

## APPLICATION CHECKLIST PLANNED SIGN PERMIT PROGRAM (PSPP)

A request for a Planned Sign Permit Program requires approval by the Planning Manager and a public notice. 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 permit for public hearing by the Design Committee. Processing time is normally four (4) to five (5) weeks; however, it is dependent upon the number of similar requests before the City.

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.

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C)	One (1) copy of a detailed description of sign criteria requested:
	Number, location and type of sign(s)
	Dimensions of sign(s) - height, width, area.

B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).

	Dimensions of sign(s) - height, width, area Materials Letter style and colors Illumination
D)	Three (3) copies of a Sign Plan drawn to scale indicating: Dimensions of sign(s) - height, width, area. Materials Colors Illumination
E)	Three (3) copies of a Site Plan drawn to scale indicating: Property lines Building location(s) and setbacks Location of proposed and existing signs Building and street dimensions Building and property entrances Location of adjacent buildings, if applicable Vicinity map Project name Elevation at base of sign and adjacent street elevation (freestanding signs only) North arrow
F)	Three (3) copies of a Building Elevation Plan drawn to scale (wall signs only) indicating:

Location of proposed and existing signs

Building materials and color

Orientation of elevation (east, west, ...)

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

NOTE: All exhibits larger than 8½" X 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Division at (916) 774-276 (California Relay Service 1-800-735- 2929) or staff is available at 311 Vernon Street, Roseville, CA 95678