



Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Staff Review Application Packet

New One and Two Family Residential Construction

Minimum Design Standards for New Construction of Single and Two Family Dwellings

Design Review Authority and Criteria

New one and two family dwellings, including infill and production homes in subdivisions will be reviewed with an expedited review process utilizing the Minimum Standards for New Construction (Form B attached). Projects shall be expected to meet the identified minimum standards. Standards identified in this document shall not supercede existing adopted standards. **The purpose of the checklist is to ensure that all new single and two family residential developments achieve quality design and add value to the neighborhoods within which they are built.**

The Citywide Single Family Design Review process applies to Expanded North Area and South Area Design Review Districts, but excludes projects subject to design guidelines that have been adopted for a specific area (see attachment). Projects that deviate from the requirements of this checklist will be subject to staff level design review. For additional design guidance, see "Single Family Residential Design Principles".

Design Review Application Process

The following shall be provided for staff review of one and two family projects:

1. Provide three (3) sets of plans to scale which include: site/landscaping plan, floor plan, roof plan, and exterior elevations of all building sides
2. Provide photographs of subject site and surrounding properties (i.e. across the street, neighbors). Label the location of each photo. See attached photo guide.
3. Letter of Agency (If the owner of the subject property is not the Applicant, a signature is required by the property owner stating that the applicant can submit the application on their behalf).
4. Complete application (Form A)
5. Complete checklist (Form B) (for subdivisions, provide one per model)
6. Provide appropriate application fee (fee schedule attached)

Form A

Please complete the following application for staff level review of one and two family projects in the Expanded North Areas subject to staff level Design Review. The action of staff is ministerial and must comply with the Minimum Standards for approval.

Project Address: _____

Assessor's Parcel Number: _____

Applicant Name: _____

Mailing Address: _____

Owners Name: _____ Phone: () _____

Mailing Address: _____

Phone Number: _____

Parcel Dimensions: _____

Parcel Zoning: _____ Existing Use: _____

No. of units: _____ No. of stories: _____ Sq. ft. of unit(s): _____

Statement of Work Proposed: _____

Design Review Number: _____ Date Received Stamp: _____

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

Form B

Site Design Standards

Front Yard Setbacks: Proposed structures shall be placed on the site to generally align with adjacent (next door neighbors) and surrounding structures. Show front yard setbacks of proposed structure and adjacent structures on site map. **Provide photos and drawings of front yard setbacks.**

Check one:

- _____ Front yard setback is the average or equal of the two adjacent structures.
 _____ No adjacent structures exist, meets Zoning Ordinance requirements for front yard setback. Required setback and allowable lot coverage provided per the Zoning Ordinance.

Landscaping (Required): Front yard and corner lot street side yard landscaping shall be provided. Front and street side yard landscaping provided including: shade tree(s), lawn, and automatic sprinkler system for irrigation.

Note: Drought tolerant and thematic plantings are encouraged

Fencing: New fencing proposed shall meet the following minimum standards. Existing fencing may remain if it meets the criteria below.

Interior side yard/rear yard fencing. (Zoning Code setbacks apply)

Check one:

- _____ Existing wood, standard chain link, or painted/split face concrete block, brick, or plaster finished fence shall remain.
 _____ Wood fencing provided.
 _____ Standard chain link fencing provided (dark green vinyl coating recommended).
 _____ Painted or split face concrete block, brick, or plaster finished wall provided

Street side yard fencing on corner lots. (minimum 5'-0" setback required if wood fence and exceeds 4 ft.; 6'-0" wrought iron fence allowed on property line. If less than 3 ft. height, no setback required.) Apply visibility requirements per Zoning Code.

Check one:

- _____ Not a corner lot.
 _____ No street side yard fencing proposed.
 _____ Wood fencing provided (minimum 5'-0" setback required and exceeds 4 ft.)
 _____ Chain link with vinyl coating (green color recommended) with vines provided.
 _____ Painted ornamental steel (wrought iron) fence provided (6'-0" wrought iron fence allowed on property line).
 _____ Painted or split face concrete block, brick, or plaster finished wall provided (max. 6'-0" high except at front yard setback shall be max. 3'-0' high").

Front yard fencing (Shall be 4'-0" high or less on front property line.)

Check one:

- _____ No front yard fencing proposed.

_____ Painted wood picket or split-rail fence (max. 3'-0" high) provided.

_____ Chain link with green vinyl coating (max. 3'-0" high) with vines provided.

_____ Painted ornamental steel (wrought iron) fence (max. 6'-0" high) provided.

_____ Painted or split face concrete block, brick, or plaster finished wall provided (max. 3'-0" high").

Building Design Standards

Building Height/Roof Forms and Pitch: Roof forms such as gabled or hipped roofs shall be similar to adjacent and surrounding residences. A minimum of 5 in 12 roof pitch is required. If the majority of the neighboring residential roof pitches are below 5 in 12, the predominant roof pitch shall be incorporated in the new structure. **Provide photos and drawings to indicate roof pitches of neighboring structures are lower than 5 in 12.**

Check one:

_____ Roof forms and pitches are similar to adjacent and surrounding structures.

_____ Neighboring roof pitches are not below 5 in 12, therefore 5 in 12 pitch, or greater, provided.

Street Facade: The “front” of the structure and the entry shall face the street. Windows and a decorative front door shall be provided. The entry area and windows shall be fully visible from street view.

The following are required and must **ALL** be checked for compliance:

_____ Entry area and "front" of structure shall be fully visible from the street.

_____ Windows provided facing the street.

_____ Decorative front door provided.

Front Porch/Decorative Entry Element: A useable front porch (min. 5'-0" square) with decorative posts and railing shall be provided or a decorative entry element consisting of a concrete “stoop” (min. 4'-0" square) with decorative columns and a decorative roof cover.

Check one:

_____ Front porch with decorative posts and railing provided (5'-0" square min. depth).

_____ Decorative entry element with concrete stoop (min. 4'-0" square), decorative columns and decorative roof cover provided.

Garages: Garages (where provided) shall be flush or recessed back from the face of the primary structure (excluding porch). Garages shall not exceed 50% of the length of the street facing building facade on lots 52 feet or greater in width. On lots less than 52 feet wide, garages may be up to 60% of the street facing building facade. The garage shall match the design of the primary structure. (Minimum interior garage dimensions shall be 10'-0" X 20'-0").

Check one:

_____ Attached garage (flush or recessed 5'-0" or more from the face of the primary structure) provided.

_____ Side entry garage (Provides a decorative window(s) in side façade that is visible from street view).

_____ Detached garage matches the primary residential structure in design, siding, roofing, trim and window materials.

_____ No garage provided. Parking pad provided behind front setback.

Check one: Applicable for Subdivisions Only

Garage forward provided, but constituting less than one third of models in a subdivision with three or more models and one of the following design features is provided: courtyard, living area over garage, front porch with an area greater than 36 square feet. If garage forwards are provided, they must be interspersed in subdivision.

Garage forward provided, but constituting less than 10% of the total units constructed in a subdivision with six or more models provided.

Note: Flush is defined as garage located on the same plain as the primary structure.

Accessory Structures: All new attached or detached accessory structures such as storage sheds, workshops, etc., as defined by the Zoning Ordinance, shall match materials and design of existing primary structures on the property.

Attached/detached accessory structure visible from street view matches material and design of existing primary structures on the property.

Exterior Materials: Exterior materials shall be of highest quality found on adjacent and surrounding structures, be durable and shall complement the building design, adjacent structures, and improve the aesthetics of the surrounding area. Materials shall be consistent on all street facades and shall wrap a minimum of 2'-0" around facades not facing the street.

Siding

Check one:

Horizontal siding provided (wood, composite, cementitious, or metal siding with dimensional trim at doors and windows provided.

Shingle or shake siding provided (wood, composite, cementitious, or metal siding with dimensional trim at doors and windows provided.

Plaster (stucco) siding provided.

Brick as main facade material provided.

Grooved, textured plywood siding (1/2" or thicker) with vertical and horizontal trim (2" X 6" min. around doors and windows) and a brick wainscot provided. If untextured plywood with no grooves is proposed, 1X battens at a min. of 12" on center shall be provided to create a board and batten appearance.

Vinyl siding with dimensional trim at doors and windows provided.

Roofing

Check one:

Laminated dimensional composition shingles (30 year minimum) with heavy ridge caps provided.

Concrete or tile roofing provided.

Wood shake or shingle roofing provided.

Metal dimensional roofing (that simulates above listed materials).

Gutters/Downspouts

Painted or prefinished gutters/downspouts shall be provided.

Doors/Windows: Decorative door and window types and trim styles shall be provided to complement the building design and adjacent structures. Decorative windows shall be provided at street facing facades. Decorative trim shall be provided on windows on facades facing active use areas such as parks, schools and other active public spaces. Windows not visible from street view may be of simpler design and trim. All windows shall have integral paint color or shall be wood paint grade. Provide photos for verification by Staff.

Entry doors

_____ Exterior doors with raised panel or other decorative design and decorative trim are provided.

Garage doors

Check one:

_____ Decorative sectional garage door with raised panel or other decorative design and decorative trim provided.

_____ Alternative garage door that provides raised panel or other decorative design provided.

Windows (Window type must be compatible with adjacent structures window types).

Check one:

_____ Double or single hung windows with decorative trim/sill provided.

_____ Horizontal sliding windows with grids and decorative trim/sill provided.

_____ Horizontal sliding windows with wide frames and decorative trim, no grids, and with decorative shutters and/or decorative plant shelf provided.

_____ Casement or awning windows with decorative trim/sill provided.

Mechanical Equipment: Mechanical equipment shall not be placed on the roof where it may be visible from any street view.

Check one:

_____ Mechanical equipment shall be attic and/or ground mounted with screening.

_____ Mechanical equipment shall be roof mounted where not visible from any street views and a diagram indicating compliance shall be provided for verification by Staff

City of Sacramento
Letter of Agency

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to submit an application for the requested entitlement(s).

Date: _____

To: City of Sacramento
Development Services Department
300 Richards Boulevard
Third Floor
Sacramento, CA 95811

Development Services Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Applicant's Address: _____

to apply for Design Review of new construction of single and two family dwellings in the Expanded North Area and South Area Design Review Districts.

The subject property located at: _____

Assessor's Parcel Number: _____

Printed Name of Owner of Record: _____

Address of Owner of Record: _____ Phone: () _____

Signature of Owner of Record: _____

(must be original signature)

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

Staff Level Projects Cannot Be Appealed

Any person dissatisfied with the Staff Action has the right to request reconsideration by the Design Director. Requests for reconsideration must be received within ten (10) calendar days of the Staff Action. The decision of the Design Director after reconsideration shall be final and shall not be subject to appeal.