City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: 916-264-5011
CityofSacramento.org/dsd

Memorandum of Understanding
Concurrent Plan Review Request

For Concurrent Review of Project Plans (Building, Planning, and Development Engineering Entitlements)

Project Address: _____

Permit Number: _____

I request that the project plans be submitted concurrently through Building and Planning review, including recheck. This will include processing through other city departments, such as Transportation, Utilities, Parks, Fire, etc. and possibly other outside agencies.

- I/We understand that the concurrent Plan Review of this project will not allow me/us to proceed with building permit issuance and/or construction until completion of Plan Review and Planning approval.
- I/We understand to proceed with Plan Review of this project is at my/our own risk without assurance the permit for the entire project will be granted.
- I/We understand that this project is under review by one or more of the following:

☐ Design Director ☐ Planning Director ☐ Zoning Administrator ☐ City Council
☐ Planning and Design Commission ☐ Preservation Director ☐ Staff Level

Upon completion of review, provisions will be established, the outcomes of which may require significant revisions, corrections, and clarifications to the plans and/or fees. I/We will make all corrections to the plans and resubmit for recheck in order to obtain Plan Review Approval.

- I/We agree to comply with all Mitigation Measures and Planning Conditions associated with this project file # _____.

The above language shall not be deemed a waiver by the City of Sacramento of any Mitigation Measure, Planning Condition, or Planning and Development Code provision applicable to the project whether or not the measure, condition, or provision is listed above.

- I/We certify that I/we have read, understand, and agree to the above conditions.
- I/We understand that I/we are at risk for additional fees and/or project cost as a result of concurrent review due to additional reviews that may occur. Any modifications resulting from conditions and/or entitlements may necessitate additional reviews by Community Development, other City Departments, and outside agencies. I/We understand that we are responsible for additional fees for these services which are charged according to the Fee Ordinance.

Applicant's Name (Print)	Applicant's Signature	Date
Owner/ Agent Name (Print)	Owner/Agent Signature	Date

Accepted by CDD Representative	Date	Senior Planner Signature	Date

Please note that once this document is submitted to the City of Sacramento, your information may be subject to the Public Records Request Act. However, the City will not sell your data or information for any purpose.