

**Memorandum of Understanding  
Drop Off Planning Application Request  
Multi-Unit (3+ dwellings), Commercial, or Industrial Projects Only**

For Applicants Requesting to Submit an Application Without Waiting in the Planning Queue:

**Project Address:** \_\_\_\_\_

**Applicant name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date Application Submitted to City:** \_\_\_\_\_

I request that my application be submitted as a drop off without review by a counter planner.

Since I will not be waiting for counter staff to review my application and plans, I understand that I will be contacted within 1 - 2 business days regarding my submission.

- I understand that when the application is complete and ready for processing, I will be contacted by planning staff who will confirm the list of entitlements that will be necessary for my project and will send an invoice for the required fees. The fees must be paid online within 5 calendar days (link to be provided).
- I understand that if the project is found to be incomplete after staff's review, I will be contacted by planning staff and the submitted application and all supplemental material will be placed in the will-call box at the front counter. I will pick up the application and make all the necessary corrections before resubmitting. No further planning review will be completed until all the necessary information is provided.
- I certify that I have read, understand, and agree to the above conditions.

\_\_\_\_\_  
Owner or Representative's Name (Print)

\_\_\_\_\_  
Owner or Representative's Signature

\_\_\_\_\_  
Date

## **Frequently Asked Questions for the Planning Application Drop Off Process**

### ***What type of planning applications may be submitted via the drop off process?***

Commercial/industrial projects or multi-unit (3+ dwelling) applications. Projects for single-unit or duplex dwelling units are not permitted as drop off applications at this time.

### ***Even if my application qualifies for drop off, can I still wait in line?***

Yes, all customers may meet with a planner to have their applications reviewed and processed. Drop off applications are allowed as a courtesy service for customers who would prefer to save time.

### ***If I drop off my application, when will I be contacted?***

Applicants will be contacted by email or phone within 1 - 2 business days.

### ***How do I pay fees for my project if I drop off the application?***

After your project has been determined to be complete, you will receive an email with instructions on how to pay for the fees online. These fees are required to be paid before the project can be assigned to a staff planner. If the fees are not paid in full within 5 calendar days, the file will be voided and placed in the will call box for pick up.

### ***What will happen if my application is deemed to be incomplete?***

If your project application is incomplete, you will receive a correction notice from staff requesting additional information or revisions. For minor items, you may email the needed supplemental information to staff to complete your application. If major revisions are necessary, you will need to pick up your drop off application from the will call box at the counter. After you make the necessary corrections to the application, you may resubmit it for review.

### ***Who can I contact if I have questions about my dropped off application?***

You can email staff at [planningsubmit@cityofsacramento.org](mailto:planningsubmit@cityofsacramento.org) regarding drop off planning applications.

I certify that I have read, understand, and agree to the above conditions.

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