

Land-Use Review Process – Roseville Community Development

Most land-use applications require a recommendation from the Planning Commission and a decision action by the City Council.

These include:

- Conditional Use Permit
- Comprehensive Plan Amendment
- Interim Use Permit
- Preliminary Plat
- Rezoning
- Zoning Text Amendment

One application requires an additional decision by the City Council:

- Final Plat

Review Process for Most Land-Use Applications

A property owner or developer submits an application to the City and staff reviews it for completeness. Once the application is deemed complete, the Development Review Committee, which is comprised of staff from all the City Departments, reviews the proposal and prepares comments for a staff report that is submitted to the Planning Commission.

The application is heard at a Planning Commission Meeting where staff makes a presentation to the commission on the proposal, the commission holds a public hearing on the proposal, and finally the commission makes a decision as to its recommendation to the City Council.

The final step for an application is for the Council to render its decision on the proposal.

Additional Review for Final Plat

One land-use application – Platting – requires two decision actions by the City Council – one to approve a Preliminary Plat and one to approve a Final Plat. The process for the Preliminary Plat is the same as other Land-Use applications, however, during this approval process, the Council is asked to render a decision on a concept or preliminary design. During this process the Council may place certain conditions on the Preliminary Plat application. The process for the Final Plat asks the Council to make a decision on the final design and/or layout based on the requirements identified in the preliminary/concept approval. The application for the Final Plat does not go to the Planning Commission and there is no public hearing.

