Nightclubs

Planning & Redevelopment Department

Nightclubs *include establishments or places of entertainment within a building, open primarily at night, usually but not necessarily serving alcohol, and providing floor space for amplified live or recorded music, or having spaces for "public dances" as defined in Chapter 9.40 of the Roseville Municipal Code. Fixed seating or chairs are not provided for the seating of each patron or customer. Meals or refreshments may be served and an admission may be, but not necessarily, charged.*

The Downtown Specific Plan (DTSP) identified the Historic Old Town as an entertainment district. Nightclubs are principally permitted in Historic Old Town (conditionally permitted on the north side of Main Street) and conditionally permitted in the Vernon Street district. A Zoning Clearance (ZC) may be issued for principally permitted nightclubs, whereas a Conditional Use Permit (CUP) is required for a conditionally permitted nightclub. Provisions for nightclubs are included in Chapter 7.4 of the Downtown Code.

Submittal Requirements

For a Zoning Clearance (ZC):

1. ZC Application Form
2. ZC Application Fee
3. Two (2) copies of a Site Plan - showing building location in relationship to the public right-of-way and adjacent buildings. Also indicate any exterior gathering areas or queuing areas.
4. Two (2) copies of a Floor Plan – showing the interior layout of the nightclub.
5. Two (2) copies of the Operation Plan – to address hours of operation, security measures, entertainment, and all requirements listed in Chapter 7.4 of the Downtown Code.
6. If applicable, Parking In-Lieu Fee

For a Conditional Use Permit:

1. Universal Application Form signed by the property owner and applicant
2. CUP Application Fee
3. Eight (8) copies of a Site Plan - showing building location in relationship to the public right-of-way and adjacent buildings. Also indicate any exterior gathering areas or queuing areas.
4. Eight (8) copies of a Floor Plan – showing the interior layout of the nightclub.
5. Eight (8) copies of the Operation Plan – to address hours of operation, security measures, entertainment, and all requirements listed in Chapter 7.4 of the Downtown Code.
6. If applicable, Parking In-Lieu Fee

For a Building Permit:
Please contact the Building Division for Building Permit submittal information (916) 774-5332.

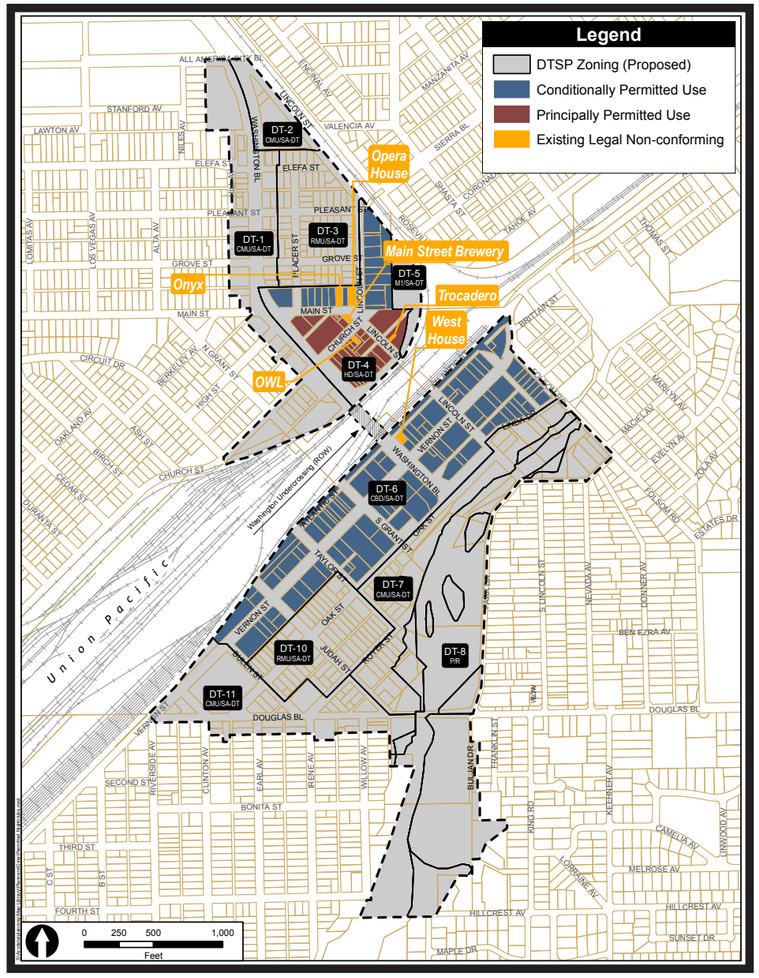
For a Dance Permit:
Please contact the Roseville Police Department for the Dance Permit submittal information (916) 774-5000.

For an Alcohol & Beverage Control (ABC) license:
Please contact the ABC for ABC licensing submittal information (916) 227-2002.

Contact Information

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

Downtown Roseville Permitted Nightclub Locations



Application Process

If the Nightclub is proposed in an area that is principally permitted, a Zoning Clearance (ZC) can be issued. The ZC review takes up to 10 days. Conditionally permitted locations require a Conditional Use Permit (CUP) which can take between 2-3 months for Planning Commission review.

Step 1 - Infill Meeting: Contact the Planning & Redevelopment Department (916) 774-5276 to schedule an Infill Meeting (no cost). Representatives from the various City departments will meet on-site to identify possible City requirements and operational conditions. A representative from the Planning & Redevelopment Department will be assigned as the single-point-of-contact with whom the applicant can contact directly for questions regarding the project.

Step 2 – Infill Letter: Within one (1) week of the Infill Meeting the applicant will be provided with a written set of comments and conditions for the project.

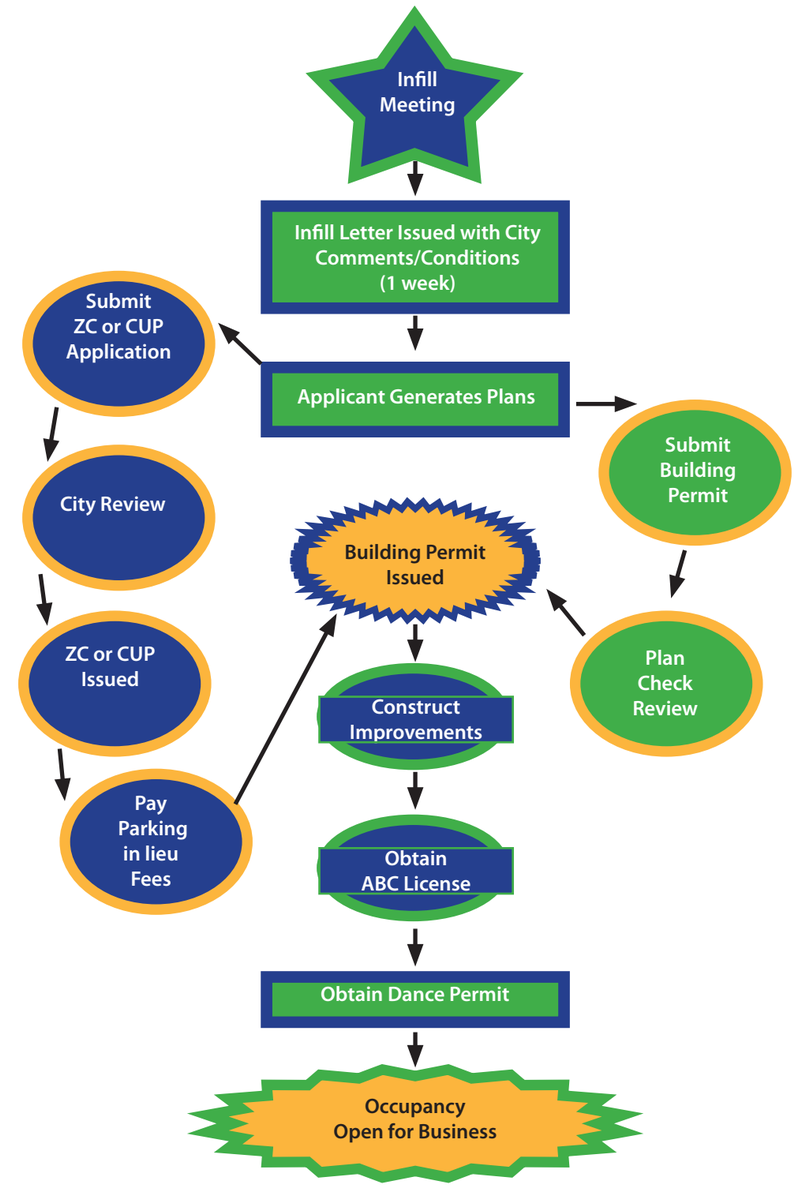
Step 3 - Plan Generation: The applicant will then prepare building improvement plans to address any comments from the Infill Meeting and to identify any building modifications. At a minimum, the applicant shall prepare a Site Plan and Floor Plan, which will be utilized to review the Zoning Clearance (ZC) or Conditional Use Permit (CUP) and can be used for the Building Permit submittal.

Step 4 – ZC or CUP/Building Permit Application: The applicant shall submit the ZC or CUP application and all required submittal information to the Permit Center (see the following page for Submittal Requirements). The applicant can also concurrently submit a Building Permit application. If the nightclub use does not require modifications to the building, the applicant is required to submit for a Certificate of Occupancy with the Building Department in conjunction with the ZC or CUP. Note; the Building Permit can not be issued until a ZC or CUP has been issued. Additionally, if the nightclub will be located in a new building or exterior improvements are proposed to the existing building, the applicant will be required to submit for a Minor Design Review Permit (MDRP). A MDRP application can be processed concurrently with the ZC or CUP and the Building Permit applications. For more information, contact the Planning & Redevelopment Department.

Step 5 – City Review: The ZC application and plans will be reviewed by the Planning & Redevelopment Department for conformance to the Infill Letter comments within two (2) weeks of application submittal. If all comments have not been addressed, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have been addressed.

If a CUP is required, the application will also be reviewed for conformance to the Infill Letter. A CUP application must also be approved by the Planning Commission. Since this requires a public hearing, it can take up to three months for the application to be reviewed by the Planning Commission.

Step 6 – ZC or CUP Issuance: The Planning and Redevelopment Department will issue the ZC or the Planning Commission will issue the CUP if the proposed nightclub complies with City requirements and has addressed any concerns raised at the public hearing.

Step 7 – ABC Approval: The sale and service of alcohol requires a permit from the State Alcohol and Beverage Control (ABC) Department. For more information and permitting requirements, please contact ABC directly (916) 227-2002.

Step 8 – Dance Permit: Prior to the start of business, the applicant shall obtain a Dance Permit from the Roseville Police Department (RPD). For application information, please contact the RPD at (916) 774-5000.