



Understanding the Permit Review Process

If you are planning to develop a new “project” in the City of Roseville, chances are, that your project must receive Planning Department approval before it is submitted for a building permit. This process is referred to as the Entitlement or “Permit” Review Process. It is performed for the purpose of ensuring that “projects” comply with all of the City’s Ordinances and design standards, as well as for allowing opportunities for public review and comment.

An example of “projects” that are subject to this review process include:

New non-residential, apartment complexes and major project expansions:

- Modifications to existing non-residential projects and apartment complexes;
- Tentative subdivision maps;
- Proposed rezones of property;
- Accessory structures;
- Second dwelling units;
- Temporary sales events;
- Antennae’s and communication facilities;
- Open air vending carts;
- Food service facilities;
- Conversions of residences to commercial uses; and

Entitlement “Permit” Review Process

Where to Start? The Permit Center

To begin the Permit Review process for the preliminary approval of your project, you start with the City’s Planning department which is located at the permit center. The planning department is responsible for determining what types of applications your project requires, and then processing those applications.

If you are uncertain that your proposed project requires Planning department approval or you don’t know what application is needed for your project, then you may contact the Planning department at (916) 774-5276 for assistance or visit the Permit Center where a trained Permit Technician will be able to assist you with your inquiries.

The Permit Review Process

In general, there are two Permit Review Processes, as set forth by the City’s Zoning Ordinance: 1) The administrative process which is used for smaller projects that can be approved by the Planning director (or designee); and 2) the Public Hearing process which is used for handling projects that are to be reviewed and approved by either the City’s design committee or Planning Commission.

Administrative Permit Process

The Administrative permit process is used for those types of permits that are more routine in nature and smaller in scale. These Administratively processed projects are handled in a smaller manner as Steps 1 through 7 of the Public Hearing Process (see below). Due to the smaller end scale of these projects , the project plans are generally routed to fewer departments and agencies for their review and comment they have a shorter review time period

A notice is sent out called a “notice of intent to approve” that allows adjacent property owners the opportunity to request a public hearing. If no public hearing is requested then your project is approved by the Planning Director or authorized designee. If a public hearing is requested, then your project is forwarded to and reviewed by the appropriate approving authority.

Public Hearing Process

Provided below is a summary of the eight (8) steps involved with the Public hearing process:

Step 1– The applicant (project coordinator) submits a completed Planning department “universal” application along with the necessary plans and materials and application fee (e.g. radius list, application fee, etc) as identified on the submittal checklist, to the staff at the Permit Center.

Note: copies of the “universal application, as well as the different application submittal checklists are available at the Permit Center and on the City’s website www.roseville.ca.us under the Planning department homepage.

Step 2– Upon receipt of a complete application, the Planning department routes the project plans and materials to multiple City development departments (identified on back side of this brochure) for their review and comment.

In some cases due to environmental regulations, the project may also be routed to State and Federal agencies such as the Army Corps of Engineers, U.S. Fish & Wildlife, and California Department of Transportation for review and comment.

Step 3– Within 30 days of submitting your application , the Planning Department holds a project evaluation meeting (PEM) to discuss the projects site/design issues. Generally, the project coordinator, engineer and architect attend this meeting. At the PEM, city staff provides written comments from each development department (engineering, building, electric, etc) on the project as well as a draft set of recommended conditions of approval. In some cases, the written comments require modifications to the project plans. *Note: Administratively processed permits generally do not require a PEM.*

Step 4– If following the PEM the project is modified, the Project Coordinator is responsible for responding to each development department’s comments and making sure that each department’s comments are adequately addressed before submitting revised plans.

Step 5– The project coordinator submits revised plans to the Permit Center for redistribution to the applicable Department’s for their review and finalization of the project Conditions of Approval.

Step 6– Once all department’s have reviewed the revised project plans, Planning Department staff prepares final Conditions of Approval. These Conditions of Approval are included within the Planning Departments staff report that is forwarded to the approving authority for their review and consideration. At this step, the Planning Department also prepares the necessary environmental documentation for the project.

Step 6– Once all Departments have reviewed the revised project plans, Planning Department staff prepares final Conditions of Approval. These conditions of approval are included within the Planning department’s staff report that is forwarded to the approving authority for their review and consideration. At this step the Planning Department also prepares the necessary environmental documentation for the project.

Step 7– The Planning Department will prepare a Public hearing notice for the project (this notice will include the environmental determination). The public hearing notice is sent to property owners within a 300 radius of the project. At the same time the Planning Department staff is preparing and finalizing your project’s staff report. Please note, your staff report may include recommendations relating to any outstanding design and/or site issues not fully addressed on the project plans. This staff report is then forwarded to the approving authority for their review and consideration (i.e. Design Committee, Planning Commission)

Step 8– At the Public Hearing, testimony is heard on the project and the approving authority takes final action on the project. The final Conditions of Approval are provided in the Planning Department’s “Notice to applicant” which is mailed out to the Project Coordinator the day following the hearing.

Note: Permits for new development that include land use and/or zoning issues such as: General Plan Amendments, Rezone and/or Development Agreement Amendments, require two public hearings (Planning Commission and City Council). In these cases the City Council is the final approving authority.



Appeals– Please note that following the approval of all Planning Department projects, the action on a project, including the Conditions of Approval, may be appealed. For more information, contact the Planning and Redevelopment Department at (916) 774-5276

Timing– In each case, the processing time of the project is dependant upon the size and the scale of the project. Typically most public hearing projects require approximately three (3) to four (4) months for Planning approval. For most administratively processed projects, the processing time is 6-8 weeks.

Departments & Review Responsibilities

Identified below is a brief summary of the Development Departments who review your project and provide general comments on your project during the permit review process. Many of these departments will provide project specific comments on your project during the plan check stage of the development review process.

Electric–Performs technical review of electrical load calculations.

Environmental Utilities Department– Ensures water, sewer, and recycled water (if applicable) infrastructure improvements are designed per city standards.

Planning and Redevelopment Department– Ensures compliance with applicable General and Specific Plan policies, Ordinances and Roseville Municipal Code (RMC) requirements and makes recommendations based upon adopted Design Guidelines.

Public Works Department-

Building Division– Ensures compliance with applicable state and federally mandated building code requirements.

Engineering Division– Ensures that the design and construction of all improvements (including grading, and drainage improvements) are performed to the City Standards

Fire Department– Ensures compliance with applicable fire codes and department policies.

Housing– Provides information regarding and potential affordable housing obligations required of projects.

Need Assistance

For additional information or specific questions regarding the City of Roseville Development “permit” review process, please contact the City’s Planning and Redevelopment Department at (916) 774-5276. For general assistance and/or inquires regarding the City’s overall Development Review Process, please contact the City’s Project Processing Manager, Chris Robles at (916) 774-5334

Additional brochures are available form the Community Development Department regarding the following processes

- * New Business
- * Tenant Improvement
- * Plan Check Process

For copies contact (916) 774-5334 or visit our website at www.roseville.ca.us under Community Development.

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Entitlement Process

Planning and Redevelopment Department



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