

CONCEPTUAL SITE PLAN REVIEW PROCESS

Purpose - The purpose of the conceptual site plan review is to allow the City of Roseville the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan.

A. **Conceptual Site Plan.** A conceptual site plan should be drawn at a scale no smaller than one hundred (100) feet to one (1) inch and should include the following:

1. Accurate lot dimensions, including lot width, length, and area calculations.
2. Parking areas accurately depicting location, size, and number.
3. Location and dimensions of all structures, including height, and area setbacks.
4. Location, type, and dimensions of proposed signage.
5. Data on any relevant existing site conditions such as physical characteristics, adjacent land uses, community facilities, and public or private utilities as required by the Director.
6. **Design Information.** Sufficient information regarding architectural design, building materials, landscaping, fencing and/or walls sufficient to permit the Director to provide a preliminary evaluation of the plan.

B. The Building Department shall review all site plans submitted for conceptual approval in the following manner:

1. Building Department staff shall find that:
 - a. The use proposed for the site is a use permitted in the district in which the land is zoned.
 - b. All applicable requirements of the Zoning Ordinance are met with respect to the site plan.
 - c. The location and design of driveways providing vehicular ingress and egress from the site is acceptable as it relates to all streets giving access to the site and relative to pedestrian traffic.

- d. Traffic circulation within the site relative to the location and functional layout of off-street parking areas and loading, unloading areas is acceptable.
- e. The proposed development will maintain a satisfactory and harmonious relationship with existing development on contiguous properties.
- f. Landscaping within the site is located so as to provide an attractive appearance throughout the site and is of sufficient extent to achieve this end.
- g. Site lighting is such that they it will present a soft visual image and not a bright radiant or sharp light, particularly with respect to adjacent land use, especially residential land use.