

## APPLICATION CHECKLIST DESIGN REVIEW PERMIT (DRP)

A request for a Design Review Permit requires one (1) public hearing before the Design Committee for new Design Reviews, and Design Review Permits processed with a Variance or Tree Permit. Processing time is normally sixteen (16) weeks, however, it is dependent upon the number of applications 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 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 a Design Review Permit *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 (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)	) All Drawings must be provided on a CD or DVD disc in PDF format and must be scaleable.		
F)	Twenty-five (25) copies of a fully dimensional site plan drawn to scale indicating:  Project name, north arrow and scale (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 One (1) 8 ½" x 11" or 11" x 17" reproducible copy		
G)	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)		

H)	Five (5) copies	s 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)
	<u> </u>	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 (copies must be true to color)
		Sample board of materials and colors (label manufacturer, type of material and color name)
	<u> </u>	One (1) 8 1/2" x 11" or 11" x 17" reproducible copy
	T (40)	
I)	<u>1 en (10) copi</u>	es 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. Landscape plans must
		comply 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) 8 ½" x 11" or 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) One (1) copy of a completed Statement of Design Intent.
- L) Three (3) copies of a Transportation Systems Management Plan. The Transportation Systems Management plan is required for those uses generating 50 or more employees.
- M) Three (3) copies of a traffic study. Contact the Engineering Division to determine the scope of the study (916) 774-5339.
- N) Three (3) copies of a Preliminary Stormwater Quality Compliance Form.
- O) Additional information as deemed necessary by the Planning Division.
- P) If the application is a DRP 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 <u>INDIVIDUALLY FOLDED</u> prior to submittal. Full size color exhibits are not required to be folded.

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