

# APPLICATION CHECKLIST MAJOR PROJECT PERMIT (MPP)

A request for a Major Project Permit requires two (2) public hearings. One (1) public hearing is required at the Planning Commission for Stage 1 (Preliminary Development Plan) processing and a second public hearing is required at the Planning Commission for Stage 2 (Architectural and Landscaping Plan) processing. **The applicant or the applicant's representative must be present at all public hearings to answer questions.** Review and approval of Stage 3 (Final Plans) processing shall be by the Planning Division.

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:**

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#### Stage 1 - Preliminary Development Plan:

- 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) Applications for FULL COST PROJECTS will not be accepted without a signed <u>Agreement for Full Cost</u> <u>Billing</u> form (available at the Permit Center and online).
- C) The required full cost deposit (refer to fee schedule; see also additional fee for City preparation of the radius list).
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) All drawings must be provided on a CD or DVD disc in PDF format and must be scaleable.
   F) Twenty-five (25) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:

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	Property lines Building setback lines Location, estimated floor area and intended use of all proposed buildings, structures and other improvements, including maximum heights. An on-site pedestrian and vehicular circulation and parking plan, including a table of parking spaces to be provided for projected uses/tenants, loading areas, transit facilities, and any off-site traffic control devices of improvements necessary for public safety, and points of ingress and egress to the development. All parking spaces (double striped) shall be individually numbered and handicapped spaces shall be designated. Location of proposed open space and landscaped areas, including a general "palette" of plant and landscape materials Entrances, exits, and walkways Accessibility requirements (as required by Uniform Building Code and California Disabilities Act) Trash enclosures and other site improvements Existing and proposed fencing Existing easements and type Street names Project name A vicinity map North arrow and scale
<u> </u>	Summary of project statistics including zoning, square footage by use and parking required and provided One (1) 8 ½" x 11" or 11" x 17" reproducible copy
Twenty	(20) copies of detailed grading and drainage plan indicating:
_	Project name, north arrow and scale (scale to match site plan)  Existing and proposed general topographic grades (both on site and on adjacent property as it affects proposed grading) in sufficient detail to provide an overall grading and drainage plan.  Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)

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|         | Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on          |
|---------|----------------------------------------------------------------------------------------------------------------|
|         | adjacent property                                                                                              |
|         | A water and sewer plan indicating the point of connection to the City's system and a preliminary design of     |
|         | the pipe locations and sizes."                                                                                 |
|         | All cut/fill slopes                                                                                            |
|         | Location and elevations of proposed retaining walls                                                            |
|         | All true elevations including: contours, spot, existing and post project elevations                            |
|         | Location of significant natural features and resources, including wetlands, intermittent and perennial streams |
|         | and copies any resource mitigation plans or permits                                                            |
|         | Location of, and an arborist report for, all native oak trees on site and immediately adjacent to the project  |
|         | site, and a tree mitigation plan pursuant to the Tree Preservation Requirements contained in Chapter 19.64.    |
|         | The elevation, protected zone radius and corresponding tree number from the arborist report shall be           |
|         | identified for each native oak tree                                                                            |
|         | Grading quantities (excavation, fill and site balance)                                                         |
|         | Location of existing and proposed public services and facilities, and easements                                |
| <u></u> | One 8 1/2" x 11" or 11" x 17" reproducible copy                                                                |
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- H) A traffic impact analysis as required by the Engineering Division.
- I) Soft-line perspective drawings that convey the basic architectural intent/theme of the improvements. Such drawings shall not be required to include final details.
- J) A preliminary study of facilities and services required such as drainage, water, sewer, and public utilities.
- K) Three (3) copies of a Preliminary Stormwater Quality Compliance Form.
- L) A plan, including any operational programs, to ensure compatibility between proposed development and adjacent land uses.
- M) If within an adopted specific plan area, a narrative statement indicating how the proposed major project conforms with the applicable plan and applicable design and landscape guidelines.
- N) A tentative construction, phasing and completion schedule, including completion of Stage 2 and Stage 3 application submittals.
- O) Any information deemed necessary by the Planning Division in order to complete an environmental review and as deemed necessary to complete Stage 1 review.

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. The above checklist indicates the appropriate number of copies required for the initial submittal. Prior to scheduling a public hearing, twenty (20) additional copies of the site plan, and grading and drainage plan are required.

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.

See attached checklist for submittal requirements for Stage 2 and Stage 3 of the Major Project Permit Application



# APPLICATION CHECKLIST MAJOR PROJECT PERMIT (MPP) Cont.

### **Application Submittal Requirements (continued):**

permits)

One (1) 8 1/2" x 11" or 11" x 17" reproducible copy

### **Stage 2 - Architecture and Landscape Review:**

| A)    | One (1) copy of the completed application form, with an approved address and all required original signatures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| B)    | The required processing fee (There is an additional fee for City preparation of the radius list).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B) C) | Twenty-five (25) copies of a site plan drawn to scale (engineer's scale, no smaller than 1" = 40') indicating:  Property lines Building setback lines Location, estimated floor area and intended use of all proposed buildings, structures and other improvements, including maximum heights.  An on-site pedestrian and vehicular circulation and parking plan, including a table of parking spaces to be provided for projected uses/tenants, loading areas, transit facilities, and any off-site traffic control devices or improvements necessary for public safety, and points of ingress and egress to the development. All parking spaces (double striped) shall be individually numbered and handicapped spaces shall be designated.  Location of proposed open space and landscaped areas, including a general "palette" of plant and landscape materials.  Entrances, exits, and walkways Accessibility requirements (as required by Uniform Building Code and California Disabilities Act) Trash enclosures and other site improvements Existing and proposed fencing Existing easements and type Street names Project name A vicinity map North arrow and scale Summary of project statistics including zoning, square footage by use and parking required and provided One (1) 8 ½" x 11" or 11" x 17" reproducible copy |
| D)    | Ten (10) copies of fully dimensional elevation plan drawn to scale indicating:  Project name and scale (no smaller than 1/8" = 1') Building elevations from all sides (indicating direction) All building materials and colors - labeled on plans Roof plan with cross section indicating any roof mounted equipment and proposed screening One (1) copy of elevations depicting proposed color - FULL SIZE Sample board of materials and colors (label manufacturer, type of material and color name) One (1) 8 1/2" x 11" or 11" x 17" reproducible copy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| E)    | Ten (10) copies of a landscape plan drawn to scale indicating:  Project name, north arrow and scale (scale to match site plan) Location of all existing trees and proposed plants and planting materials Typical design of outdoor furniture and water features, if proposed A schedule of plantings in table form, indicating botanical name, common name, quantity, size, and type of materials, parking lot shading and compliance with the Water Efficient Landscape Ordinance. The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Irrigation system(s) delineating coverage (optional, but must be submitted with plans for building

- F) Architectural renderings of typical structures and improvements, including elevations, materials, colors and either perspective drawings, scaled model or computer generated three dimensional video model. Architectural guidelines shall also be submitted for any buildings proposed for construction in a future phase.
- G) A lighting plan depicting the location, type and intensity of all proposed external fixtures and including treatment to reduce or eliminate off-site glare.
- H) The design of any project perimeter screens, fences and walls.
- I) Any information deemed necessary by the Planning Division to complete Stage 2 review and comply with the approved Preliminary Development Plan.

NOTE: All exhibits larger than 8 ½" x 11" must be <u>INDIVIDUALLY FOLDED</u> prior to submittal. The above checklist indicates the appropriate number of copies required for the initial submittal. Prior to scheduling a public hearing, twenty (20) additional copies of the site plan, elevation plans, and landscape plans are required, as well as twenty (20) copies of reduced colored elevations.

## Stage 3 - Final Plans:

- A) A final development plan(s) which incorporates all of the changes and conditions stipulated as part of Stage 1 and 2 approvals.
- B) Transportation Systems Management Plan.
- C) Information as determined necessary for approval of such plan or for carrying out the intent of Stage 1 and 2 approvals.

NOTE: All exhibits larger than 8 ½" x 11" must be <u>INDIVIDUALLY FOLDED</u> 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.