APPLICATION CHECKLIST

DEVELOPMENT AGREEMENT (DA)

A request for a Development Agreement requires one (1) public hearing before the Planning Commission and two (2) public hearings before the City Council. Processing time is normally twelve (12) 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.**

Application Submittal Requirements:

Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

A) One (1) copy of the completed application form, with an address approved by the Engineering Division and all required 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) A metes and bounds legal description of the property.

F) Fifteen (15) copies of an exhibit map sized 8½" by 11" indicating:

___ Property lines
___ Existing easements and type
___ Assessor Parcel Number
___ Street names
___ Project name
___ A vicinity map
___ North arrow and scale
___ Summary of project statistics including zoning

G) Fifteen (15) copies of the proposed agreement affecting the subject parcel.

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

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

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

http://www.roseville.ca.us/planning/planning_department_permits/land_use_zoning.asp