Residential Design Process

1 Approved Entitlement

Discretionary approval must first be obtained prior to the submittal of improvement plans for plan check.

Discretionary approvals include subdivision and parcel maps.

2 Permit Center

The Permit Center receives all initial submittals of improvement plans. The application (www.roseville.ca.us/developmentapp) for plan review of improvement plans states the materials required at submittal. The materials and information required is noted below:

Improvement Plans

- ❑ 11 sets of plans (including landscape plans for non-residential projects)
- ❑ 2 copies of the engineer's cost estimate
- ❑ Plan Check & Inspection Fee Deposit = 2.5% of engineer's cost estimate
- ❑ 2 copies of the storm drain calculations
- ❑ 2 copies of the drainage shed map
- ❑ 3 copies of the soils report
- ❑ 5 copies each of the Clerk's or Planning Dept. Notice of Approval w/conditions of Approval (not staff report)
- ❑ 3 copies of the Approved Tentative Map
- ❑ 2 copies of Stormwater Quality Maintenance Plan and completed SWQ Management Permit (if applicable)

Landscape plans for residential subdivision are not required at the initial submittal

3 Plan Distribution

Upon receipt of the improvement plans by the Permit Center the improvement plans are distributed to City departments for review comment and ultimately approval. City departments receiving plans for review include: Public Works Engineering, Planning, Roseville Electric, Environmental Utilities, Parks and Recreation and Fire. Each department will provide their comments directly to the project applicant. The project applicant responds back directly to the plan reviewer in each respective department.

4 Rough Grade

Once each department's requirements have been met relative to the grading sheets they will approve the plans for rough grading. Once all departments have approved the rough grading a "Rough Grade Only Permit" can be issued. Approved rough grade plans shall be identified as being for grading purposes only on the face of the Improvement Plans and grading sheets shall be copied on green paper. An applicant is not required to pull a rough grading only permit.

5 Underground water, sewer, storm

Underground improvements include potable water, irrigation including recycled water, fire service water, sewer and storm drain improvements. Once each department'srequirements have been met relative to the underground improvements they will approve the plans for under ground work. Once all departments have approved the under ground improvements an "Underground Improvement Permit" can be issued. Prior to release of the Underground Improvement Permit the applicant shall submit an electronic copy of the improvement plans and shall have submitted landscape plans. Approved undergroundimprovement plans shall be identified as being for underground improvement purposes only on the face of the Improvement Plans and underground sheets shall be copied on pink paper. An applicant is not required to pull an underground only permit.

6 Electric Design to begin

Once the improvement plans reach underground approval the Public Works Department will forward an electronic copy of the improvement plans to Roseville Electric (.dwg format). Roseville Electric will initiate the electric design based on the electronic plans received from Public Works. Roseville Electric will complete their design. Roseville Electric forwards design to other utilities (PG&E, phone, cable) and to Public Works.

7 Approved Improvement Plans

Upon completion of the electric design the final portion of the improvement plans to be completed are the surface improvements and landscape plans. Once the surface improvements and final landscape plans are approved by all departments the improvement plans are approved.

CITY OF ROSEVILLE CALIFORNIA