



DESIGN REVIEW PERMIT MODIFICATION (DRPMOD)

A request for a Design Review Permit Modification (DRPMOD) requires approval from the Planning Manager for modifications to an approved Design Review Permit (DRP) or modifications to a developed site if no prior DRP exists. Following a public notice, the Planning Manager may waive the requirement for a public hearing. If a public hearing is requested, or if in the opinion of the Planning Manager, a project is not in substantial conformance with applicable, adopted design guidelines, prior conditions of approval, or if the Planning Manager determines that because of location, size or design that the public hearing should not be waived, the Planning Manager shall refer the project for public hearing by the Design Committee or the Planning Commission. **The applicant or the applicant's representative must be present at the public hearing to answer questions.**

Processing time for DRPMODs varies and is dependent on the complexity of the modification. Simple modifications may be processed in 6-8 weeks and more involved applications may take longer. Processing time is also dependent upon the number of applications before the City.

Applications shall be reviewed for compliance with the submittal requirements. **Applications submitted without the required information are not required to be accepted for processing.**

Application Submittal Requirements:

Due to the varying types of DRPMODs, each of the following items may not be required. Please confirm the submittal requirements for each item prior to filing an application for a modification.

- 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 a DRP Modification **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; see also additional fee for City preparation of the radius list).
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) All drawings must be provided on a CD or DVD disc in PDF format and must be scaleable.
- F) If applicable, **Twenty-five (25)** copies of a fully dimensional site plan drawn to scale indicating:
 - Project name, north arrow and scale (must be engineer's scale - no smaller than 1" = 40')
 - Property lines, building setback lines, and all easements of record
 - Proposed buildings and structures
 - Existing buildings and other structures on-site and on adjacent properties
 - Driveways and parking spaces (with parking stall double-striped detail). All parking spaces shall be individually numbered and handicapped, van/carpool and compact spaces shall be designated
 - All planted areas and areas to be planted (include location of existing trees)
 - Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
 - Entrances, exits, and walkways
 - Screens for ground-mounted equipment, trash enclosures, etc.
 - Existing and proposed fencing detail
 - Exterior lighting including type, location, height, and method of shielding light
 - A vicinity map
 - Summary of project statistics including zoning, square footage, parking requirements
 - Provide the approved plan and the proposed modification on the site plan and provide a detailed description of the proposed modification
 - One (1) 11" x 17" reproducible copy
- G) If applicable, **Twenty (20)** copies of detailed grading and drainage plan indicating:
 - Project name, north arrow and scale (scale to match site plan)
 - All existing grades and proposed grades (both on site and on adjacent property as it affects proposed grading)
 - Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)
 - Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property

- ___ All cut/fill slopes
- ___ Location and elevations of proposed retaining walls
- ___ All true elevations including: contours, spot, existing and post project elevations
- ___ Method of drainage
- ___ A water and sewer plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
- ___ Any natural features including: wetlands, streams, slopes, etc...
- ___ All existing trees with elevations, protected zones and numbered to correspond to the arborist report
- ___ Grading quantities (excavation, fill and site balance)
- ___ One 11" x 17" reproducible copy

H) If applicable, Five (5) copies of fully dimensional elevation plan drawn to scale indicating:

- ___ Project name and scale (no smaller than 1/8" = 1')
- ___ Building elevations from all sides (indicating direction)
- ___ All building materials and colors - labeled on plans
- ___ All building accoutrements, including wall-mounted lights, access ladders, etc. - labeled on plans
- ___ Roof plan with cross section indicating any roof mounted equipment and proposed screening
- ___ One (1) copy of elevations depicting proposed color - FULL SIZE
- ___ Sample board of materials and colors (label manufacturer, type of material and color name)
- ___ One (1) 11" x 17" reproducible copy

I) If applicable, Ten (10) copies of a landscape plan drawn to scale indicating:

- ___ Project name, north arrow and scale (scale to match site plan)
- ___ Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L, M, H)
- ___ Location of proposed turf (grass) areas
- ___ A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L, M, H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided. **All landscape plans must be compliant with the City's water efficient landscape ordinance.**
- ___ Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
- ___ Shading calculations for parking areas
- ___ Detail of pedestrian plazas/site furniture and enhanced paving enhanced paving if not shown on site plan
- ___ The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
- ___ Irrigation system(s) delineating coverage must be submitted with plans for building permits
- ___ One (1) 11" x 17" reproducible copy

NOTE: The above checklist indicates the appropriate number of copies required for the initial submittal. Prior to scheduling a public hearing, twenty (20) additional copies of the site plan, grading and drainage plan, landscape plan, and elevation plan are required, as well as twenty (20) copies of reduced colored elevations.

- J) Three (3) copies of an Arborist report (Required for native oak trees located on the property or overhanging the site from adjacent properties).
- K) Three (3) copies of a Transportation Systems Management Plan. The Transportation Systems Management plan is required for those uses generating 50 or more employees.
- L) One (1) copy of a completed Statement of Design Intent (if deemed necessary)
- M) Three (3) copies of traffic study. Contact Engineering Land Development Division to determine scope of the study (916) 774-5339.
- N) Additional information as deemed necessary by the Planning Department.
- O) Provide a reduced copy of the approved plan and the proposed modification on the site plan and provide a detailed description of the proposed modification.

NOTE: All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Department at (916) 774-5276 (California Relay Service 1-800-735-2929) or, staff is available at 311 Vernon Street, Roseville, CA 95678