

APPLICATION CHECKLIST DEVELOPMENT AGREEMENT (DA)

A request for a Development Agreement requires one (1) public hearing before the Planning Commission and two (2) public hearings before the City Council. 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 all public hearings 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) Application for FULL COST PROJECTS *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) (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) A metes and bounds legal description of the property.

F)	Fifteen (15) cop	ies of an exhibit map sized 8½" by 11" indicating:
		Property lines
		Existing easements and type
		Assessor Parcel Number
	_	Street names
		Project name, north arrow and scale
	· 	A vicinity map
		Summary of project statistics including zoning

- G) Fifteen (15) copies of the proposed agreement affecting the subject parcel.
- H) Additional information as deemed necessary by the Planning Division.

NOTE: 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

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