APPLICATION CHECKLIST

REZONE (RZ), GENERAL PLAN (GPA) OR SPECIFIC PLAN AMENDMENT (SPA)

A request for Zone change requires one (1) public hearing before the Planning Commission and two (2) public hearings before the City Council. Zone changes become effective thirty (30) days following the final action. A request for a General Plan or Specific Plan Amendment requires one (1) public hearing before the Planning Commission and one (1) public hearing before the City Council. Processing time is normally fourteen (14) to eighteen (18) weeks, however, it is dependent upon the number of similar requests before the City. **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 approved address and all required signatures.

B) Applications for FULL COST PROJECTS ***will not be accepted without*** signed **Agreement for Full Cost Billing** form (located on Land use and Zoning permit list).

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) One (1) Copy of a metes and bounds legal description of the property. If the description references other documents or maps, copies of these documents must be attached.

F) Thirty (30) copies of an exhibit map drawn to scale. (must be engineer's scale - no smaller than 1" = 40') indicating:

___ Property lines
___ Existing and proposed roadways, driveways, and structures
___ Existing easements and type
___ Street names
___ Assessor's parcel numbers for all parcels affected
___ Existing and proposed zoning and land use on subject and adjacent properties
___ Project name
___ A vicinity map
___ North arrow and scale
___ Summary of project statistics including acreage, square footage, bearings and distances
___ One (1) 8 ½" x 11" reproducible copy

G) Fifteen (15) copies of all text and map changes in a Redline/Strikeout format

H) A summary table of proposed changes - listing each page of the General/Specific Plan that is affected by the amendment. Be sure to include a description of the precise amount of acreage and units affected as a result of the amendment, as applicable.

I) One set of replacement pages for the amended document prior to the public hearing.

J) All document changes must be provided on a CD or DVD disk in Microsoft WORD or other approved format).

K) Following submittal of the application, an on-site public information sign shall be placed on the subject property. (See attached sign information)

L) All drawings must be provided on a CD or DVD disc in PDF format and must be scaleable.

M) Additional information as deemed necessary by the Planning Department.

NOTE: All exhibits larger than 8 ½" x 11" must be FOLDED prior to submittal. Full size color exhibits are not required to be folded

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

General Plan and Rezone Applications On-site Sign Notification

Applications for changes in land use or zoning shall require a sign to be posted on the subject property for the purpose of notifying the public of the intended land use or zone change. The sign shall be posted on the site prior to any application for lands use and zoning change being accepted as complete for processing. The sign shall be sized four (4) feet by eight (8) feet and posted in a location readily visible from the public way. The sign shall utilize six (6) inch characters or larger, unless approved by the Planning and Redevelopment Department, and include at a minimum the following information:

This property is proposed for General Plan Amendment and Rezone

from _____ to _____ .

For information contact:

Applicant Name – Phone Number

City of Roseville Planning Department – (916) 774-5276

The required sign shall conform to the requirements of section 17.10.030 of the Roseville Municipal Code pertaining to sign regulation as noted below.

Section 17.10.030 Construction signs and development project signs.

Construction signs and development project signs are exempt from the fee, permit and sticker provisions of this Title provided, however, that such construction and development project signs shall comply with the following regulations:

A. Not more than one (1) such sign shall be erected for every one thousand feet (1,000') of street frontage, or portion thereof, per project.

B. Such signs do not exceed thirty-two (32) square feet in area. The maximum height of such signs shall be six (6') feet unless the sign is located on an existing sound wall in which case the maximum height shall be the height of the fence or soundwall.

C. Such signs for individual single-family homes shall not exceed six (6) square feet in area and four (4') feet in height.

D. No such sign shall be illuminated or contain any moving parts.

E. All such signs shall be removed within ten (10) days after issuance of the last occupancy permit for the project.