



APPLICATION CHECKLIST
**ADMINISTRATIVE PERMIT FOR
SIGN EXCEPTION**

A request for a Sign Exception 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 Design Committee.

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 requested exception to Sign Ordinance requirements, with an explanation of why the sign(s) cannot comply with the Sign Ord. and why the five required findings can be made.
 - 1. The requested sign is consistent with the purpose and intent of this Title.
 - 2. The requested signs are in harmony with the individual building, and visually related to the buildings within a planned sign permit program and the surrounding development.
 - 3. The requested signs are consistent with the adopted specific plan sign guidelines for the applicable specific plan or other applicable regulations in which it is located.
 - 4. There are exceptional or extraordinary circumstances or conditions applying to the land, buildings, uses, or signs involved which do not generally apply to other land, buildings, or signs in the neighborhood.
- D) Five (5) copies of a Sign Plan drawn to scale indicating:
 - Dimensions of sign(s) - height, width, area.
 - Materials, colors
 - Illumination
- E) Five (5) copies of a Site Plan drawn to scale (engineer's scale - no smaller than 1" = 40') indicating:
 - Project name, north arrow and scale
 - Property lines
 - Building location(s) and setbacks
 - Location of proposed and existing signs
 - Building dimensions
 - Building and property entrances
 - Location of adjacent buildings, if applicable
 - Location of existing landscaping, if freestanding signs
 - Vicinity map
 - Elevation at base of sign and adjacent street elevation (freestanding signs only)
- F) Wall Signs: Five (5) copies of a Building Elevation Plan drawn to scale indicating:
 - Location of proposed and existing signs including dimensions
 - Building materials and color
 - Building height
 - Orientation of elevation (east, west, ...)
- G) Additional information as deemed necessary by the Planning Division.

NOTE: All exhibits larger than 8½" X 11" must be INDIVIDUALLY FOLDED prior to submittal.

If you have any questions, please 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