



APPLICATION CHECKLIST
TENTATIVE SUBDIVISION MAP (SUBD)

A request for a Tentative Subdivision Map requires one (1) public hearing before the Planning Commission. Processing time is normally twelve (12) to sixteen (16) weeks. However, it is dependent upon the number of similar requests before the City. The applicant or the applicant's representative must be present at all public hearings 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) 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) Four (4) 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 as deemed necessary by the Planning Division.
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 1/2" 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