

How to Process a Development in Rocklin

Introduction

Welcome to the City of Rocklin, a rapidly growing community located at the base of the foothills in California's gold country. Careful attention is given to construction plans, site plans, landscaping, screening and aesthetics. The result is a distinctively pleasing community in which to live, work and play.

This information is designed to give prospective developers, architects, engineers and contractors a general introduction to the development process. The following are descriptions of the responsibilities of various city Divisions involved in the development process and followed by a brief synopsis of the application process. Contacting these Divisions prior to preparing plans can help you expedite the process.

PLANNING DIVISION

RESPONSIBILITIES: Zoning Ordinance Preliminary Site/ Design Plan Review Public Hearing Process Formal Site and Design Plan Check Inspections-Clearances

PRELIMINARY SITE PLAN REVIEW (Pre-app. process)

Your initial contact is usually with the Planning Division at which time you explain your request to the staff. The Planning Division administers the Zoning Ordinance and provides information on the Pre-Application process, the Hearing process and definitions of ordinance terms. In reviewing your project, staff will familiarize you with the standards, policies and ordinances for development in Rocklin and how to submit for a pre-application review.

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 proper format and that the applicant understands the City of Rocklin's goals, policies and ordinances that may affect the project. A copy of all planning provisions is available upon request.

Generally, three sets of preliminary plans of the proposed project should be brought with the applicant to the pre-application meeting. To schedule, please contact the Planning Division at (916) 625-5160.

Upon completion of the pre-application meeting(s), the formal planning application can be submitted along with the proper documents and fees. The Planning Division will process your application and refer it to other Divisions and outside agencies for comments. The Planning Division will make you aware of any significant comments and requirements received from other departments and agencies. Depending on the type of comments received, you may be asked to make corrections to your submittal prior to your project being scheduled for public hearing or authorized for a building permit.

HEARING PROCESS

The Planning Division will process applications, which require a hearing before the planning commission or city council. Staff will discuss your proposed request with you, possible staff recommendations, filing and hearing dates, as well as application forms and fees. In most cases it is also suggested that you discuss your request with the neighbors surrounding your project before filing your application. Their response could have an impact on the hearing process. You or your representative must be present at any hearing to explain requests and to answer questions. In addition, other persons for and against the

request will be given an opportunity to be heard. A favorable decision may also include conditions necessary to carry out the provisions and intent of the Zoning Ordinance. Some projects require a hearing before the Planning Commission and City Council. The Planning Division will notify you by mail of any Commission or Council action.

FORMAL SUBDIVISION MAP CHECK

If your application included a tentative subdivision or parcel map that was approved during the public hearing process, you can submit the final map and final improvement plans to the Engineering Division. The Engineering Division is responsible for checking the plans for compliance with city engineering standards as well as making sure all Planning Commission or City Council conditions imposed on the tentative map have been included. In order to expedite the process it is recommended that the applicant make sure all Commission or Council conditions have been identified with the final map submittal. Your map will also be submitted to other appropriate Divisions such as fire and utility agencies.

FORMAL ARCHITECTURAL PLAN CHECK

After you have completed the public hearing process, your architect and/or engineer can begin preparing working drawings for submittal to the Building Division. The Building Division is responsible for routing the plans to other appropriate Divisions, including Planning. Submitting formal building permit plans to the Building Division prior to your hearing may expedite the process; however, please be aware that a decision or condition imposed by the Commission or Council could require alteration of the plans and cause delay. To ensure a faster process, make certain your architect and/or engineer incorporate all conditions of approval and all city requirements into your final drawings. Care should be taken to ensure that information is the same on all plans submitted to the City.

FINAL INSPECTION AND CLEARANCE

Once the necessary permits have been obtained from the Building Division and construction commences, the Planning Division inspects for the following:

- ☒ Compliance with conditions of approval imposed by the City Council and Commission;
- ☒ Compliance with the Zoning Ordinance;
- ☒ Compliance of architectural detail, materials and colors as approved;
- ☒ Compliance with requirements for screening of mechanical equipment, outdoor lighting fixtures, landscape completion, parking requirements and signage.

It is advisable to call the Planning Division during the early phases of construction for a preliminary appointment with a representative of the Planning Division.

When the above work has been completed, you should notify the Planning Division to request a final inspection. A Planner will ensure that all Planning Division provisions have been completed. Final clearance for issuance of a Certificate of Occupancy will be forwarded to the Building Division.

BUILDING DIVISION

RESPONSIBILITIES: Building Codes Preliminary Building Plan Review Formal Plan Check Permit Issuance Building Inspections Certificate of Occupancy

PRELIMINARY BUILDING PLAN REVIEW

The Building Division provides a Preliminary Plan Review service for commercial, industrial and multi-family developments to advise applicants regarding important code requirements and procedures. During the preliminary drawing phase of the project, an appointment may be made for a preliminary plan review. A set of preliminary drawings should be provided for the Division's records. Pertinent requirements are reviewed and may be noted during the review process.

FORMAL BUILDING PLAN CHECK

Submit construction documents, complete application forms for permits and pay plan check fees to the Building Dept. for formal plan check. The building permit application will be verified as to the correct address, legal description and parcel number for each building. These plans will be reviewed to verify compliance with the Building, Plumbing, Mechanical, Electrical, CA Title 24 and Fire codes, including local amendments. Non-complying code related items discovered during the plan review process are relayed in writing to the applicant for correction and re-submittal.

PERMIT ISSUANCE

Re-submittals are reviewed by the Building Division to verify that corrections have been made. Once the plans have been approved and clearances received from Planning, Fire Engineering and Health Divisions, the Building Division will notify the applicant of all fees to be paid. Upon payment of all permit and development fees, the Building Division will issue permits for construction.

CONSTRUCTION INSPECTIONS

At progressive stages of construction, site inspections of the building(s) are required. Separate inspections for off-site improvements and drainage are provided by the Engineering Division. The Planning Division and Fire Department also provide inspection services as described in the document.

FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY

Final inspection is made to ensure that all construction and improvements have been completed in accordance with the approved plans/conditions. Upon final clearances from Building, Engineering, Planning, Fire, Sewer and Health Divisions, the applicant may apply for a Certificate of Occupancy with the Building Division. Final approval by the Building Division will allow final utility connections.

ENGINEERING DIVISION

RESPONSIBILITIES: Off -Site Drainage Flood plain Requirements Preliminary Plan Review/Formal Plan Check Inspections-Clearances

PRELIMINARY IMPROVEMENT PLAN REVIEW

The Engineering Division staff is available to meet and discuss preliminary design criteria, utility location and extension requirements, and drainage and flood plain requirements. All plans submitted must be 24" x 36" with printing capable of being reduced by 50% while still retaining legibility. All plans submitted should show all topography and existing utilities. In addition, minimum requirements for site plans shall consist of a legal description of property, site address and layout of all possible suites or units, owner's name and mailing address, city bench mark, trash pickup area, drainage information, finished floor elevations and disabled access compliance.

FORMAL IMPROVEMENT PLAN CHECK

Four sets of construction plans for off-site improvements, drainage and site plans must be submitted to the Engineering Division for formal plan check. The applicant must provide an engineer's cost estimate as the plan check fee is based on this information. The plans are reviewed for compliance with the City of Rocklin construction specifications improvement standards for work in the public right-of-way. Review will also include right-of-way and easement dedications and conformance to the City of Rocklin drainage and flood plain ordinances.

RIGHT-OF-WAY REQUIREMENTS

If right-of-way dedications of streets or easements are required with the proposed development, the owner's name and current address and a legal description of parcel(s) to be dedicated with a current title report are to be submitted to the Engineering Division. All necessary documents will be reviewed by the

Engineering Division staff and returned to the appropriate parties for signature. All required dedications must be received prior to approval of plans.

ISSUANCE OF PERMITS

Upon approval of subdivision improvement plans, contractor may start construction. Projects other than subdivision improvements require an encroachment permit. This form can be obtained from the City. Property owners, developers or contractors desiring to take out a construction permit, under the encroachment permit, must furnish a certificate of insurance in accordance with the limits set forth by the City of Rocklin and naming the City of Rocklin as additional insured. Please note that only contractors with appropriate licenses may perform work in the right-of-way. They must also pay all appropriate fees.

CONSTRUCTION INSPECTION

At various stages of construction, inspections of improvements are required. Inspections during construction can be arranged by contacting the Engineering Division at (916) 625-5140. A 24-hour notice is required.

FINAL INSPECTION AND CLEARANCE

Upon completion of construction, a final inspection is made to ensure that all work has been completed in accordance with the approved plans. The applicant must contact the Engineering Division prior to final acceptance of the improvements and notice of completion as to the requirements. After completion of improvements has been verified, a final clearance for issuance of a Certificate of Occupancy is given to the Building Division.

FIRE DEPARTMENT

RESPONSIBILITIES: Fire Dept. Vehicle Access Water Supply/Fire Protection Systems Specialized Materials/Processes Preliminary Plan Review

The City of Rocklin has adopted the Fire Code with some local amendments to assist in preventing fires. The Fire Department is responsible for the enforcement of the Uniform Fire Code. The Department is interested in safe construction, operational on-site hydrants, fire protection systems and access in and around the site during construction.

PRELIMINARY PLAN REVIEW

The Fire Department is available to meet and discuss design criteria for access, water supply and specialized materials storage. Water supply and hydrant placement is done in conjunction with the Engineering Division's review.

FORMAL PLAN CHECK

The Building Division forwards plans to the Fire Dept. to be reviewed for access, location of sprinkler connection, fire extinguisher placement and compliance with the fire code.

CONSTRUCTION INSPECTIONS

At various stages of construction, inspections are required on sprinkler systems, smoke and heat detection systems, alarm systems, all fuel storage tanks and other special conditions. Inspections can be arranged by calling (916) 625-5300.

APPLICATION AND HEARING PROCESS

I. PRELIMINARY MEETINGS:

Schedule preliminary meetings with the following Divisions to discuss your project and city requirements:

1. PLANNING DIVISION

- ~~///~~ Zoning Ordinance. Requirements, Use, Setbacks, Parking, Landscaping, Screening, Signs, Etc.
- ~~///~~ Prelim. Site Plan Review, Multi-Family/Quality Study, Rezoning, Variances, Use Permits, Site Plans, Conditions of Approval, Hearing Process, Zoning and Ordinance Enforcement, Etc.
- ~~///~~ Explain Process and Fees

2. BUILDING DIVISION

- ~~///~~ Building, Electrical, Plumbing & Mechanical Codes, CA State Title 24, Rocklin Municipal Code
- ~~///~~ Preliminary Plan Review, Plan Check, Construction Permit Requirements, Inspections, Change of Occupancy, Etc.
- ~~///~~ Explain Process and Fees

3. ENGINEERING DIVISION

- ~~///~~ Right-Of Way Requirements, Undergrounding Overhead Utilities, Floodplain Requirements, Street Lighting Costs and Requirements
- ~~///~~ Off-Site Improvements (Drainage, Water, Sewer, Fire Protection, Sidewalks, Bikeways, Driveways, Street Lights, Paving)
- ~~///~~ Explain Process and Fees

II. APPLICATION PROCESS/HEARING:

After completing the Preliminary Meetings, proceed as follows:

1. Have your Architect and/or Engineer prepare plans.
2. Prepare application for the hearing process for the Planning Commission and City Council, if required. Submit to the Planning Division.
3. Attend the Planning Commission and City Council hearings.
4. Have Architect and/or Engineer amend plans as required by the Planning Commission or City Council.
5. You are now ready to submit plans to the Building Division for Plan Check.
6. APPLICANT PROVIDES SEPARATE SUBMITTALS TO OTHER AGENCIES:
 - ~~///~~ Placer Co. Health
 - ~~///~~ SPMUD (sewer)
 - ~~///~~ PCWA (water)
 - ~~///~~ Auburn/Placer Disposal

NOTE:

Submitting plans to the Building and Engineering Divisions for plan check, prior to your public hearing is allowed, but may not expedite the process, as the Planning Commission or City Council may require alterations to the plans that were submitted.

ANOTHER LOOK AT THE PROCESS:

1. PLANNING DIVISION

SUBMIT DEVELOPMENT PLANS - (Fee Required)

- ~~///~~ PLANNING DIVISION ROUTES TO:
 - ~~///~~ All City Divisions
 - ~~///~~ Outside Agencies

- ~~///~~ Planning Commission (if needed)
- ~~///~~ City Council (if needed)
 1. Pre-application meeting
 2. Plan submittal and referral
 3. Corrections/conditions listed
 4. Plan acted upon by Planning Division., Planning Commission or City Council
 5. Final plans submitted to Building Division

**2. ENGINEERING DIVISION
SUBMIT CIVIL PLANS - (Fee Required)**

~~///~~ ENGINEERING DIVISION ROUTES TO:

- ~~///~~ Planning Division
- ~~///~~ Building Division
- ~~///~~ Fire Department

 1. Plans reviewed
 2. Corrections listed
 3. Plans returned to applicant
 4. Corrected plans resubmitted
 5. Plans approved by ALL Divisions and agencies

**3. BUILDING DIVISION
SUBMIT BUILDING PLANS - (Fee Required)**

~~///~~ BUILDING DIVISION ROUTES TO:

- ~~///~~ Planning Division
- ~~///~~ Fire Department
- ~~///~~ Building Division (Optional Consultant)

 1. Plans reviewed
 2. Corrections listed
 3. Plans returned to applicant
 4. Corrected plans re-submitted
 5. Building plans approved by ALL Divisions and agencies

AFTER ALL CITY AND OUTSIDE AGENCIES HAVE APPROVED BUILDING SET OF PLANS:

1. PERMITS ISSUED
 2. CONSTRUCTION INSPECTIONS AS REQUIRED
 3. FINAL INSPECTION
 4. CERTIFICATE OF OCCUPANCY ISSUED
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REFERENCE DIRECTORY

CITY OF ROCKLIN

3970 Rocklin Rd
Rocklin, CA 95677

BUILDING

(916) 625-5120

PLANNING

(916) 625-5160

ENGINEERING

(916) 625-5140

FIRE

(916) 625-5300

OTHER AGENCIES

PLACER COUNTY HEALTH

11484 "B" Ave.
Auburn, CA 95603
(530) 889-7335

PACIFIC GAS & ELECTRIC

333 Sacramento St.
Auburn, CA 95603
(530) 889-3271
(new construction)

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

(Sewer)
3671 Taylor Rd.
Loomis, CA 95650
(916) 652-5877

PACIFIC BELL

11795 Education Street #201
Auburn, CA 95603
(530) 811-2199

PLACER COUNTY WATER AGENCY

(Water)
144 Ferguson Rd.
Auburn, CA 95603
(530) 823-4850

AUBURN PLACER DISPOSAL

(Garbage)
12305 Shale Rd.
Auburn, CA 95603
(530) 885-3735