

APPLICATION CHECKLIST

FLOOD ENCROACHMENT PERMIT (FEP)

A request for a Flood Encroachment Permit requires one (1) public hearing before the Planning Commission. Processing time is normally twelve (12) 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 and online).
- C) The required full cost deposit (refer to fee schedule; see also additional fee for City preparation of the radius list).
- D) One (1) copy of a detailed description of the proposed use.

E)	Fifteen (15) copies of a site plan drawn to scale (must be engineer's scale - no smaller than 1" = 40') indicating:
C)	100 year hydraulic grade line - zoned floodway, flood fringe boundary Zoned Floodway/Floodway Fringe boundary Existing and proposed grades Property lines Building setback lines Existing and proposed buildings and other structures on site Driveways and parking spaces All planted areas and areas to be planted (include location of existing trees) Entrances, exits, and walkways Trash enclosures and other site improvements Existing and proposed fencing Existing and proposed fencing Existing easements and type Street names Project name A vicinity map North arrow and scale Summary of project statistics including zoning, square footage by use and parking required and
	provided One (1) 8 ½" x 11" reproducible copy

- F) Hydraulic analysis (check with Engineering Land Development to verify precise analysis requirements)
- G) Additional information as deemed necessary by the Planning Department.

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.

REVISED 8/14