

## Submittal Requirements

### For a Minor Design Review Permit (MDRP):

1. Minor Design Review Permit (MDRP) Application
2. Two (2) copies of a fully dimensional Site Plan drawn to scale indicating the buildings locations to relation to the property lines, public right-of-way, and any adjacent structures. The site plan should also site landscaping, lighting and on-site parking areas.
3. Two (2) copies of fully dimensional Elevation Plans drawn to scale detailing the existing building façade and separately detailing the proposed building façade with colors and materials. The plans should also provide details for any exterior lighting.
4. One set of Colors & Materials samples
5. MDRP Application Fee

### For a Building Permit:

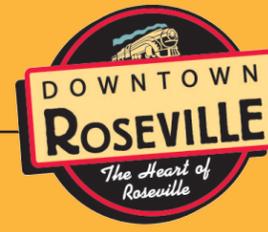
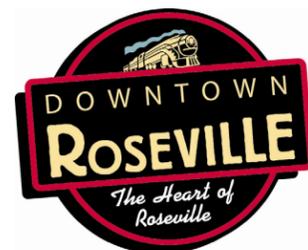
Please contact the Building Division for Building Permit submittal information [(916) 774-5332].

### For a Encroachment Permit:

For construction extending into the public right-of-way, please contact the Engineering Division for Encroachment Permit information [(916) 774-5339].

## Contact Information

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



## Facade Improvements

Planning & Redevelopment Department



*Facade Improvements include renovations to the exterior of existing buildings and do not include the addition of square footage or improvements to the site.*

One of the goals of the Downtown Specific Plan is to encourage development and redevelopment of the Downtown area. As an incentive to Downtown developers, the required design review process for building façade renovations (commercial & multi-family residential) has been streamlined. Facade improvements to existing commercial & multi-family residential buildings can be processed through a Minor Design Review Permit.



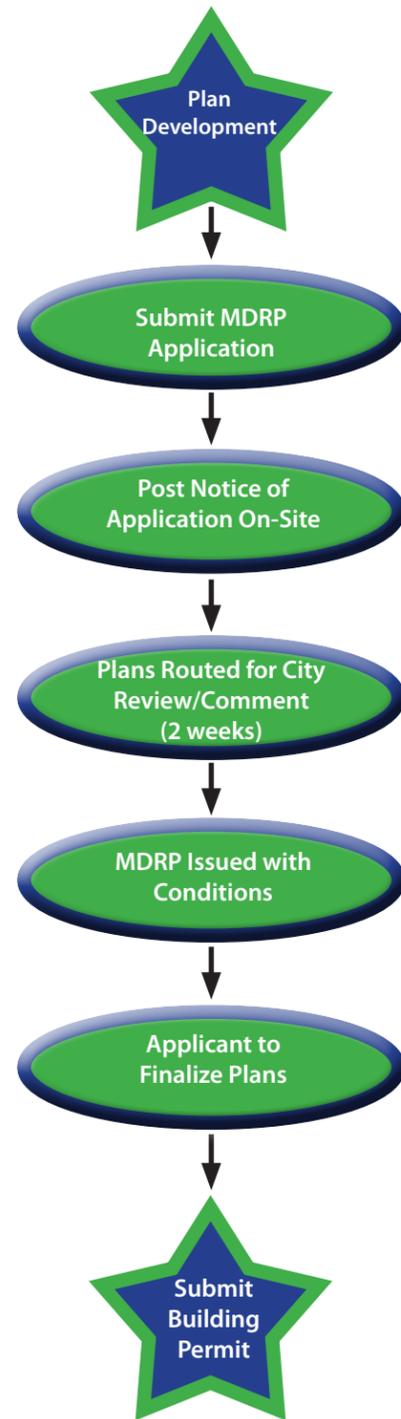
## Application Process

The following review and Minor Design Review Process (MDRP) process has been developed for building façade improvement projects within the Downtown:

**Step 1 – Plan Generation:** The applicant prepares building improvement plans to identify the extent of construction. At a minimum, the applicant shall prepare a Site Plan and Building Elevations, which will be utilized to review the Zoning Clearance and can be used for the Building Permit submittal. Design Guidelines are included in Chapter 5 of the Downtown Code.

**Step 2 – Application & Notice:** The applicant will submit the MDRP application and all required submittal information to the Permit Center. The applicant will also be given a notice to post at the site during the application review process.

**Step 3 – Planning & Redevelopment Review (2 weeks):** The application and plans will be reviewed by the Planning & Redevelopment Department for conformance with the Downtown Code Design Guidelines (see Chapter 5 of the Downtown Code). This review may take up to two (2) weeks. If all the design does not conform to the Downtown Code Design Guidelines, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have been addressed.



**Step 4 - MDRP Issuance:** The Planning and Redevelopment Department will issue the MDRP if the proposed project complies with the Downtown Code Design Guidelines.

**Step 5 – Finalize Plans:** The applicant finalizes the plans and prepares any additional plans (i.e. Electrical Plan, Structural Calculations) in preparation for the Building Permit submittal.

**Step 6 - Building Permit:** Submit a Building Permit application to the Building Department. Upon issuance of the Building Permit, the applicant can begin construction.



## Design Guidelines

**Overall Design Principles- For complete Design Guidelines, refer to Chapter 5 of the Downtown Code.**

- Promote sound architectural practices
- Retain or repeat traditional facade components
- Develop a steady rhythm of facade widths
- Create a comfortable scale of structures
- Distinguish between upper and lower floors