

Submittal Requirements

For a Zoning Clearance:

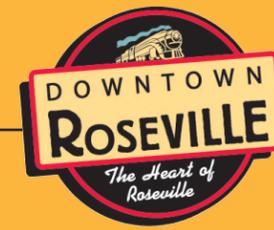
1. Clearance form
2. (2) copies of a Site Plan showing proposed improvement location with dimensions
3. Photos or graphics of proposed improvements with dimensions
4. Application Fee

For an Encroachment Permit:

Please contact the Engineering Division (916) 774-5339 for the Encroachment Permit submittal requirements.

For Proof of Liability Insurance:

Please contact the City's Risk Management Division for Liability Insurance Requirements (916) 774-5202.



Pedestrian Zone Improvements

Planning & Redevelopment Department

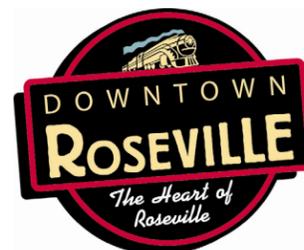


Pedestrian Zone Improvements include; sidewalk signs, outdoor displays, outdoor dining areas and outdoor vendors located within the public right of way (e.g. sidewalk).

Pedestrian Zone Improvements are permitted for retail and restaurant businesses within the Downtown (DT-4, DT-6, DT-7 districts). The intent is to provide an opportunity to optimize the growth and income of these businesses while promoting an environment that encourages pedestrian traffic Downtown.

Contact Information

Planning and Redevelopment Department
311 Vernon Street
Roseville, CA 95678
916-774-5276
www.roseville.ca.us



Application Process

The following review and Zoning Clearance (ZC) process has been developed for Pedestrian Zone Improvements:

Step 1 – Plan Generation: The applicant prepares a Site Plan to show the location of the proposed pedestrian zone improvement. Additional information should be compiled that describes the proposed improvement and demonstrates that the improvement complies with the standards in Chapter 7.8 of the Downtown Code (i.e. drawings with sign dimensions, photos of outdoor dining furniture, list of items to be displayed). For Outdoor Vendors – The operator shall contact the nearest business to the proposed location to notify them of the proposed cart location and hours of operation.

Step 2 – Obtain Liability Insurance: The Business Owner will need to maintain a policy of liability insurance for the pedestrian improvement in the amount satisfactory to the Public Works Director.

Step 3 - Application: Submit the Zoning Clearance (ZC) application to the Planning & Redevelopment Department and the Encroachment Permit application to the Public Works Department.

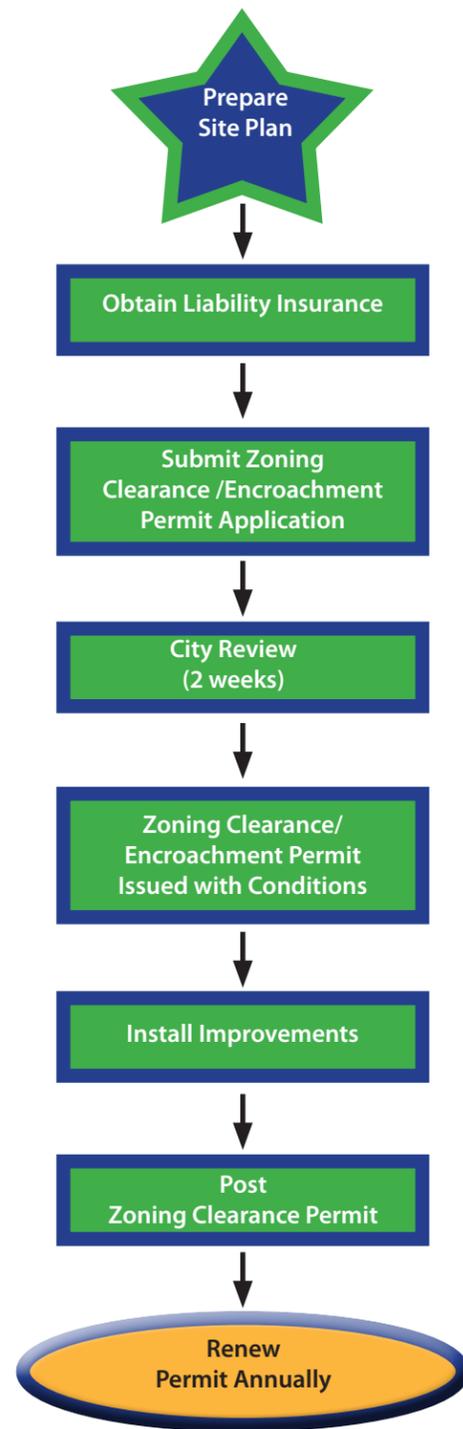
Step 4 – City Review: The application and plans will be reviewed by the Planning & Redevelopment Department for conformance with the Pedestrian Zone Improvement standards within two (2) weeks of application submittal. If all standards can not be adhered to, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have been addressed.

Step 5 – ZC & Encroachment Permit Issuance: The Planning Department will issue the ZC and the Engineering Department will issue the Encroachment Permit if the improvement complies with City requirements.

Step 6 – Install Improvement: The applicant can then install the improvement.

Step 7 – Post ZC Permit: The applicant shall post proof of the ZC permit in a visible location in the front window of the business associated with the improvement. If the improvement is a vendor cart, the permit shall be displayed on the cart at all times when in service at the approved location. The proof of permit will be given to the applicant by the Planning & Redevelopment Department at the time of the ZC issuance.

Step 8 – Renew Permit Annually: The applicant shall renew the ZC permit annually.



Pedestrian Zone Improvements - Location Standards

The following figures demonstrate location standards for pedestrian zone improvements. Additional standards are included in Chapter 7.8 of the Downtown Code.

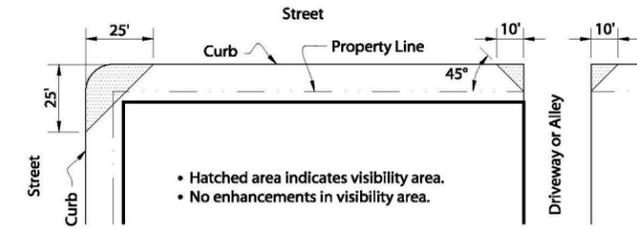


Figure 1: Visibility Areas
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.

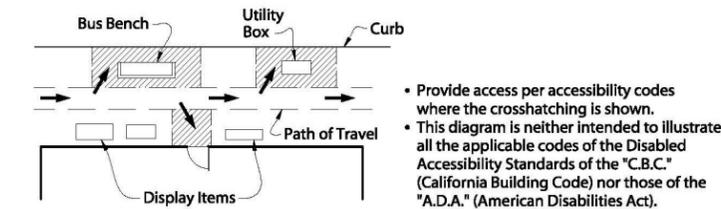


Figure 3: Accessibility
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.

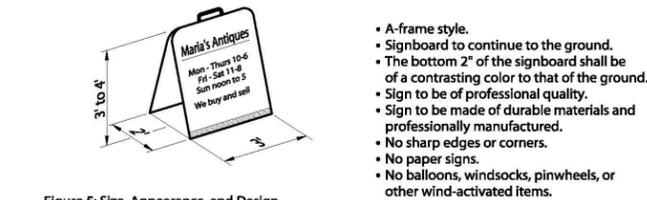


Figure 5: Size, Appearance, and Design
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.

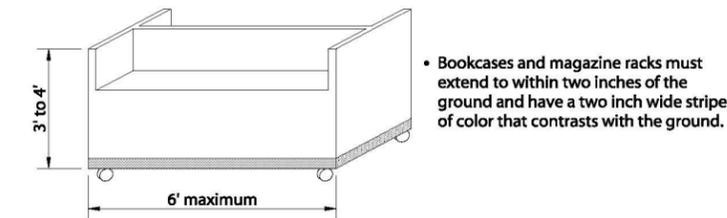


Figure 7: Book and Magazine Racks
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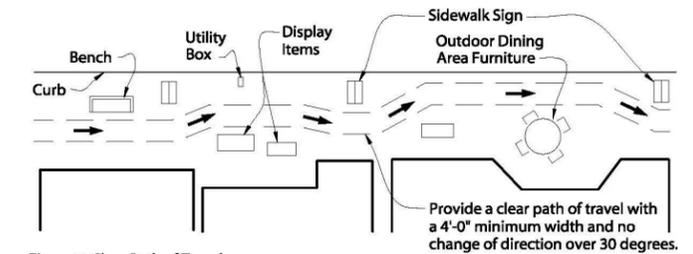


Figure 2: Clear Path of Travel
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.

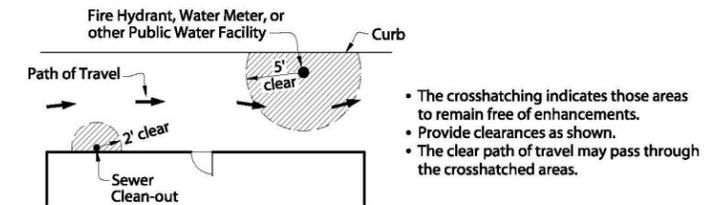


Figure 4: Clearances from Public Water Facilities and Sewer Clean-outs
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.

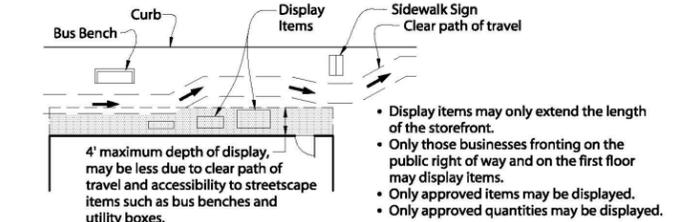


Figure 6: Location of Display Items in the Public Right of Way
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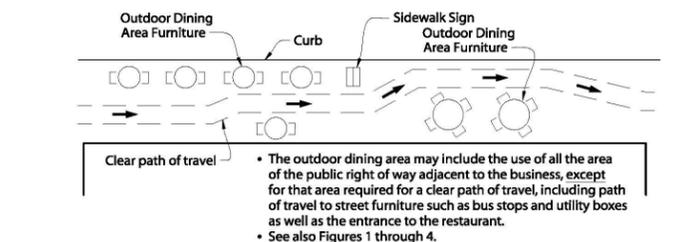


Figure 8: Location of Outdoor Dining Area in the Public Right of Way
This illustration exhibits the specific requirements of the enhancement standards and is intended only as an aid.