



APPLICATION CHECKLIST
**CONDITIONAL USE PERMIT (CUP)/
MODIFICATION (CUP MOD)**

A request for a Conditional Use 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 the public hearing 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 (located on Land use and Zoning permit list).
- 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 detailed description of the proposed use.
- E) Fifteen (15) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating:
 - ___ Property lines
 - ___ Building setback lines
 - ___ Existing and proposed buildings and other structures on site
 - ___ Driveways and parking spaces (double striped). All parking spaces shall be individually numbered and handicapped spaces shall be designated.
 - ___ All planted areas and areas to be planted (include location of existing trees)
 - ___ Entrances, exits, and walkways
 - ___ Accessible paths of travel (with slopes) as required by the Uniform Building Code and California Disabilities Act
 - ___ Trash enclosures and other site improvements
 - ___ 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 1/2" x 11" reproducible copy
- F) Additional information as deemed necessary by the Planning Department.
- G) If the application is a CUP Modification, show both 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 FOLDED prior to submittal. Full size color exhibits are not required to be folded. Additional exhibit copies will be required prior to scheduling a public hearing.

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.