PEDESTRIAN ZONE IMPROVEMENTS
ZONING CLEARANCE (ZC)
Development Services - Planning Division

Process:

This Zoning Clearance (ZC) application is for a Pedestrian Zone Improvement that will be located within the Downtown Specific Plan area and in the Old Town Historic District (DT-4), Vernon Street District (DT-6) or Dry Creek Mixed Use District (DT-7). Pedestrian Zone Improvements include Sidewalk Signs, Outdoor Displays, Outdoor Dining Areas, and Open Air Vendors located within the public right-of way. Per Chapter 7.8 of the Downtown Code, Pedestrian Zone Improvements that comply with the regulations may be permitted upon approval of a ZC by the Planning Division. The processing time is up to 10 days. An Encroachment Permit by the Engineering Division is also required for the installation of any non-movable improvement.

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)

- ☐ Project plan set should include: (see Plan Requirements for instructions on preparing consolidated plans)
  - Site Plan sheet(s) - that provide dimensions showing the location and footprint of the pedestrian zone improvement within the public right-of-way and shows the clear path of travel around the pedestrian zone improvement. Refer to the Downtown Code Chapter 7.8 for detailed requirements.
  - Elevation sheets(s) - showing the dimensions, colors and materials of the pedestrian zone improvement.

- ☐ Documents (upload these items as "Documents" in OPS)
  - Certification & Agreement

- ☐ 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.

DS- Planning Division
311 Vernon Street ▪ Roseville, California 95678-2649
(916) 774-5276 ▪ (916) 774-5129 *Fax* ▪ www.roseville.ca.us/planning