

A request for a Tentative Parcel Map or Map Modification may be approved by the Planning Manager. Following a public notice, the Planning Director may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Director shall schedule and notice the Tentative Parcel Map for a public hearing before the Planning Commission or Design Committee. Processing time is normally eight (8) weeks, however, it is dependent upon the number of similar requests before the City. **If a public hearing is required, the applicant or the applicant's representative must be present at the public hearing to answer questions.**

Applications shall be reviewed for compliance with the Application Submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

Application Submittal Requirements

- A) One (1) copy of the completed application form, with an **address approved by City of Roseville Development Services Department - Addressing** and all required **original signatures**.
- B) Applications for FULL COST PROJECTS **will not be accepted without a signed Agreement for Full Cost Billing** form (available at the Permit Center or on-line).
- C) The required full cost deposit (refer to fee schedule). There is an additional fee for City preparation of the radius list.
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) Twenty Five (25) copies of an exhibit map drawn to scale (engineer's scale, no smaller than 1" = 40'). The map must be **prepared by a registered Civil Engineer** and shall indicate the following:
 - ___ Project name, north arrow, scale and a vicinity map
 - ___ Lot dimensions, lot numbers, and pad elevations
 - ___ Street right-of-way dimensions, existing and proposed street grades, and street names
 - ___ All easements of record
 - ___ Existing and post project elevations shown as contours & spot elevations both on site and on adjacent property
 - ___ Existing contours at 2' intervals for slopes less than 10%, and contours at 5' intervals for slopes greater than 10%
 - ___ All cut and fill slopes and indicate slopes (2:1, 3:1), and grading quantities (excavation, fill and site balance)
 - ___ Existing and proposed method of drainage
 - ___ A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
 - ___ Any natural features including: wetlands, streams, etc...
 - ___ All existing trees with elevations and numbered corresponding to an arborist report
 - ___ Trees to be removed shall be designated with an "X" and building footprints shown for house lots with trees
 - ___ Public facilities schools, parks, electric substations, fire stations, etc... (subdivisions only)
 - ___ Phasing lines (subdivisions only)
 - ___ Summary of project statistics including zoning, land use, owner developer, engineer, and assessor's parcel numbers for all parcels affected
 - ___ One (1) 8½" x 11" or 11" x 17" reproducible copy
- F) Five (5) copies of an Arborist report (required for native oak trees located on the property or overhanging the site from adjacent properties).
- G) Three (3) copies of a traffic study, the scope of the study shall be determined by the Engineering Division 774-5339.
- H) Three (3) copies of a Preliminary Stormwater Quality Compliance Form.
- I) All drawings must be provided on a CD or DVD disc in PDF format and must be scalable.
- J) Additional information may be deemed necessary by the Planning Department.
- K) If the application is a Map Modification, show both the approved design and the proposed modification on the exhibit and provide a detailed description of the proposed modification.

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal.

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929), or staff is available at 311 Vernon Street, Roseville, CA 95678