprints shown for house lots with trees
  - Public facilities schools, parks, electric substations, fire stations, etc... (subdivisions only)
  - Phasing lines (subdivisions only)
  - Summary of project statistics including zoning, land use, owner developer, engineer, and assessor's parcel numbers for all parcels affected
- **Lot Line Adjustments, Voluntary Merger and Easement Abandonment Plan Sheet(s)** shall include:
- Property lines
  - Building setback lines
  - Existing and proposed buildings and other structures on site
  - Driveways and parking spaces

- All planted areas and areas to be planted (include location of existing trees)
  - Entrances, exits, and walkways
  - Trash enclosures and other site improvements
  - Existing and proposed fencing
  - Existing easements and type
  - Proposed boundaries (lot line adjustments only)
  - Street names
  - Project name, north arrow and scale
  - A vicinity map
  - Summary of project statistics including zoning and General Plan Land Use
- **Development Agreement Exhibit Sheet(s)** (sized 8½" by 11") shall include:
- Property lines
  - Existing easements and type
  - Assessor Parcel Number
  - Street names
  - Project name, north arrow and scale
  - A vicinity map
  - Summary of project statistics including zoning
- **Arborist report**, shall be prepared by a Certified Arborist, and include:
- Botanical and common name of tree(s) by tree number
  - Diameter at Breast Height (DBH, 4.5' above grade) by tree number
  - Dripline radius (measure longest radius) by tree number
  - Condition by tree number, ie. health, vigor and structure (see attached tree ordinance)
  - Recommendations by tree number, ie. Fertilizing, cabling, pruning, watering etc.
  - Specific and general preservation measures, by tree number based on the impacts from encroachment
- **Sign Plan Sheet(s) shall include:**
- Number, location and type of sign(s)
  - Dimensions of sign(s) - height, width, area
  - Materials
  - Colors
  - Illumination details

*NOTE: Prior to scheduling a public hearing, one (1) full-sized copy and one (1) reduced size (11"x17") of the site plan, grading and drainage plan, landscape plan, and elevation plan, plus colors and materials board are required.*

For questions, please call the DS-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.