



APPLICATION CHECKLIST  
**ADMINISTRATIVE PERMIT (AP)**

A request for an Administrative Permit requires approval by the Planning Manager and a public notice. Following a public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Manager shall schedule and notice the permit for public hearing by the Planning Commission. **The applicant or the applicant's representative must be present at all public hearings to answer questions.**

Applications shall be reviewed for compliance with the Application Submittal Requirements. **Applications submitted without the required information are not required to be accepted for processing.**

**Application Submittal Requirements:**

- A) One (1) copy of the completed application form, with an **address approved by City of Roseville Development Services Department - Addressing** and all required **original signatures**.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- C) One (1) copy of a detailed description of the proposed use, (e.g. "temporary use for 1,200 sq. ft. of outdoor promotional display from \_\_\_ to \_\_\_", "the construction of a 1,000 sq. ft. second dwelling unit at \_\_\_", " the addition of 650 sq. ft. of outdoor restaurant seating for \_\_\_ restaurant", etc.)
- D) Fifteen (15) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:
  - \_\_\_ Property lines
  - \_\_\_ Building setback lines
  - \_\_\_ Existing and proposed buildings and other structures on site
  - \_\_\_ Driveways and parking spaces (double striped). All parking spaces shall be individually numbered and handicapped spaces shall be designated.
  - \_\_\_ All planted areas and areas to be planted (include location of existing trees)
  - \_\_\_ Entrances, exits, and walkways
  - \_\_\_ Accessibility requirements (as required by the Uniform Building Code and American Disabilities Act)
  - \_\_\_ Trash enclosures and other site improvements
  - \_\_\_ Existing and proposed fencing
  - \_\_\_ Existing easements and type
  - \_\_\_ Street names
  - \_\_\_ Project name, north arrow and scale
  - \_\_\_ A vicinity map
  - \_\_\_ Summary of project statistics including zoning, square footage by use and parking required and provided
  - \_\_\_ One (1) 8 ½" x 11" reproducible copy
- E) Additional information as deemed necessary by the Planning Division. See back for additional information for specific uses.

**NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.**

In addition to the site plan, the following additional submittal items are required for the following Administrative Permits.

**Large Family Day Care Home: Chapter 19.46**

- Location map
- Noise information
- Location of required parking
- Separation from existing LFDCH

**Open Air Vending Facilities: Chapter 19.50**

- All improvements on the property
- Location of proposed facility including total height, total area occupied by facility and distances between other vending facilities
- Location of fire hydrants and distance from vending facility
- Location of parking and landscape areas
- Minimum six foot path of travel around the facility
- Location of trash receptacle for the vending facility
- Location and full dimensions of proposed signs associated with the facility

**Recycling Collection Centers: Chapter 19.56**

- Location of recycling collection center on site plan
- Dimensions of recycling collection bins
- Materials, colors and elevations of containers
- Parking survey – Only if container(s) will take up more than one required parking space

**Second Dwelling Units: Chapter 19.60**

- Total lot coverage of the property including the second unit. (Include total floor area for the existing residence and second unit.)
- Location/setbacks for the second unit
- Exterior building materials
- Location of required parking

**Used Goods Collection Center: Chapter 19.68**

- Location of collection trailers
- Written consent of property owner to use a collection trailer
- Dimensions of trailer

**Antennas and Communications Facility on Undeveloped Lot: Chapter 19.34**

- Location and setbacks of antennas/communications facility
- Height of antenna/communication facility

**Parking Reductions: Chapter 19.26**

- Description of business, including operational characteristics, use type, number of employees & hours of operation
- Description of request, including unique characteristics/circumstances that warrant parking reduction
- Description of adjacent/nearby businesses, including use type(s) & hours of operation
- Floor plan of business, including square footage of gross vs. usable (net) space
- Current parking survey for the site and/or business complex
- Parking requirement (spaces required per Zoning Ordinance)
- Parking proposed

**Sign Exception: Chapter 17.08**

- Site plan showing existing building and location(s) of existing and proposed signs (3 copies)
- Sign plan depicting the sign(s), including dimensions, colors, material, and type of illumination (3 copies)
- Scaled building elevation plan indicating the sign location (wall sign only) (3 copies)
- Detailed statement of criteria for the proposed signs including, but not limited to number, types, location, size, height, materials, letter style, colors, and illumination.
- Description of the exception and justification for the request including specific facts to support the finding in Section 17.08.440 of the Sign Ordinance

**DTSP Nightclub: DT Code Chapter 7.4**

- Site plan showing building location, right of way, exterior gathering areas and adjacent buildings (8 copies)
- Floor plan showing the interior layout of the nightclub (8 copies)
- Operation plan to address hours, security and all other requirements of DT Code Chapter 7.4 (8 copies)
- If applicable, Parking In-Lieu Fee

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678.