APPLICATION CHECKLIST

ADMINISTRATIVE TREE PERMIT (ATP)

A request for an Administrative Tree Permit requires approval by the City's Planning Director. Administrative Tree Permits only apply to encroachments into the protected zone of native oak trees of 20 percent or less on projects not associated with any discretionary approval.

Applications shall be reviewed for compliance with the application submittal requirements. Applications submitted without the required information cannot be processed.

APPLICATION SUBMITTAL REQUIREMENTS:

A) One (1) copy of the completed Universal Application form (available on the Planning Department website at *www.roseville.ca.us*), **(with an address approved by the Engineering Division)** and all required signatures.

B) The required processing fee (refer to fee schedule)

C) Administrative Tree Permit Summary Table with completed information.

D) Three (3) copies of a fully dimensional site/grading plan drawn to scale indicating:

___ Property lines and building setback lines
___ Existing and proposed buildings and structures on-site and on adjacent properties
___ Driveways, parking spaces, entrances, exits, walkways, decks and chimneys
___ Existing and proposed fencing detail
___ Existing and proposed planting areas and areas to be planted
___ Protected zone and dripline of all oak trees on the property or overhanging the site
___ Location of required protective fencing (dripline plus one foot).
___ Percent encroachment into the protected zone
___ All existing trees with elevations and numbered corresponding to an arborist report
___ All true elevations including: contours, spot, existing and post project elevations
___ All cut/fill slopes and retaining walls
___ Method of drainage
___ Location of all existing and proposed utilities and pathways
___ Project name
___ A vicinity map
___ North arrow and scale (must be engineer's scale - no smaller than 1" = 40')

E) Three (3) copies of an elevation plan, required when a building or structure encroaches into the protected zone. The plan shall be drawn to scale indicating:

___ Building elevations from all sides (indicating direction)
___ Project name
___ Scale (no smaller than 1/8" = 1')

F) Three (3) copies of an Arborist report, prepared by a Certified Arborist, indicating:

___ Botanical and common name of tree(s) by tree number
___ Diameter at Breast Height (DBH, 4.5' above grade) by tree number
___ Dripline radius (measure longest radius) by tree number
___ Condition by tree number, ie. health, vigor and structure (see attached tree ordinance)
___ Recommendations by tree number, ie. Fertilizing, cabling, pruning, watering etc.
___ Specific and general preservation measures, by tree number based on the impacts from encroachment

G) Additional information as deemed necessary by the Planning Department.

NOTE: All exhibits larger than 8 1/2" x 11" must be FOLDED prior to submittal.

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