

2020
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APPLICATION SUBMITTAL REQUIREMENTS / CHECK-IN SHEET

To be Returned with the Application Package

To be Completed by Staff Planner (Completed by: _____)

Project Name: _____ Date: _____

Required*	FORMS & DOCUMENTS:	Received
	Completed Application Form (p. 3-5)	
	Completed Agent Authorization Form (one per authorized agent) (p. 6)	
	Completed Notification of Owners of Mineral Rights (p. 7)	
	Completed Notice of Department of Fish and Game Filing Fees (p. 8)	
	Completed Hazardous Waste and Substances Statement (p. 9)	
	Completed Mitigation for Air Quality Impacts Statement (p. 10-11)	
	Completed Environmental Information Sheet (p. 12-16)	
	Completed Formatting and Minimum Requirements checklist (p. 17-23)	
	One Preliminary Title Report for all subject properties (current within six months)	
	Soil Report	
	STANDARD EXHIBIT SETS:	
	One CD or USB Flash Drive of All Project Exhibits and submission materials	
	Two Sets 11" x 17" Reductions of All Project Exhibits for the initial submittal	
	<i>** All plan sets to be collated, stapled into single sets, and folded to 8-1/2" x 11"</i>	
	<i>Exhibit Sets to include the following sheets as applicable:</i>	
	Site Plan	
	Preliminary Grading and Drainage	
	Preliminary Landscape Plan (include symbols, quantities, botanical names, container sizes, and average height based on American Standards for Nursery Stock)	
	Elevations of All Four Sides of All Buildings	
	Architectural and Site Details (trash enclosures, bike racks, special building treatments)	
	Building Sections and Roof Plans	
	Rough Floor Plans	
	Elevations of Sign Design	
	A Stormwater Control Plan and draft Operation and Maintenance Plan consistent with the requirements of the City of Rocklin Post Construction LID Manual (www.rocklin.ca.us/LID)	
	Tentative Map (separate set from design review/use permit, if applicable)	
	SPECIAL EXHIBITS:	
	Color and Material Boards for Buildings and Signs (maximum size: 8½" x14")	
	Colored Building Elevations	
	Colored Sign Elevations	
	Colored Landscaping Plan	

	Color Renderings (11" x 17" Reductions)	
	Photo-simulations (11" x 17" Reductions)	
	ADDITIONAL INFORMATION (as may be required; may include, but is not limited to, the following):	
	Tree Survey/Arborist Report	
	Wetland/Riparian Delineation	
	Archeological/Cultural Survey	
	Traffic Study	
	Phase 1 Site Assessment	
	Photometric Study	
	Noise Study	
	Air Quality / Green House Gas	

* Unless waived by a Staff Planner

Additional Submittal Information

- Note 1:** All use permits and design review applications shall include a site plan, building exterior elevations, preliminary landscape plans, rough floor plans, preliminary grading plans, a color and materials board, and colored elevations and landscaping plans.
- Note 2:** The applicant shall be responsible for contacting the Army Corps of Engineers, to determine whether a wetland delineation is needed, and the Fish and Game Department, regarding floodplains and riparian areas, prior to application submittal.
- Note 3:** Any dedication resulting in transfer of ownership from a private party to the City will require a Phase One Hazardous Materials Study in accordance with current ASTM standards and shall be transferred with free and clear title.
- Note 4:** The City requests that the property owner or property manager notify tenants of the proposed project and the date, time, and location of the public hearing.
- Note 5:** Applicants are strongly encouraged to conduct neighborhood and/or property owners association meetings prior to the City scheduling the project for public hearing.



City of Rocklin

Planning Division
3970 Rocklin Road
Rocklin, California 95677
Phone (916) 625-5160 FAX (916) 625-5195

UNIVERSAL APPLICATION FORM

NAME OF PROJECT: _____

LOCATION: _____

ASSESSOR'S PARCEL NUMBERS: _____

DATE OF APPLICATION (STAFF): _____ RECEIVED BY (STAFF INITIALS): _____

FILE NUMBERS (STAFF): _____ FEES: _____

RECEIPT NO.: _____

Pre-Application Meeting Requirements:

It is required that a pre-application meeting be held with a Staff Planner prior to submitting most applications for planning entitlements and permits. The purpose of the pre-application meeting is to expedite application processing by enabling staff to work with the applicant to assure that the officially submitted application materials are in the proper format and that the applicant understands the City of Rocklin's goals, policies, and ordinances that may affect the project. A copy of these and other planning provisions is available at the applicant's request.

Generally, two sets of preliminary plans and a written description of the proposed project should be brought with the applicant to the pre-application meeting. To schedule this meeting, please contact a Staff Planner at the Rocklin Community Development Department by calling (916) 625-5160.

DATE OF PRE-APPLICATION MEETING: _____

THIS APPLICATION IS FOR THE FOLLOWING ENTITLEMENTS: (CHECK APPROPRIATE SQUARES)

<input type="checkbox"/> General Plan Amendment (GPA) Fee:	<input type="checkbox"/> Tentative Subdivision Map (SD) Fee:)	<input type="checkbox"/> Use Permit (U) <input type="checkbox"/> Minor (PC Approval – New Bldg) Fee: <input type="checkbox"/> Minor (PC Approval – Existing Bldg) Fee: <input type="checkbox"/> Major (CC Approval) Fee:
<input type="checkbox"/> BARRO Zone Application (BZ) Fee:	<input type="checkbox"/> Tentative Parcel Map (DL) Fee:	<input type="checkbox"/> Variance (V) Fee:
<input type="checkbox"/> Rezone (Reclassification) (Z) Fee:	<input type="checkbox"/> Design Review (DR) Commercial Fee: Residential Fee: Signs Fee:	<input type="checkbox"/> Oak Tree Preservation Plan Permit Planning Commission Fee: City Council Fee:
<input type="checkbox"/> General Development Plan (PDG) Fee:		
<input type="checkbox"/> Concurrent Application (2 or more entitlements) Fee:		<input type="checkbox"/> Modification to Approved Projects Fee: _____ File Number

Environmental Requirements: (STAFF)	<input type="checkbox"/> Exempt - <input type="checkbox"/> Negative Declaration -	<input type="checkbox"/> Mitigated Negative Declaration - <input type="checkbox"/> EIR – See Fee Schedule
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UNIVERSAL APPLICATION FORM (CONT.)

GENERAL PLAN DESIGNATION:	PROPERTY DATA:	UTILITIES:	
		EXISTING	PROPOSED
Existing: _____	Acres: _____	_____ Pub. Sewer	_____ Pub. Sewer
Proposed: _____	Square Feet: _____	_____ Septic Sewer	_____ Septic Sewer
Zoning:	Dimensions: _____	_____ Pub. Water	_____ Pub. Water
Existing: _____	No. of Units: _____	_____ Well Water	_____ Well Water
Proposed: _____	Building Size: _____	_____ Electricity	_____ Electricity
	Proposed Parking: _____	_____ Gas	_____ Gas
	Required Parking: _____	_____ Cable	_____ Cable
	Access: _____		

PROJECT REQUEST: _____

(Example: Request for approval of design review to construct a 10,000 square foot office building on 1.5 acres)

NOTE: Annexations, Lot Line Adjustments, and Rocklin Ranch Industrial Park Specific Plan Use Permits require special application forms and additional submittal information available from the Planning Division.

UNIVERSAL APPLICATION FORM (CONT.)

PLEASE PRINT OR TYPE:

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

SIGNATURE OF OWNER _____

(Signature Authorizing Application; provide owner's signature letter if signature is other than property owner.)

NAME OF APPLICANT
(If different than owner): _____

CONTACT: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

SIGNATURE OF APPLICANT _____

AGENT AUTHORIZATION FORM

Property owners desiring to authorize individuals to represent them in conjunction with any application or matter before the City shall provide written authorization using this form. A separate form shall be used for each individual or firm authorized, and shall specifically note any restrictions upon the authorized person.

Project Name:
Location:
Assessors Parcel Number(s):
Entitlements for which authorization is applicable (use permit, variance, tentative map, etc.):
Name of person and / or firm authorized to represent property owner (Please print):
Address (Including City, State, and Zip Code):
Phone Number:
Fax Number:
Email Address:
The above named person or firm is authorized as: <div style="text-align: center; margin-top: 5px;">Agent (<input type="checkbox"/>) Buyer (<input type="checkbox"/>) Lessee (<input type="checkbox"/>)</div>
The above named person or firm is authorized to (check all that are applicable): <input type="checkbox"/> File any and all papers in conjunction with the aforementioned request, including signing the application <input type="checkbox"/> Speak on behalf of and represent the owner at any Staff meeting and/or public hearing. <input type="checkbox"/> Sign any and all papers in my stead, with the exception of the application form.
The duration and validity of this authorization shall be: <input type="checkbox"/> Unrestricted <input type="checkbox"/> Valid until:
Owners Authorization Signature & Date:
Owners Name (Please Print):
Owners Address (Including City, State, and Zip Code):
Phone Number:
Email Address:

**NOTIFICATION OF
OWNERS OF MINERAL RIGHTS**

Government Code section 6509a(a)(2) states that if the Subdivision Map Act requires notice to be given pursuant to Section 65091, in addition to noticing the surrounding property owners, notice must also be given to anyone who has filed with the County recorder's office a "notice of intent to preserve the mineral right pursuant to Section 883.230 of the Civil Code" on the subject property.

Therefore, mailing labels must be provided with this application for any owner of a mineral right pertaining to the subject real property who has recorded a notice of intent to preserve the mineral right pursuant to Section 883.230 of the Civil Code (Subdivision Map Act Section 65091(a)(2)).

See page 24 of this application for instructions on how to submit mailing labels.

Section 65091(a)(2)

"(2) When the Subdivision Map Act (Div. d 9commencing with Section 66410)) requires notice of a public hearing to be given pursuant to this section, notice shall also be given to any owner of a mineral right pertaining to the subject property who has recorded a notice of intent to preserve the mineral right pursuant to Section 883.230 of the Civil Code."

There **are / are not** (circle one) owner(s) of record of preserved mineral rights on the subject property and I, _____, the applicant or applicant's representative, **have / have not** (circle one) provided the name and mailing address of record for any and all owners of mineral rights pursuant to Section 883.230 of the Civil Code.

Signature

Date

**STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME
FILING FEES**

In 1990, the State adopted a fee pursuant to AB 3158 for the review of environmental documentation by the State Department of Fish and Game. Subsequently, in 1991, the fees were challenged. Then, in June 1995, the Department of Fish and Game instructed the jurisdictions to stop collecting fees. Following a great deal of court action and in a memorandum dated February 26, 1996, the State Clearinghouse, Office of Planning and Research, stated that the fees must again be collected.

On September 29, 2006, Senate Bill 1535 was passed increasing the amounts of filing fees collected by the Department, and requires the Department to adjust the fees annually pursuant to Fish and Game Code Section 713.

As of January 1, 2020, State law requires all applicants who have a Notice of Determination filed for a Negative Declaration to pay a \$2,406.75 fee and those with a Notice of Determination for an Environmental Impact Report to pay a \$3,343.25 fee. Both types must pay an additional \$50.00 administrative fee making the total fees \$2,456.75 and \$3,393.25 respectively. Applicants whose projects require the filing of a Notice of Exemption will need to pay a \$50.00 administrative fee. The City will notify each applicant which of the fees must be paid.

PLEASE NOTE: Effective January 1, 2008, the fee exemption for projects determined to have a *De Minimis Impact Finding* has been eliminated. (Section 711.4 Fish and Game Code).

The Fish and Game filing fee must be paid prior to the filing of the Notice of Determination with the County Clerk. Since the CEQA law requires a Notice of Determination to be filed with the County within 5 days of an action by the City, all applicants must remit to the City the necessary fee amount *no later than* the day of the final scheduled public hearing for the proposed project.

PLEASE MAKE ALL CHECKS PAYABLE TO PLACER COUNTY.

If you have any questions regarding this matter, please do not hesitate to contact the Planning Department at (916) 625-5160. Upon review of the above, please sign and return this document with your application.

I, _____, the applicant or applicant's representative, have read the information above and understand its meaning.

Signature

Date

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 56962.5, I have consulted the Hazardous Waste and Substances Sites List (Cortese List), consolidated by the State of California, Environmental Protection Agency and find that;

The project, including any alternatives, _____ is, _____ is not (check which applies) located on a site which is included on the Hazardous Waste and Substances Sites List (Cortese List). If on the list, provide the following information:

Regulatory identification number: _____ Date of list: _____

Type of problem: _____

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: _____

Applicant: _____

Applicants can verify this information by reviewing the Hazardous Waste and Substances Sites List (Cortese List), available for review at the City of Rocklin Planning Department counter, or at the California Department of Toxic Substance Control web site:

<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>

MITIGATION FOR AIR QUALITY IMPACTS

The US Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) have established air quality standards, referred to as the National Ambient Air Quality Standards (NAAQS) and the State Ambient Air Quality Standards (SAAQS) respectively. The federal Clean Air Act and State Clean Air Act both require that areas in violation of the ambient air quality standards adopt strategies to attain these standards. The Placer County Air Pollution Control District (APCD) has primary responsibility for planning and maintenance and/or attainment of air quality standards within Placer County. California is divided into 15 air basins for the purpose of monitoring air quality. Placer County is included in the Sacramento Valley Air Basin. Areas may be classified as attainment, non-attainment, or unclassified with regard to the adopted standards. The unclassified designation is assigned in cases where monitoring data is insufficient to make a definitive determination. Under the federal standards, all of Placer County, including Rocklin, is designated as non-attainment for ozone. All other pollutants are designated unclassified in Rocklin. Under the state standards, South Placer, including Rocklin, is designated as non attainment for ozone and PM10 and unclassified for hydrogen sulfide and visibility reducing particulate.

The project would have the following short-term construction impacts, if not mitigated:

- a. Construction activities, including grading, would generate a variety of pollutants, the most significant of which would be dust (PM10). This would exacerbate the existing PM10 non attainment condition if not mitigated.
- b. Construction equipment would produce short-term combustion emissions, and asphalt materials used for streets and driveways would produce pollutants during curing.

The mitigation measures listed below will reduce the short term impacts to less-than-significant. In the long-term, vehicle trips to and from the project site would generate Carbon Monoxide and ozone precursor emissions, thereby contributing to the non-attainment status of the local air basin. These incremental and cumulative adverse air quality impacts cannot be completely mitigated. However, these impacts were anticipated by the City of Rocklin General Plan, and were addressed through the 1991 Rocklin General Plan EIR and the North Rocklin Circulation and Traffic Study. Findings of overriding significance were adopted for the unmitigatable and unavoidable significant air quality impacts.

Therefore, I, as the applicant for the proposed project, agree that the mitigation measures listed below are incorporated as a part of my project description in order to mitigate for the short term impacts.

MITIGATION FOR AIR QUALITY IMPACTS (CONT.)

MITIGATIONS

1. The project shall conform with the requirements of the Placer County APCD.
2. Prior to commencement of grading, the applicant shall submit a dust control plan for approval by the City Engineer and the Placer County Air Pollution Control District. The plans shall specify measures to reduce dust pollution during all phases of construction.
3. Traffic speeds on all unpaved road surfaces shall be posted at 25 m.p.h. or less.
4. All grading operations shall be suspended when wind speeds exceed 25 m.p.h.
5. All trucks leaving the site shall be washed off to eliminate dust and debris.
6. All construction equipment shall be maintained in clean condition.
7. All exposed surfaces shall be revegetated as quickly as feasible.
8. If fill dirt is brought to the construction site, tarps or soil stabilizers shall be placed on the dirt piles to minimize dust problems.
9. Apply water or dust palliatives on all exposed earth surfaces as necessary to control dust. Construction contracts shall include dust control treatment as frequently as necessary to minimize dust.
10. Construction equipment shall be properly maintained and tuned.
11. Utilize low emission mobile construction equipment where possible.
12. Open burning of vegetative material is prohibited.

Applicant's Name (printed)

Applicant's Signature

Date



City of Rocklin

Planning Division

3970 Rocklin Road

Rocklin, California 95677

Phone (916) 625-5160 FAX (916) 625-5195

ENVIRONMENTAL INFORMATION SHEET

(To be completed by
applicant)

LOCATION OF PROJECT (ADDRESS) _____

ASSESSORS PARCEL # _____

NAME OF PROJECT _____

CONTACT/APPLICANT _____

ADDRESS _____

PHONE _____ EMAIL _____

Project Description - Describe in detail. Add separate sheet if necessary.

Property size: _____
Square Feet Acres

Land Use: _____
Existing Proposed

RELATED PROJECTS: If this project is a part or portion of a larger project, describe the previous project by name, general development plan number, or other project identification. _____

PREVIOUS ENVIRONMENTAL DOCUMENTS: If this project is part of a larger project for which a negative declaration or an environmental impact report has been prepared and certified, reference the document below. Include the date and SCH#, if possible: _____

OTHER REQUIRED PERMITS OR APPROVALS:

Permit or Approval Agency Address Contact Person/Phone

PREVIOUS LAND USES: Describe existing and previous land uses of the site for the last 10 years or more: _____

SITE CHARACTERISTICS

1. What natural features (trees, rock outcroppings etc.) presently exist on the site?

2. What are the surrounding land uses?
East _____ West _____ North _____ South _____

3. Is the project proposed on land which contains fill or a slope of 10% or more? _____

4. Are there any existing erosion problems? _____

5. Is the site on expansive soils (as defined in Table 18 of the UBC) or immediately adjoining an area subject to slides, liquefaction, slope instability or other related hazards? _____
If so, describe in detail, or refer to attached soils report.

6. Grading, excavating or filling activities - Quantity of cubic yards to be:
a. Moved within the site _____
b. Deposited on the site _____
c. Removed from the site _____
Disposal site _____

7. Are there any streams or permanent water courses on the site? _____
Describe _____

8. Will the proposed project change drainage patterns or the quality of groundwater?
If so explain. If not, why not. _____

9. Will the project affect any drainage channel, creek, pond or any other water body?
Describe below: _____

10. Is any portion of the property located in a flood plain? _____
If so describe _____

11. Are there any jurisdictional wetlands or vernal pools on the site? If so how will they be impacted by the project? _____

12. Are there any trees or shrubs on the project site? _____
What types? _____
Are any to be removed or transplanted? _____
State the location of transplant site: _____
State the number & species to be removed: _____
13. Will the project affect the habitat of any endangered, threatened, or other special status species?

14. Will the project result in any new noise source, or will it place new residents in an area of high traffic noise or noise from any other source? _____
15. What type of equipment will be associated with the project during construction?

During permanent operation? _____
16. Describe any air pollutants, other than vehicle exhaust, which would be generated by this project, both during and after construction. Dust particulates are considered pollutants.

17. Will the project produce new sources of dust, ash, smoke, fumes or objectionable odor? If yes, describe the source of the emission, methods to control emissions and means of mitigating those effects on adjacent properties: _____
18. Will the project create any new light source, other than street lighting? If yes, describe below:

19. Is this property covered by a Williamson Act contract? _____
20. Has this property ever been used for agricultural purposes? _____ If so, for what purpose and when? _____
21. Does the project involve the use of routine transport or disposal of hazardous materials?

22. Are there any known mineral resources of value to the region and the residents of the state located on the site? If so, what types? _____
23. How close is the nearest school? _____

24. PROPOSED BUILDING CHARACTERISTICS (BOTH RESIDENTIAL AND NON-RESIDENTIAL)

Size of new structure(s) or addition in gross square feet: _____
 Building height measured from ground to highest point in feet: _____
 Number of floors/stories: _____
 Height of other appurtenances (antennas, steeples, mechanical equipment, etc.) measured from ground: _____
 Project site coverage: Building _____ sq.ft. _____ %
 Landscaping _____ sq.ft. _____ %
 Paving _____ sq.ft. _____ %
 Exterior building materials: _____
 Exterior building colors: _____
 Wall and/or fencing material: _____
 Total number of off-street parking spaces required: _____ Provided: _____
 Total number of bicycle parking spaces: _____

25. Is there any exposed mechanical equipment associated with the project? _____
 Location and screening method _____

26. RESIDENTIAL PROJECTS

Total lots _____ Total dwelling units _____
 Density/acre _____ Total acreage _____

	Single Family		Two Family		Multi-Family (More than 2 units)
Number of Units					
Size of lot/unit					
Studio					
1 Bedroom					
2 Bedroom					
3 Bedroom					
4+ Bedroom					

27. RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER PROJECT

Type of use(s): _____
 Oriented to: Regional _____ City _____ Neighborhood _____
 Hours of operation: _____
 Total occupancy/Building capacity: _____
 Gross floor area: _____ Number of fixed seats: _____
 Number of employees (total): _____ Employees per shift: _____ Number of Shifts _____
 Number of visitors/customers on site at busiest time (best estimate): _____
 Other occupants (specify): _____

ALL PROJECTS

28. Approximately how many tons of solid waste will the project produce each year? _____

29. Will the proposed use involve any toxic or hazardous material? _____
 Is the project site within 2,000 feet of an identified hazardous/toxic site? _____
 Is the project site within 2,000 feet of a school or hospital? _____
 If the project involves any hazardous material, explain: _____

30. How many new residents is the project estimated to generate? _____
31. Will the project generate a demand for additional housing? _____
32. What is the current and estimated number of motor vehicles to arrive at the site as a result of the project? _____
33. Could the project increase traffic hazards to motor vehicles, bicyclists or pedestrians? _____
 If yes, explain _____
34. How close is the project to the nearest public park or recreation area? _____
35. What school districts will be affected by this project? _____
36. Describe energy-efficient features included in the project. _____

37. Describe how the following services or utilities will be provided:
 Power and Natural Gas _____
 Telephone _____
 Water _____
 Sewer _____
 Storm Drainage _____
 Solid Waste _____
38. Will the project block any vista or view currently enjoyed by the public? _____
39. Are there any known historic or significant building features on or near the site? If so, will the project result in any impact to the building? _____
40. Are there any archaeological features on the site? _____ If so, will the project result in any impact to these features? _____

FORMATTING AND MINIMUM INFORMATION REQUIREMENTS
To BE COMPLETED BY APPLICANT

INSTRUCTIONS: The following are the formatting and minimum information requirements for the applicable exhibits and documents submitted as a part of all applications. Please check off the line indicating the information has been included and / or formatting requirements met and **submit this checklist with your application**. Mark the line *N/A* if the item is not applicable.

EXHIBIT SETS (Copies of all project drawings stapled together as follows, except tentative maps)

- 1. All project maps and drawings collated together
- 2. Sets stapled together along the left margin
- 3. Each set folded to 8-1/2" x 11" (If there are too many sheets to staple and fold to 8 1/2" x 11" in a single set the plan sets may be broken into two to three subsets, each subset to be stapled, folded to 8 1/2" x 11", and labeled as "1 of ___", "2 of ___", etc. as appropriate, and the subsets rubber banded together into units.)
- 4. Full sized and 11" x 17" reduced sets collated in the same order and including the same sheets
- 5. All sheets in the 11" x 17" reduced sets clearly legible
- 6. For the initial submittal and re-submittals, provide 2 sets of full size and 2 sets of 11" x 17" reduced size drawings (Additional copies to be provided when requested by the City for referral and final, pre-hearing submittals.)

COLORED EXHIBITS (Full size drawings, colored)

- 1. Exhibits rolled not mounted
- 2. Colors as close as possible to the true colors proposed to be used

MATERIALS SAMPLE BOARD (Accurate samples of colors and materials for ALL finishes proposed)

- 1. Maximum size not to exceed 8-1/2" x 14" (May be a series labeled with the project name and numbered "1 of ___", "2 of ___", etc.)
- 2. Actual chips, samples, and swatches (preferred) or colors shown as close as possible to the true colors proposed to be used
- 3. Manufacturer name and product name and identification number called out

SITE PLAN (A plot plan drawn to scale showing the following)

- 1. Proposed and existing structures (including those to be relocated or removed)
- 2. Square footage of structures and area of all parcels or pads
- 3. Dimensions (i.e. property lines, driveways, structures)
- 4. Natural features (Trees to stay and be removed, rock outcroppings, quarries, etc.)

- ___ 5. All property lines, including those on-site, those immediately off-site and those across any street.
- ___ 6. Circulation
- ___ 7. All existing and proposed public right-of-way improvements
- ___ 8. North arrow
- ___ 9. Vicinity map
- ___ 10. Reciprocal driveways, if appropriate
- ___ 11. Trash enclosures. (Auburn Placer Disposal to approve location and size.)
- ___ 12. Landscaped areas
- ___ 13. Prominent features including structures and natural features of surrounding properties
- ___ 14. All existing and proposed easements (i.e. open space, floodplain, scenic, proposed abandonments, etc., including name of person or group to own and maintain area)
- ___ 15. Location, size, and height of pole lights, signs, street lights, flag poles
- ___ 16. Scale (Scale shall be shown in printed text and with a bar scale).
- ___ 17. Project notes including
 - Owner;
 - Developer;
 - Engineer/Architect;
 - Service Providers;
 - General Plan and Zoning;
 - Assessors Parcel Number(s);
 - Land Area;
 - Building Area;
 - Parking including calculations for parking requirements (The general parking lot design shall be consistent with City of Rocklin Improvement Standards, including size, dimensions, driveway widths, and required landscaping)

DISABLED ACCESS REQUIREMENTS FOR SITE PLANS

- ___ 1. Accessible route of travel requirements (per Title 24):
 - At least one accessible route within the boundary of the site shall be provided from public transportation stops, public streets, or sidewalks
 - The accessible route of travel shall be the most practical direct route between the accessible entrance to the site and accessible building entrance and accessible site facilities
 - The accessible route of travel shall be provided to all entrances and exterior ground floor exits along normal paths of travel, as well as to the trash enclosure(s)
 - When more than one building or facility is located on a site, the accessible route of travel shall be provided between buildings and accessible facilities
 - The accessible route of travel shall be at least 48 inches wide and have a cross slope no greater than 1/4 inch per foot (1 inch vertical per 50 inches horizontal)
 - The accessible route of travel shall be provided in such a way that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own
 - Clearly delineate all accessible routes and accessible parking areas and include sufficient grade call outs to assure compliance with required slopes
- ___ 2. Accessible parking area requirements:
 - Accommodate required number of handicap spaces

- One-quarter inch per foot slope in any direction, maximum
- Reasonable distance to entrance
- Equally dispersed throughout project for multiple buildings

Questions or clarification of the Disabled Access requirements should be addressed by the Building Department. Sites that require variation from the guidelines will be handled on a case by case basis.

PHASING PLAN

- ___ 1. A complete phasing plan including improvements to be completed at each phase.
- ___ 2. Interim dead-end streets more than 150' in length require a temporary turn-around.

PRELIMINARY GRADING AND DRAINAGE PLANS

- ___ 1. Natural features, soils and geology studies as required by the City Engineer
- ___ 2. Natural and finished contours and spot elevations where appropriate
- ___ 3. Wetland and riparian delineation
- ___ 4. Existing or proposed drainage facilities including detention basins
- ___ 5. Standard utilities (i.e. storm drains, sewer, and water)
- ___ 6. Amount of cut and fill in cubic yards
- ___ 7. Identified archeological sites including mortar beds
- ___ 8. Typical street gradients in percentages
- ___ 9. Existing and proposed public right-of-way improvements
- ___ 10. Spot elevations immediately off-site
- ___ 11. 100 year flood plains
- ___ 12. Proposed retaining walls
- ___ 13. North arrow
- ___ 14. Scale (Scale shall be shown in printed text and with a bar scale)

PRELIMINARY LANDSCAPING PLAN

- ___ 1. Planting schedule that includes quantities, botanical and common names of all plants used, symbols for all plants, minimum container size (specify 15 gallon size for trees and 5 gallon for shrubs), and the average height range for trees in the specified container size (based on the American Standards for Nursery Stock).
- ___ 2. Detailed planting plans are required for entrances to multifamily residential, commercial, and industrial projects
- ___ 3. Indicate use of granite in landscaping/freestanding signage, plants will not block signs
- ___ 4. Parking lot shading provided at 1 tree located every 5 spaces
- ___ 5. Provide calculations demonstrating that at least 20% of a non-residential site is in landscaping
- ___ 6. Berming or masonry screening walls three feet high along rights-of-way where adjacent to proposed parking or driveway aisles. Provide line of sight cross sections from streets and parking areas including medians and entrances to assure traffic safety

- ___ 7. Year round color and screening
- ___ 8. Utility features such as manholes, pipes, and ditches are to be kept out of the landscape planter areas to the extent possible. In instances where such features are proposed in the landscape areas, they should be located in a way that minimizes impacts to anticipated tree locations or the establishment of trees, shrubs, and ground cover.
- ___ 9. Drought resistant plantings, use of appropriate plant materials, meets requirements of the Water Conservation in Landscaping Act
- ___ 10. Fencing, materials and location
- ___ 11. Indicate preserved oak trees and tree preservation techniques implemented
- ___ 12. Scale (Scale shall be shown in printed text and with a bar scale)

BUILDING ELEVATIONS

- ___ 1. All four elevations of each proposed building labeled to include directional and other information to clarify orientation (i.e. North/Granite Drive Elevation). Designs should depict compatibility with neighboring structures and terrain
- ___ 2. Building height
- ___ 3. At least one elevation calling out colors and materials
- ___ 4. Location of mechanical equipment and screening (Cross sections and roof plan)
- ___ 5. Lighting specifications (manufacture name, fixture type and identification information, and proposed wattage). Submittal of cut sheets is encouraged
- ___ 6. Scale (Scale shall be shown in printed text and with a bar scale)
- ___ 7. For multi-building projects, provide a key plan on each sheet

FLOOR PLAN

- ___ 1. Dimensions
- ___ 2. Square footage
- ___ 3. Intended uses
- ___ 4. Scale (Scale shall be shown in printed text and with a bar scale)

OAK TREE PRESERVATION PLAN

- ___ 1. All existing oak trees located on site (Tree Survey)
- ___ 2. All trees labeled with corresponding number from arborist report
- ___ 3. Schedule of trees by number, type, size, condition, and removal information
- ___ 4. All trees to be removed should have an X through the center
- ___ 5. Spot elevation of tree at base
- ___ 6. Scale (Scale shall be shown in printed text and with a bar scale)

SIGN ELEVATION

- _____ 1. Elevations of all signs (Freestanding and building-mounted)
- _____ 2. Location(s) of wall sign(s) on building(s)
- _____ 3. Sign height dimensioned
- _____ 4. Sign length dimensioned
- _____ 5. Call out all materials and colors
- _____ 6. Location of all freestanding signs on site plan
- _____ 7. Type of illumination specified
- _____ 8. Scale (scale shall be shown in printed text with a bar scale)

TENTATIVE PARCEL MAP

- _____ 1. The scale of the tentative parcel map should be 1" = 50 feet unless otherwise permitted by the City Engineer
- _____ 2. All dimensions shown in feet and hundredths of a foot
- _____ 3. If more than three sheets are necessary to show the entire subdivision, an index map shall be included on one of the sheets
- _____ 4. Scale (Scale shall be shown on each sheet in both printed text and with a bar scale)
- _____ 6. North arrow on each sheet
- _____ 7. Title sheet shall be provided except where the size of the subdivision permits the information required to be included on the same sheet as the map of the subdivision.
- _____ 8. All existing property lines with dimensions
- _____ 9. All proposed property lines with dimensions
- _____ 10. Parcel area (Square footage and/or acreage) for each proposed parcel
- _____ 11. The adjacent public rights-of-way, with dimension(s) of the right of way
- _____ 12. All existing structures
- _____ 13. All oak trees and granite outcroppings
- _____ 14. Riparian boundary (as identified by a qualified biologist)
- _____ 15. 100 year floodplain boundaries
- _____ 16. All existing and proposed easements
- _____ 17. Archeological features
- _____ 18. Surrounding land uses, particularly locations of structures and driveways

TENTATIVE SUBDIVISION MAP

- _____ 1. Project notes including
Proposed subdivision name
Service Providers;
General Plan and Zoning;
Assessors Parcel Number;
Land Area;
North Arrow;
Existing Land Use;
Proposed Land Use

- ___ 2. Names, addresses and telephone numbers of record owners and subdivider of the land.
- ___ 3. Name, address, and phone number of the persons, firm, or organization that prepared the map and the applicable registration or license number.
- ___ 4. A vicinity or key map of appropriate scale covering sufficient adjoining territory so as to clearly indicate the nearest street intersections, major access streets, property lines of other adjacent properties in the ownership of the subdivider, and other significant features which will have a bearing on the proposed subdivision and its location in relationship to surrounding areas.
- ___ 5. The scale of the map shall be at least one inch equals one hundred feet. The scale shall be shown as both printed text and with a bar scale on each page.
- ___ 6. No single sheet shall exceed 72 inches in length and 54 inches in width. The minimum sheet shall be 18 inches in width and 26 inches in width.
- ___ 7. Boundaries of the subdivision with sufficient information to locate the property
- ___ 8. The boundaries and dimensions of all lots, with all lots consecutively numbered.
- ___ 9. The minimum, maximum, and average lots sizes shall be stated.
- ___ 10. Name of all adjacent subdivisions, if any, and property lines sufficient to show their relationship to the proposed subdivision
- ___ 11. Contour lines at intervals of not more than 2 feet, unless waived by the City Engineer. Topographic information shall be sufficient to fully show the configuration of the land and any and all depressions that may present drainage problems, and shall extend beyond the tract boundaries where necessary to show drainage conditions on surrounding property which may affect the subdivision.
- ___ 12. Lots exceeding a 25% slope shall be so noted.
- ___ 13. The location of all railroad rights of way and grade crossings
- ___ 14. Approximate location of all existing wells, abandoned wells and sumps, including septic systems or other underground systems
- ___ 15. The location of any active or abandoned quarries
- ___ 16. An indication of any physical restriction or condition in the subdivision which affects the use of the property
- ___ 17. All structures, including fences and signs, within the subdivision, dimensioned and distanced to the other structures and to existing and proposed street and lot lines, present and future use of all structures to be noted
- ___ 18. The locations, widths, and purposes of all existing and proposed easements for utilities, drainage, and other public purposes, whether private or public, shown by dashed lines, within and adjacent to the subdivision, including proposed building setback lines
- ___ 19. The location of all potentially dangerous areas, including geologically hazardous areas, and areas subject to inundation or flood hazard adjacent to the property involved and the proposed method of providing storm water drainage and erosion control.
- ___ 20. The location of all ponds, reservoirs, streams and tributaries and their respective floodplains
- ___ 21. The location and general description of any trees with a diameter of 6 inches or greater with notations as to their retention or destruction. Where groves of trees exist, the perimeter of the canopy shall be shown symbolically on the map.
- ___ 22. The location of any significant natural features and/or possible historical or archeological site or remains, including but not limited to, natural springs, caves, Indian grinding rocks, petroglyphs, burial sites, historical buildings and/or their ruins, and significant rock outcroppings

- _____ 23 The boundaries and dimensions of all lots, a number assigned to each lot, and the total number of lots.
- _____ 24. The location, width, and existing/proposed names or designations of all existing or proposed streets, alleys, pedestrian ways and other rights of ways, including but not limited to bikeways, paths, etc. whether public or private. Any change in existing street names shall be specifically requested in writing
- _____ 25. Any modification being requested in accordance with the provisions of Rocklin Municipal Code 16.36 which is shown on the tentative map shall be clearly labeled and identified as to nature and purpose
- _____ 26. The location of all natural and man-made improvements to all properties surrounding the subdivision, including but not limited to off-site natural contours, finished grades, buildings, existing road improvements, and property lines. Cross sections are encouraged or may be required to illustrate elevation differences between the project and existing adjacent development.

COMMUNITY DEVELOPMENT DEPARTMENT

DAVID MOHLENBROK, Director

PLANNING **(916) 625-5120**

BRET FINNING, Planning Services Manager

Terry Stemple, Department Specialist
Laura Webster, Director, Office of Long Range Planning
Dara Dungworth, Senior Planner
Nathan Anderson, Senior Planner
Shauna Nauman, Assistant Planner
Jennifer Schlaht, Planning/Building Tech
Janette Haley, Planning/Building Tech

ENGINEERING **(916) 625-5120**

ED CROUSE, City Engineer

Lynn Toth, Associate Engineer
Ashley Kettenhofen, Planning/Building Tech

BUILDING & PERMIT SERVICES **(916) 625-5120**

KEVIN RUYBAL, Chief Building Official

Mike Kelly, Building Division Supervisor
John Schaad, Building Inspector II
Russ Sneed, Building Inspector II
Mark Twiggs, Building Inspector I
Elaine Clark, Fire Prevention Plans Examiner
Raquel Torneros, Planning/Building Tech
Gabble Sotir, Permit Services Coordinator
John Carter, Office Assistant II
Tina Montano, Office Assistant II

HOUSING **(916) 625-5592**

SHARON COHEN, Housing Specialist

CODE ENFORCEMENT **(916) 625-5492**

RYAN TAYLOR, Senior Code Enforcement Officer

Jacob Slipak, Code Enforcement Officer
Ben Horner, Code Enforcement Officer
Stacy Ingram, Office Assistant II

ADDRESS: 3970 Rocklin Road, Rocklin, CA 95677

FAX: (916) 625-5195 Planning/Building/Engineering

TDD: (916) 632-4013 (all city offices)

City of Rocklin

Community Development Department

Planning

Engineering

Building

Housing

Code Enforcement

REFERENCE DIRECTORY

Services/Agencies
School Districts
Health Department
Contractor Information
Mobile Homes in Trailer Parks



For more information,
please visit our website at:

www.rocklin.ca.us

January 7, 2020

<p>DISPOSAL</p> <p>RECOLOGY AUBURN PLACER DISPOSAL SERVICE 12305 Shale Ridge Lane Auburn, CA 95602 (530) 885-3735 Customer Service: 1 (800) 573-5545 www.recologyauburnplacer.com</p>	<p>WATER</p> <p>PLACER COUNTY WATER AGENCY 144 Ferguson Rd. P. O. Box 6570 Auburn, CA 95604 (530) 823-4850; 1 (800) 464-0030 www.pcwana.net</p>	<p>SCHOOL DISTRICTS</p> <table border="0"> <tr> <td data-bbox="1218 1029 1526 1386"> <p>ROCKLIN UNIFIED SCHOOL DISTRICT 2615 Sierra Meadows Dr Rocklin, CA 95677 (916) 624-2428 www.rocklinusd.org</p> </td> <td data-bbox="1218 1386 1526 1701"> <p>LOOMIS UNION SCHOOL DISTRICT 3290 Humphrey Road Loomis, CA 95650 (916) 652-1800 www.loomis-usd.k12.ca.us</p> </td> <td data-bbox="1218 1701 1526 2032"> <p>PLACER UNION HIGH SCHOOL DISTRICT <i>(DEL ORO HS)</i> 13000 New Airport Rd. P. O. Box 5048 Auburn, CA 95604 (530) 886-4400 www.puhisd.k12.ca.us</p> </td> </tr> </table>		<p>ROCKLIN UNIFIED SCHOOL DISTRICT 2615 Sierra Meadows Dr Rocklin, CA 95677 (916) 624-2428 www.rocklinusd.org</p>	<p>LOOMIS UNION SCHOOL DISTRICT 3290 Humphrey Road Loomis, CA 95650 (916) 652-1800 www.loomis-usd.k12.ca.us</p>	<p>PLACER UNION HIGH SCHOOL DISTRICT <i>(DEL ORO HS)</i> 13000 New Airport Rd. P. O. Box 5048 Auburn, CA 95604 (530) 886-4400 www.puhisd.k12.ca.us</p>
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<p>SEWER</p> <p>SOUTH PLACER MUNICIPAL UTILITY DISTRICT 5807 Springview drive Rocklin, CA 95677 (916) 786-8555 www.spmud.ca.gov</p>	<p>GAS & ELECTRIC</p> <p>PACIFIC GAS & ELECTRIC COMPANY 333 Sacramento Street Auburn, CA 95603 (530) 889-3270; 1 (800) 743-5000 www.pge.com</p>	<p>TELEPHONE COMPANIES</p> <table border="0"> <tr> <td data-bbox="885 1029 1144 1512"> <p>AT & T (FORMERLY SBC/PACIFIC BELL) Residential Customer Service: 1 (800) 310-2355 Business Customer Service: 1 (800) 750-2355 www.att.com</p> </td> <td data-bbox="885 1512 1144 2032"> <p>SUREWEST (FORMERLY ROSEVILLE TELEPHONE) 200 Vernon Street Roseville, CA (916) 786-6141; 1 (866) 787-3937 www.surewest.com</p> </td> </tr> </table>		<p>AT & T (FORMERLY SBC/PACIFIC BELL) Residential Customer Service: 1 (800) 310-2355 Business Customer Service: 1 (800) 750-2355 www.att.com</p>	<p>SUREWEST (FORMERLY ROSEVILLE TELEPHONE) 200 Vernon Street Roseville, CA (916) 786-6141; 1 (866) 787-3937 www.surewest.com</p>	
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<p>HEALTH DEPARTMENT</p> <p>PLACER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT 3091 Country Center Dr., #180 Auburn, CA 95603 (530) 745-2300 www.placer.ca.gov</p>	<p>MOBILE HOMES IN TRAILER PARKS</p> <p>CA DEPT. OF HOUSING & COMMUNITY DEV./DIV. OF CODES & STANDARDS 9342 Tech Center Dr., #550 Sacramento, CA 95826 (916) 255-2501; (916) 255-2532 http://housing.hcd.ca.gov/codes</p>	<p>CONTRACTOR'S LICENSE BOARD</p> <p>STATE OF CALIFORNIA CONTRACTORS STATE LICENSE BOARD 9821 Business Park Drive Sacramento, CA 95827 (916) 255-3900, (800) 321-2752 www.cslb.ca.gov</p>	<p>PLACER COUNTY OFFICES</p> <p>Assessors: (530) 889-4300 Recorder: (530) 886-5600 Public Works: (530) 889-7500 Building: (530) 886-3010 www.placer.ca.gov</p>			
<p>CABLE TV</p> <p>WAVE BROADBAND (FORMERLY STARSTREAM CABLE) 4120 Citrus Ave. Rocklin, CA 95677 (916) 652-9479 www.wavebroadband.com</p>	<p>MOSQUITO ABATEMENT</p> <p>PLACER MOSQUITO ABATEMENT DISTRICT P O Box 216 (150 Waverly Drive) Lincoln, CA 95648 (916) 435-2140 www.placermosquito.org</p>	<p>POST OFFICE</p> <p>UNITED STATES POSTAL SERVICE 5515 Pacific Street Rocklin, CA 95677 (800) 275-8777 www.usps.com</p>	<p>CHAMBER OF COMMERCE</p> <p>CITY OF ROCKLIN CHAMBER OF COMMERCE 3700 Rocklin Road Rocklin, CA 95677 (916) 624-2548 www.rocklinchamber.com</p>			



CITY OF ROCKLIN

MEMORANDUM

Sherri A.
COPY

TO: All Engineers/Surveyors Doing Business with the City of Rocklin

FROM: Larry M. Wing, Engineering Services Manager *LMW*

SUBJECT: Final Maps, Parcel Maps, and Lot Line Adjustments

DATE: December 16, 2005

Effective January 1, 2006, all final maps, parcel maps, and lot line adjustments shall require an electronic copy of the map or lot line adjustment prior to the City approval. This electronic copy shall be in a .pdf and either a .dwg format on CD or DVD or shape file.

Additionally, all improvement plans for residential and commercial projects shall require an electronic copy of the plans prior to the City approval. This electronic copy shall be in a .pdf format on CD or DVD.

The electronic copies shall be in addition to the City's requirement and the developer's responsibility to submit paper copies of final approved plans.

DATE 1-3-06
REC'D BY SEA