

Submittal Requirements

For a Minor Design Review Permit (MDRP):

1. Ten (10) copies of a fully dimensional site plan drawn to scale indicating:

- Property lines, building setback lines, and all easements of record
- Existing and proposed buildings and structures on-site
- Driveways, walkways, and parking spaces
- Ground-mounted equipment, trash enclosures, and fences
- Exterior lighting including type, location, height, and method of shielding light
- Summary of project statistics including zoning, square footage, parking requirements

2. Ten (10) copies of detailed grading and drainage plan

3. Ten (10) copies of fully dimensional elevation plan drawn to scale indicating:

- Building elevations from all sides (indicating direction)
- All building materials and colors - labeled on plans

4. Ten (10) copies of a landscape plan drawn to scale indicating:

- Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L,M,H)

- A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.

- Shading calculations for parking areas

- The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping

5. One (1) reduced set (11"x17") of all plans

6. One set of Color & Materials samples

7. MDRP Application Fee

8. If applicable, Parking In-Lieu Fee

For a Building Permit:

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

For an Encroachment Permit:

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



Building Additions and New Construction

Planning & Redevelopment Department

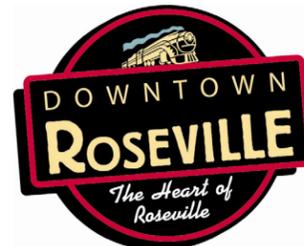


This handout applies to building additions to and new construction of commercial and multi-family residential projects.

One of the goals 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 has been streamlined. Building additions to and new construction of commercial or multi-family projects can be processed through a Minor Design Review Permit (MDRP).

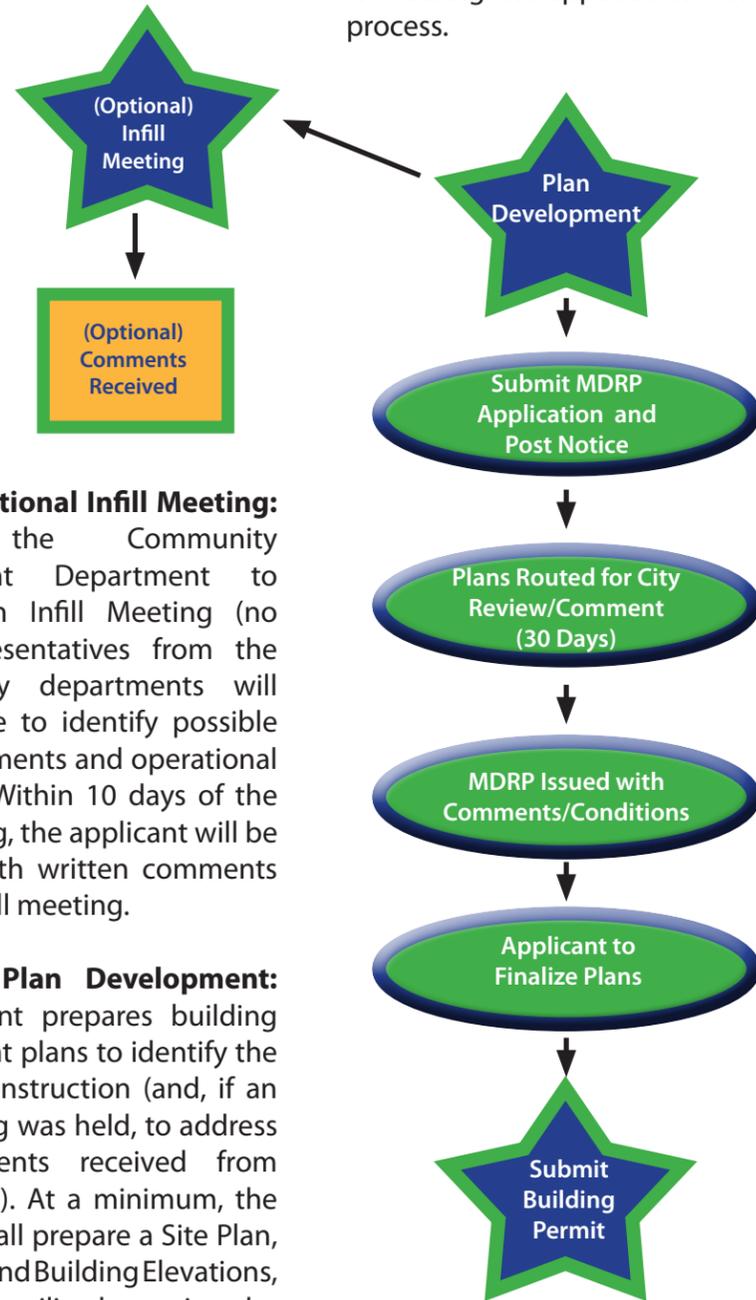
Contact Information

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



Application Process

The following review and Minor Design Review Process (MDRP) process has been developed for additions to or new construction of commercial & multi-family residential projects within the Downtown:



Step 1 – Optional Infill Meeting:

Contact the Community Development Department 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. Within 10 days of the Infill meeting, the applicant will be provided with written comments from the Infill meeting.

Step 2 – Plan Development:

The applicant prepares building improvement plans to identify the extent of construction (and, if an Infill meeting was held, to address any comments received from the meeting). At a minimum, the applicant shall prepare a Site Plan, Floor Plans, and Building Elevations, which will be utilized to review the MDRP and can be used for a future Building Permit submittal. Design Guidelines are included in Chapter 5 of the Downtown Code.

Step 3 – 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 4 – City Review (30 days):

The application and plans will be routed to various City departments for a 30-day review. If not all prior comments have 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.

Step 5 – Optional Pre-Development Meeting:

If questions or concerns arise based on the department comments then a Pre-Development meeting will be scheduled with City staff to discuss the project. This meeting will be coordinated by the Planning and Redevelopment Department.

Step 6 - MDRP Issuance:

The Planning and Redevelopment Department will issue the MDRP if the proposed project complies with City requirements.

Step 7 – 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 8 - Building Permit:

At this point the applicant will be ready to submit a Building Permit application to the Building Department. Upon issuance of the Building Permit, the applicant can begin.

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