Submittal Requirements

For conversion of residential structures within the Downtown Specific Plan Area - Old Town Bungalow (DT-3) and Vernon Bungalow (DT-10) Districts, please submit the following:

For a Zoning Clearance:

- A) Clearance Form
- B) Three (3) copies of a Site Plan drawn to scale (engineer's scale, no smaller than 1" = 20') indicating:
- Summary of project statistics including proposed use, square footage by use and parking required and provided
- Property lines and building setback lines with surrounding streets/alley shown and labeled
- The location of existing and proposed buildings, other structures on site, with dimensions
- Driveways and on-site parking spaces
- Show an accessible path of travel from handicapped parking space(s) to and into the primary entrance. Show all slopes cross-slopes, parking space width, pathway width, pedestrian ramps, curb ramps, handrails
- Entrances, exits, and walkways
- Existing and proposed fencing
- Show location of any electrical transformers, fire hydrants, etc.
- Existing easements and type
- Existing Water and Sewer utility services and proposed additions/modifications
- Location of protected oak trees (if applicable)
- A vicinity map
- North arrow and scale
- One (1) 8 ½" x 11" or 11"x17" reproducible copy

Contact Information

Planning and Redevelopment Department 311 Vernon Street Roseville, CA 95678 916-774-5276 www.roseville.ca.us C) Three (3) copies of Floor Plan, drawn to scale (no smaller than 1/8'' = 1')

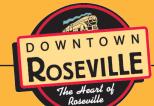
If applicable, submit the following additional items:

- D) If exterior modifications are proposed, three (3) copies of Elevations of all building sides, fully dimensional and drawn to scale (no smaller than 1/8" = 1') indicating:
- Heights of existing buildings and any proposed exterior modifications
- Indicate dimensions and locations of any exterior openings (doors, windows, vents, etc.)
- Call-outs indicated type of materials and colors to be used
- One (1) 8/½"x 11" or 11"x17" reproducible copy
- E) If the required on-site parking is proposed through payment of in-lieu fees, submit Parking In-lieu Fee payment.

For a Building Permit:

Please contact the Building Division (916) 774-5332 for the Building permit submittal requirements.





Residential to Commercial Conversion

Planning & Redevelopment Department

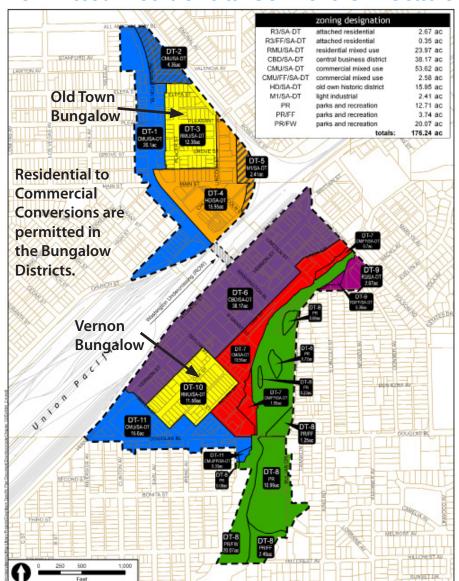


One of the goals of the Downtown Specific Plan (DTSP) is to encourage development and redevelopment of the Downtown area. The conversion of existing residential bungalows to commercial uses offers an opportunity for additional businesses to locate within the Downtown. The following is a list of permitted commercial uses within the Downtown Bungalow Districts:

- Professional Offices Accountant/Financial Consultant; Answering Service; Architecture/Engineering/ Planning; Artist Studio; Attorney; Drafting Service; Contractors Office; Insurance Agent; Interior Decorator; Medical/Dental Office; Public Utility Office; Real Estate Office; Travel Agency and other similar office uses as determined by the Planning Director.
- Personal Service Uses Music lessons; Barber/Beauty Salon; Tailor; Bridal Shop; Shoe Repair Shop; Massage Therapist; Photography Studio and other similar uses as determined by the Planning Director.



Permitted Residential Conversion locations



Application Process

In order to expedite the review process for the conversion of a building from a residential to commercial use, the following review and Zoning Clearance (ZC) process has been developed:

Step 1 - Infill Meeting: Contact the Planning and Redevelopment Department to schedule and Infill Meeting. The Infill Meeting will allow representatives from the various City departments to identify possible City requirements and conditions for the conversion.

Step 2 – Infill Letter: Within one (1) week of this meeting the applicant will be provided with a written set of comments and conditions for the project.

Step 3 – Plan Generation: The applicant then prepares building improvement plans to address any comments from the Infill Meeting and to identify any building modifications. At a minimum, the applicant shall prepare a Site Plan, which will be utilized to the review the Zoning Clearance and can be used for the Building Permit Submittal.

Step 4 - ZC/Building Permit **Application:** The applicant shall submit the Zoning Clearance (ZC) application and all required submittal information to the Permit Center. The applicant can also submit a Building Permit application concurrently with the ZC application. If the conversion does not require modifications to the building, the applicant shall at least submit for a Certificate of Occupancy with the Building Department. Note; the Building Permit can not be issued until the ZC application has been approved.

Step 5 – City Review: The application and plans will be reviewed by the Planning Department for conformance to the Infill Letter comments within two (2) weeks of application submittal. If all prior comments have not been addressed, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have been addressed.

Step 6 – ZC Issuance: The Planning Department will issue the ZC if the proposed conversion complies with City requirements.

Step 7 – Pay In-Lieu Fees: If the required parking for the commercial use will be provided off-site, the applicant shall pay the Parking In-Lieu Fee.

Step 8 – Building Permit Issuance: The Building Department will issue the Building Permit.

Step 9 – Construct Improvements: Upon issuance of the Building Permit, the applicant can begin construction on the improvements.

