



# RESIDENTIAL TO COMMERCIAL CONVERSION ZONING CLEARANCE (ZC)

Planning Division

*This Zoning Clearance (ZC) application is for a Residential to Commercial conversion of a residential structure located within the Downtown Specific Plan area Vernon Street Bungalow (DT-10) or Old Town Bungalow (DT-3) districts. Per Chapter 7.10 of the Downtown Code, a ZC is required prior to issuance of a building permit for the conversion. The purpose of the ZC is to verify that the proposed commercial use will comply with the requirements outlined in Chapter 7.10. The processing time is up to 10 days; however, prior to submitting the application it is recommended that applicants request an Infill Meeting to discuss the proposal with City staff.*

## SUBMITTAL REQUIREMENTS

- A. Completed Residential to Commercial Conversion Zoning Clearance Form**, see attached
- B. Application Fee**, refer to fee schedule
- C. Two (2) Copies of a Detailed Description of the Proposed Commercial Use** including proposed use type, hours of operation, and if the use requires outside storage.
- D. Two (2) copies of a Site Plan** drawn to scale (no smaller than 1" = 20'), indicating:
  - \_\_\_ Summary of project statistics including proposed use, square footage by use and parking required and provided
  - \_\_\_ Property lines and building setback lines with surrounding streets/alley shown and labeled
  - \_\_\_ The location of existing and proposed buildings, other structures on site, with dimensions
  - \_\_\_ Driveways and on-site parking spaces
  - \_\_\_ Show an accessible path of travel from handicapped parking space(s) to and into the primary entrance.
  - \_\_\_ Show all slopes cross-slopes, parking space width, pathway width, pedestrian ramps, curb ramps, handrails
  - \_\_\_ Entrances, exits, and walkways; Exterior Lighting
  - \_\_\_ Existing and proposed fencing
  - \_\_\_ Show location of any electrical transformers, fire hydrants, etc.
  - \_\_\_ Existing easements and type
  - \_\_\_ Existing Water and Sewer utility services and proposed additions/modifications
  - \_\_\_ Location of protected oak trees (if applicable)
  - \_\_\_ A vicinity map, north arrow and scale
- E. Two (2) Copies of a Floor Plan** drawn to scale (no smaller than 1/8" = 1') showing the interior layout and proposed use of the building.
- F. If exterior modifications are proposed, two (2) copies of Elevations** of all building sides, fully dimensional and drawn to scale (no smaller than 1/8" = 1') indicating:
  - \_\_\_ Heights of existing buildings and any proposed exterior modifications
  - \_\_\_ Indicate dimensions and locations of any exterior openings (doors, windows, vents, etc.)
  - \_\_\_ Call-outs indicated type of materials and colors to be used
- G. Two (2) Copies of a Landscape Plan** (if applicable) that shows the size, species, and location of any new landscaping. Note: if new landscaping is proposed, it shall comply with the City's Water Efficient Landscape Ordinance (WELO).
- H. Parking In-Lieu Fee** (if applicable)

### Planning Division

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DOWNTOWN ROSEVILLE **RESIDENTIAL TO COMMERCIAL CONVERSION ZONING CLEARANCE (ZC) FORM**

Record/File # **PL** \_\_\_\_\_  
Project Name \_\_\_\_\_  
(Above to be completed by Staff)

Date Stamp

Address of Project (to be verified by staff) \_\_\_\_\_  
Assessor's Parcel #'s \_\_\_\_\_  
Parcel Size \_\_\_\_\_ Building SqFt. \_\_\_\_\_ E) Residential Units \_\_\_\_\_  
Proposed Commercial Use: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_

**ORIGINAL INK SIGNATURES ARE REQUIRED FOR OWNER and APPLICANT**

**PROPERTY OWNER'S AUTHORIZATION:** If the applicant is not the owner of record, I authorize the applicant to file this application and to represent me on all matters concerning the application. **Primary Contact: Yes No**  
Name \_\_\_\_\_ Day Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Email address: \_\_\_\_\_

**APPLICANT** **Primary Contact: Yes No**  
Name \_\_\_\_\_ Day Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Email address: \_\_\_\_\_  
**AGREEMENT:** I agree to uphold the conditions and limitations as set forth in Chapter 7.10 of the Downtown Code  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**  
**Parking Spaces Required** \_\_\_\_\_ **Parking Spaces Provided On-Site** \_\_\_\_\_  
**Parking Spaces Provided by In-Lieu Fee** \_\_\_\_\_ **In-Lieu Fee** \_\_\_\_\_ **Date Paid** \_\_\_\_\_  
Clearance approval for the proposed residential conversion to an office use is based on the attached submitted information and compliance with the standards as set forth in Chapter 7.10 of the Downtown Code.  
**ACTION:**  
This Project (# \_\_\_\_\_) is hereby **APPROVED**  
By \_\_\_\_\_ Date \_\_\_\_\_  
*This Zoning Clearance is valid until the proposed use or development no longer conforms with all the applicable provisions of the Downtown Code or until the Building Permit expires, whichever event occurs earlier.*

Approval Stamp

