



APPLICATION CHECKLIST
ADMINISTRATIVE TREE PERMIT (ATP)

A request for an Administrative Tree Permit requires approval by the City's Planning Manager. Administrative Tree Permits only apply to encroachments into the protected zone of native oak trees of 20 percent or less on projects not associated with any discretionary approval.

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) The required processing fee (refer to fee schedule)
C) Administrative Tree Permit Summary Table with completed information.
D) Three (3) copies of a fully dimensional site/grading plan drawn to scale indicating:
- Property lines and building setback lines
- Existing and proposed buildings and structures on-site and on adjacent properties
- Driveways, parking spaces, entrances, exits, walkways, decks and chimneys
- Existing and proposed fencing detail
- Existing and proposed planting areas and areas to be planted
- Protected zone and dripline of all oak trees on the property or overhanging the site
- Location of required protective fencing (dripline plus one foot).
- Percent encroachment into the protected zone
- All existing trees with elevations and numbered corresponding to an arborist report
- All true elevations including: contours, spot, existing and post project elevations
- All cut/fill slopes and retaining walls
- Method of drainage
- Location of all existing and proposed utilities and pathways
- Project name
- A vicinity map
- North arrow and scale (must be engineer's scale - no smaller than 1" = 40')
E) Three (3) copies of an elevation plan, required when a building or structure encroaches into the protected zone. The plan shall be drawn to scale indicating:
- Building elevations from all sides (indicating direction)
- Project name
- Scale (no smaller than 1/8" = 1')
F) Three (3) copies of an Arborist report, prepared by a Certified Arborist, indicating:
- Botanical and common name of tree(s) by tree number
- Diameter at Breast Height (DBH, 4.5' above grade) by tree number
- Dripline radius (measure longest radius) by tree number
- Condition by tree number, ie. health, vigor and structure (see attached tree ordinance)
- Recommendations by tree number, ie. Fertilizing, cabling, pruning, watering etc.
- Specific and general preservation measures, by tree number based on the impacts from encroachment
G) Additional information as deemed necessary by the Planning Division.

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