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 Department.

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:

Stage 1 - Preliminary Development Plan:

A) **One (1)** copy of the completed application form, with an approved address and all required original signatures.

B) Application for FULL COST PROJECTS ***WILL NOT BE ACCEPTED WITHOUT*** signed **Agreement for Full Cost Billing** form.

C) The required processing fee (refer to fee schedule) (There is an 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 fully dimensional 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" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, twenty (20) additional copies of the site plan are required prior to scheduling a Public Hearing

G) **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)

__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
___ One 8 1/2" x 11" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, twenty (20) additional copies of the grading and drainage plans are required prior to scheduling a Public Hearing

H) A traffic impact analysis as required by the Director of Public Works/City Engineer.
I) Softline perspectives 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 Director 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.

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):

Stage 2 - Architecture and Landscape Review:

A) **One (1) copy** of the completed application form, with an approved address and all required original signatures.

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

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" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, twenty (20) additional copies of the site plan are required prior to scheduling a Public Hearing

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" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, twenty (20) additional copies of the elevation plans are required prior to scheduling a Public Hearing

Prior to scheduling for public hearing -

___ **Twenty (20)** 8 1/2" x 11" colored elevations

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 permits)
___ One (1) 8 1/2" x 11" reproducible copy

NOTE: Application indicates the appropriate number of copies required for submittal, twenty (20) additional copies of the landscape plans are required prior to scheduling a Public Hearing

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 Director to complete Stage 2 review and comply with the approved Preliminary Development Plan.

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal.

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 **INDIVIDUALLY FOLDED** prior to submittal.*

If you have questions, call the Planning Department at (916) 774-5276 (California Relay Service 1-800-735-2929). Staff is available at 311 Vernon Street, Roseville, CA 95678.