



APPLICATION CHECKLIST PLANNED DEVELOPMENT PERMIT (PDP)

A request for a Planned Development Permit requires one (1) public hearing before the Planning Commission. Processing time is normally sixteen (16) 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 or on-line).
- C) The required full cost deposit (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) One (1) Copy of a metes and bounds legal description of the property. If the description references other documents or maps, copies of these documents must be attached.
- F) Thirty (30) copies of an exhibit map drawn to scale (engineer's scale - no smaller than 1" = 40') indicating:
 - ___ Property lines
 - ___ Existing and proposed roadways, driveways, and structures
 - ___ Existing easements and type
 - ___ Street names
 - ___ Assessor's parcel numbers for all parcels affected
 - ___ Existing and proposed zoning and land use on subject and adjacent properties
 - ___ Project name, north arrow and scale
 - ___ A vicinity map
 - ___ Summary of project statistics including acreage, square footage, bearings and distances
 - ___ One (1) 8 ½" x 11" or 11" x 17" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, fifteen (15) additional copies are required prior to scheduling a Public Hearing. All Exhibits larger than 8.5" x 11" must be INDIVIDUALLY FOLDED prior to submittal.

- G) Identification of all property development standards including the following information:
 - 1. A statement regarding the purpose of the zone and the character of the design which is to be accomplished.
 - 2. A list of proposed land uses, including: uses to be permitted by right, uses which may be permitted through administrative permit approval, uses that may be permitted by a conditional use permit, and permitted accessory uses.
 - 3. A list of development standards for main and accessory buildings, including: maximum building height, maximum and minimum floor area ratios, fencing, screening, and architectural projections.
 - 4. A list of development standards for development of a parcel, including: minimum lot size, width, depth, yard setbacks, useable open space landscaping setbacks, parking ratios, and maximum coverage.
 - 5. Graphic and written materials depicting conceptual building, landscape and sign design standards for scale, form, materials and textures, and physical arrangements between buildings.
 - 6. Subdivision development standards including minimum lot dimensions, minimum lot sizes, access to public and private streets and any other information deemed necessary by the Planning Division.

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