

**Memorandum of Understanding  
Concurrent Plan Review Request – Planning & Offsite**

Project Name	Project Address / Location	Planning File #
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I request that the project plans be submitted concurrently through Public Works Development Engineering and Planning review, including recheck. This will include processing through other city departments, such as Public Works, Utilities, Parks, Fire, etc. and possibly other outside agencies.

1. For projects requiring a tentative map, concurrent review cannot begin until draft Subdivision Review Committee (SRC) conditions have been prepared for the project. For projects not requiring a map, the concurrent review cannot begin until draft Site Plan and Design Review (SPDR) conditions have been prepared. Copies of emails with conditions or comment memos will not satisfy this requirement. Draft conditions must be included in the PW off-site plan submittal.
2. Concurrent review cannot begin until required technical studies such as traffic study, hydrology study, Design Concept Report (DCR), etc. are approved or the responsible city staff authorizes concurrent review prior to approval of any such study.
3. Concurrent review does not guarantee accelerated approval of the off-site improvement plans.
4. Off-site plans submitted prior to the Planning approval of the project and the Conditions of Approval will be reviewed by city staff as preliminary cycles. Cycle 1 review will not be initiated until the project is approved by appropriate hearing body.
5. Because the full scope of work cannot be verified until the hearing body has approved all conditions on the project, additional design or re-design may be required after initial submittal thus adding additional cycle reviews and labor costs associated with the reviews.
6. City staff will review the submittal package for completeness to the best of staff's knowledge based on the scope of work and draft conditions available at the time of submission. The submittal package will include all required documents in the off-site plan review application. Incomplete submittal packages will be rejected.

The above language shall not be deemed a waiver by the City of Sacramento of any Mitigation Measure, Conditions of Approval, 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 Public Works, other City Departments, and outside agencies. I/We understand that we are responsible for additional cost for these services which are "full cost recovery" according to the Fee Schedule.

_____ Applicant's Name (Print)	_____ Applicant's Signature	_____ Date
_____ Owner/ Agent Name (Print)	_____ Owner/Agent Signature	_____ Date
_____ Accepted by DE Section Manager	_____ Date	_____ Senior Planner Signature
		_____ Date