



APPLICATION CHECKLIST
EXTENSION OF PERMIT OR MAP (EXT)

A request for an Extension requires one of the following:

- 1) Approval of an Extension 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 Extension for a public hearing before the Planning Commission or Design Committee. 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.**
- 2) One (1) public hearing before the **Planning Commission** for the extension of a **Major Project Permit** pursuant to Chapter 19.82 of the Zoning Ordinance. Processing time is normally six (6) 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) The required processing fee (refer to fees schedule) (There is an additional fee for City preparation of the radius list).
- C) Five (5) copies of the Notice of Action including all conditions of approval and five copies of the Notice of Action for any modifications.
- D) Five (5) reduced copies of the approved plans and/or tentative map.
- E) Additional information as deemed necessary by the Planning Division.

NOTE: The number of plan copies listed above are those required for the initial submittal. Fifteen (15) additional copies of plans are required for those extensions requiring a Public Hearing. 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