



APPLICATION CHECKLIST
MINOR AND MAJOR GRADING PLAN (GP)

A request for a Minor Grading Plan may be administratively approved by the Planning Manager. Following a public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Manager shall schedule and notice the Minor Grading Plan for a public hearing before the Planning Commission. Processing time is normally six (6) weeks however it is dependent upon the number of similar requests before the City. If a public hearing is required, the applicant or the applicant's representative must be present at the public hearing to answer questions.

A request for a Major Grading Plan requires one (1) public hearing before the Planning Commission. Processing time is normally eight (8) 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) Application for a Major Grading Plan will not be accepted without a signed Agreement for Full Cost Billing form (available at the Permit Center or on-line).
C) The required processing fee for a Minor Grading Plan or full cost deposit for a Major Grading Plan (refer to fee schedule). There is an additional fee for City preparation of the radius list.
D) Fifteen (15) copies of a site plan drawn to scale (engineer's scale - no smaller than 1" = 40') indicating:
- Property lines
- Existing and proposed grades (on site and adjacent property)
- Surrounding street grades
- All existing slopes in excess of 10% labeled and all proposed slopes labeled
- Method of drainage
- All natural features including, wetlands, streams, slopes, etc.
- All mitigation areas for trees, wetlands and stream channel realignments
- All existing trees with grade elevations of the tree trunk, ID numbered to an arborist report
- Quantities of cut and fill
- Existing easements and type
- Locations of existing utilities
- Driveways and access points
- Existing site improvements
- Street names
- Project name, north arrow and scale
- A vicinity map
- One (1) 8 1/2" x 11" or 11" x 17" reproducible copy
E) Additional information as deemed necessary by the Planning Division.
- Hydraulic analysis (check with Engineering to verify precise analysis requirements)
- Three (3) copies of a Preliminary Stormwater Quality Compliance Form
- Arborist report for native oak trees
- Wetland delineation
- Mitigation plans for impacts to wetlands and native oak trees
- Haul routes

NOTE: All maps 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.