



APPLICATION CHECKLIST COMMERCIAL PLAZA EVENTS

For commercial tenants and businesses, who wish to have temporary outdoor promotional displays and events occur at their permanent location, it is required that they submit their request ten (10) working days in advance of the proposed activity. The approval of a request will be based on the criteria indicated on the back of this form. The processing time is normally two (2) days. No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Planning Division.

Address where display/event will take place: _____

Name of Center (if applicable): _____

A) Attach a description of the temporary display/event. Including the following:

- Proposed date(s) of the activities and nature of the event.

B) The required processing fee (refer to fee schedule for Zoning Clearance fee).

C) Two (2) copies of a Site Plan drawn to scale with the following:

- ___ Property lines
- ___ Building location(s) and setbacks
- ___ Location of parking areas, and number of parking spaces
- ___ Building and property entrances
- ___ Location of adjacent buildings, if applicable
- ___ Location of existing landscaping
- ___ Location of display and nature of display
- ___ If tents are utilized, attach a copy of Fire Department tent permit and complete page three.
- ___ Show all tenants within the center (if applicable), indicate uses and vacancies
- ___ Vicinity map, Project name, North arrow

Note: Any proposed signage for the event must comply with the City of Roseville Sign Ordinance.

Name of Tenant: _____ Phone: _____

Name of Contact Person: _____ Phone: _____

OWNER'S AUTHORIZATION: I authorize the applicant, who is not the owner of record, to file this application, and to represent me on all matters concerning the application (**original signature is required**).

Property Owner (please print name)	Signature	Phone #	Date
Applicant (please print name)	Signature of applicant		
Address	Daytime Phone #	Date	

If you have any 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

FOR STAFF USE ONLY

Planning Approval Date: _____ Approved by: _____

COMMERCIAL PLAZA EVENTS

Commercial Plaza Events will be a permitted temporary use as long as the display/event conforms to the following criteria:

Please answer YES or NO to the following:

	YES	NO
Is the event compatible with the zoning district and surrounding land uses?		
Will the display and/or event occur in an open plaza area, consistent with attached Site Plan, so as to not impede site accessibility, parking or emergency accessibility/services?		
Will the event or activity block access to any area that is used for public parking? <i>If yes, the applicant must post signs which are clearly visible at least 72 hours prior to the event which provide 1) notice of event dates, times, and location, 2) notice that vehicles may not park in event location during event, 3) notice that any vehicle parked in event location must be moved prior to the starting time of event, or the vehicle may be towed at owner's expense.</i>		
Will the display and/or event be associated with a permanently established business within the center or business complex?		
If any landscaping is damaged due to the display/event that is a potential safety issue (i.e., a fallen tree), will it be removed immediately, and all damaged landscape shall be replaced within thirty (30) days of the display or event?		
Will temporary membrane structures, tents and canopies or other appurtenances be used? <i>If yes, you must contact the Fire Department, Engineering Department and Building Department to determine whether additional permits are required (see attached page).</i>		

If an event fails to meet the above criteria, it may be permitted subject to the issuance of an Administrative Permit.

NOTE: Applications that are not submitted ten working days prior to the desired event date are not ensured that the administrative review will be completed prior to the requested event date.

I have read and understand the above listed standards.

Applicant's Signature _____ **Date** _____

Additional permits may be required to be secured from the Fire, Engineering or Building Departments if the commercial plaza event involves use of membrane structures, tents, canopies, or other appurtenances.

		Approval Signature	Date
Approval Fire Department (916) 774-5800			
	If required, has the Fire Dept. Permit been secured?		
	Will adequate emergency response access be provided?		
	Are additional conditions of approval required? If yes, please attach a copy.		
Approval Engineering Department (916) 746-1300			
	If required, has an Encroachment Permit been secured?		
	Are additional conditions of approval required? If yes, please attach a copy.		
Approval Building Department (916) 774-5332			
	Will site accessibility, access to normal paths of travel and site facilities provided per the 2001 CBC.		
	If temporary membrane structures, tents canopies or other appurtenances will be used, is a Building Permit required and has it been issued?		