

#### APPLICATION CHECKLIST

# DESIGN REVIEW PERMIT FOR A RESIDENTIAL SUBDIVISION (DRRS)

A request for a Design Review Permit for a Residential Subdivision requires one (1) public hearing before the Planning Commission. Processing time is normally six (6) to eight (8) weeks; however, it is dependent upon the number of similar requests before the City. If the permit is processed with a Tentative Subdivision Map, the processing time will coincide with the map. 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 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.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list.)
- C) Seventeen (17) 8.5 x 11 copies of the subdivision map to which the design criteria apply.
- D) Seventeen (17) complete sets of design criteria for new homes within the subdivision.
- E) All drawings must be provided on a CD or DVD disc in PDF format and must be scaleable.
- F) Additional information as deemed necessary by the Planning Division.

### **Design Criteria:**

Name of the Subdivision:	
Note: Design criteria wil	l expire when a residential dwelling unit has received a final occupancy permit.

- A) Stagger for Third Car Garage. Two (2) feet between a third car bay and two car garage.
- B) **Separation Between Second Story Elements.** A minimum of twenty feet shall be provided between second story elements of adjacent two story dwellings.
- C) **Building Exterior.** Architectural treatment shall be applied to all elevations of a building. At a minimum, all doors, windows, and other wall openings shall be trimmed consistent with the architectural style. Panelized windows or other architectural treatment shall be used on all garage doors.
- D) Any additional subdivision design standards (optional).

## NOTE: All exhibits larger than 8 1/2" 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.