



# NIGHTCLUB ZONING CLEARANCE (ZC) Planning Division

*This Zoning Clearance (ZC) application is for a nightclub establishment that will be located within the Downtown Specific Plan area in the Historic Old Town (DT-4) district, south of Main Street. Per the Downtown Code Chapter 7.4, nightclubs located within a principally permitted district may be approved by the Planning Division with a ZC. Upon submittal of a ZC, the processing time is up to 10 days. Prior to operation of the nightclub, the operator shall obtain a Building Permit from the Building Division and an Entertainment Permit from the Roseville Police Department.*

## SUBMITTAL REQUIREMENTS

- A. Completed **Nightclub Zoning Clearance Form**, see attached
- B. **Application Fee**, refer to fee schedule
- C. **Two (2) Copies of a Site Plan** showing building location in relation to the public right-of-way and showing any exterior gathering areas and queuing lines.
- D. **Two (2) Copies of a Floor Plan** showing the interior layout of the nightclub.
- E. **Two (2) Copies of an Operations Plan** – The operations plan shall address:
  - Hours of operation;
  - Provisions for smoking areas, outside gathering areas, and queuing lines that do not block public sidewalks, driveways, or surrounding businesses doorways;
  - Provisions to allow queuing patrons to gain access to restrooms, within the nightclub, is necessary;
  - Noise reducing techniques;
  - Trash receptacles;
  - The understanding that the operator is responsible for cleaning the sidewalk within 50 feet of horizontal distance from the premises during the hours of operation to maintain the sidewalk free of garbage, cigarette butts or other debris. The operator shall also arrange for litter removal from the storefront after close of business. Sidewalks in front of the business and within 100 feet of the operation shall be pressure washed on a monthly basis at the expense of the business; and
  - Security provisions requiring a private licensed and bonded security company and the presence of at least two front door security guards to admit patron and monitor exterior areas.
- F. **Minor Design Review Permit (MDRP) for exterior modifications**, if applicable

### Planning Division

311 Vernon Street • Roseville, California 95678-2649  
(916) 774-5276 • (916) 774-5129 Fax • [www.roseville.ca.us/planning](http://www.roseville.ca.us/planning)



DOWNTOWN ROSEVILLE NIGHTCLUB 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 Number (A.P.N.) \_\_\_\_\_

Name of Nightclub \_\_\_\_\_

Nightclub Square Footage \_\_\_\_\_ Existing Use of Space \_\_\_\_\_

Nightclub 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 7.4 of the Downtown Code

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Clearance approval or denial for the proposed nightclub use is based on the attached submitted information and compliance with the standards as set forth in Chapter 7.4 of the Downtown Code. Issuance of this Zoning Clearance does not preclude the use from compliance with other City requirements or State and Federal permits or regulations. The Applicant shall be responsible for obtaining a City of Roseville Building Permit prior to occupancy of the nightclub space and a permit from the Roseville Police Department prior to operation of the nightclub.

**ACTION:**

This Project (# \_\_\_\_\_ ) is hereby **APPROVED**

By \_\_\_\_\_ Date \_\_\_\_\_

***This Zoning Clearance is valid until the use no longer conforms with the approved Operations Plan and all applicable provisions of the Downtown Code or until the Building Permit expires or there is a change in name or ownership, whichever event occurs earlier.***

Approval Stamp

**Planning Division**

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