

**DATE:** April 15, 2022  
**FROM:** Escarlet Mar, Associate Planner

**SUBJECT: NOTICE OF INTENT TO APPROVE AN ADMINISTRATIVE PERMIT FOR A UNIT TRANSFER AND VOLUNTARY MERGER**

Dear Roseville Property Owner and Interested Individuals:

The purpose of this notice is to inform you that an Administrative Permit and a Voluntary Merger application has been submitted to the Roseville Planning Division. The requested permit is described below.

The City issues administrative permits for minor types of projects, based on our review of the application and consistency with City standards, and will not hold a public hearing unless one is requested by you or another interested individual. The Planning Manager intends to approve the permit ten days following the date of this letter, unless a public hearing is requested. People with questions are invited to contact the Project Planner, Escarlet Mar, by phone at (916) 774-5247 or e-mail at [emar@roseville.ca.us](mailto:emar@roseville.ca.us). All requests for a public hearing must be in writing (to Escarlet Mar, Planning Division, 311 Vernon Street, Roseville, CA 95678) and must be received no later than 5 p.m. on the date noted below. If a public hearing is requested, you will receive notice of the date, time, and place of the public hearing. The Planning Manager's action to approve this permit may be appealed to the Planning Commission within 10 days of the approval date.

**Project Description**

**Applicant:** Kris Steward, Plan Steward, Inc.

**Owner:** Anthem United Creekview Developments LIM

**Date Filed:** March 9, 2022

**Project Title and File #:** CSP PCL C-41 & C-42 – Voluntary Merger, File #PL22-0074

**Project Address:** 3338 & 3260 Blue Oaks Boulevard

**Request:** The applicant requests an Administrative Permit for a Residential Unit Transfer and a Voluntary Merger for the Creekview Specific Plan parcels C-41 & C-42. The applicant proposes to merge parcels C-41 (4.27-acres) and C-42 (4.33-acres) into a single parcel, the resultant lot would be approximately 8.60-acres in size. The total number of allocated units in the Creekview Specific Plan (i.e. 263 total dwelling units) would not change.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), common sense exemption that CEQA applies only to projects, which have the potential for causing a significant effect on the environment and Section 305 of the City of Roseville CEQA Implementing Procedures.

**LAST DAY TO REQUEST A PUBLIC HEARING: April 25, 2022 by 5 p.m.**

Note: If a decision is challenged in court, the challenge may be limited to raising only those issues which were raised at a public hearing or in written correspondence delivered to the Planning Division at, or prior to, the public hearing. A public hearing for this application will not be held unless you or another individual requests a public hearing.