



## Planning Division Universal Application

The City of Sacramento Planning Division has designed this application in order to obtain important information about your proposed project that will help us in expediting the application process. Please complete all sections providing as much detail as possible regarding the scope of your proposal. Questions regarding this application can be emailed to [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) or you can visit the public counter from 9:00 a.m. to 12:00 p.m., or from 1:00 p.m. to 4:00 p.m. at 300 Richards Boulevard 3<sup>rd</sup> Floor, Sacramento California to speak to a City Planner.

### Subject Site Information

Site address or location of property: \_\_\_\_\_  
 Assessor's Parcel Number: \_\_\_\_\_  
 Total property size in acres (Gross/Net): \_\_\_\_\_  
 Square feet if less than one (1) acre: \_\_\_\_\_  
 Lot dimensions: \_\_\_\_\_

### Applicant Information

Contact name: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### Owner Information

Contact name: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### Staff Use Only

Date Filed: \_\_\_\_\_ Received By: \_\_\_\_\_  
 File number(s): \_\_\_\_\_





### Neighborhood Contact

Please describe contact with property owners and/or neighbors adjacent to the subject site:

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Please describe any contact you have had with Neighborhood Associations, Community Groups, and/or Business Associates in the area surrounding your project site:

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### Site Characteristics

Are there any structures on the project site?  YES  NO

If yes, how many? \_\_\_\_\_

If yes, are any 50 years old or older? \_\_\_\_\_

Proposed use of existing structure(s) \_\_\_\_\_

Are any structures to be demolished?  YES  NO If yes, the age? \_\_\_\_\_

Are there any trees on the project site?  YES  NO If yes, the age? \_\_\_\_\_

Are there trees to be removed?  YES  NO

Are there any easements crossing the site?  YES  NO If yes, please show on site plan.

### Residential Projects: Part 1

Fill in the next three sections if your project has residential units.

Complete both residential and non-residential sections if you are submitting a mixed-use project.

Total Number of Lots: \_\_\_\_\_ Gross Density/ Acre: \_\_\_\_\_

Total Dwelling Units: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Acreage gross and/ or net: \_\_\_\_\_ Square feet per Unit: \_\_\_\_\_

Number of Single Family Units: \_\_\_\_\_

Number of Two Family/ Duplex/ Halfplex Units: \_\_\_\_\_

Number of Multi-Family/ Apartments/ 3+ Units: \_\_\_\_\_

Number of Condominium Units: \_\_\_\_\_

Are any of these proposed units to be subsidized?  YES  NO

If yes, please state the number of units and describe the type and source of the subsidy. \_\_\_\_\_

Have the required number of low-income units been provided?  YES  NO Number \_\_\_\_\_

## Residential Projects: Part 2

### Structure Size

Size of all existing structures (Identify separately):

Residence	Gross square footage:	_____
Garage	Gross square footage:	_____
Other	Gross square footage:	_____
Size of new structure(s) or building addition(s):	Gross square footage:	_____
	Total square footage:	_____

### Building Height

Existing building height (Measured from ground to highest point): \_\_\_\_\_ ft. \_\_\_\_\_ # of floors  
 Proposed building height (Measured from ground to highest point): \_\_\_\_\_ ft. \_\_\_\_\_ # of floors

### Lot Coverage

Building Coverage Area\* (sq. ft.): \_\_\_\_\_ Project Site Lot Area (sq. ft.): \_\_\_\_\_  
 Total lot coverage percentage: \_\_\_\_\_ %

Example: building area (2000')/ lot area (5000') = 40% total lot coverage

\*Include all covered structures (patios, porches, sheds, detached garages, etc.)

## Residential Projects: Part 3

### Exterior Materials

Existing Exterior Building Materials: \_\_\_\_\_  
 Existing Roof Materials: \_\_\_\_\_  
 Proposed Exterior Building Materials: \_\_\_\_\_  
 Proposed Roof Materials: \_\_\_\_\_  
 Existing Exterior Building Colors: \_\_\_\_\_  
 Proposed Exterior Building Colors: \_\_\_\_\_

### Parking Requirements

Total number of on-site parking spaces: Required \_\_\_\_\_ Proposed \_\_\_\_\_  
 Total number of off-site parking: \_\_\_\_\_  
 (Include a signed lease agreement or letter of agency)

### Signage

Does this proposal include signs?  YES  NO

## Non-Residential Projects: Part 1

Fill in the next three sections if your project has non-residential use components.  
 Complete both residential and non-residential sections if you are submitting a mixed-use project.

Type of use(s) proposed: \_\_\_\_\_  
 Previous use(s) in the building: \_\_\_\_\_  
 Hours of operation of the proposed use: \_\_\_\_\_  
 If your project includes fixed seats, how many are there? \_\_\_\_\_

Gross Square Footage of:

Warehouse Area:	_____	Sales Area:	_____
Office Area:	_____	Medical Office Area:	_____
Storage Area:	_____	Church Area:	_____
Restaurant/ Bar Area:	_____	Theater Area:	_____
Other Area:*	_____	Other Area:*	_____

\*Describe use type of "other" areas

**Non-Residential Projects: Part 2**

**Structure Size**

Size of all existing structures (Identify separately):

Commercial	Gross square footage:	_____
Other	Gross square footage:	_____
Other	Gross square footage:	_____
Size of new structure(s) or building addition(s):	Gross square footage:	_____
	Total square footage:	_____

**Building Height**

Existing building height (Measured from ground to highest point): \_\_\_\_\_ ft. \_\_\_\_\_ # of floors  
 Proposed building height (Measured from ground to highest point): \_\_\_\_\_ ft. \_\_\_\_\_ # of floors

**Lot Coverage**

Building Coverage Area\* (sq. ft.): \_\_\_\_\_ Project Site Lot Area (sq. ft.): \_\_\_\_\_  
 Total lot coverage percentage: \_\_\_\_\_ %

Example: building area (2000')/ lot area (5000') = 40% total lot coverage

\*Include all covered structures (patios, porches, sheds, detached garages, etc.)

**Non-Residential Projects: Part 3**

**Exterior Materials**

Existing Exterior Building Materials: \_\_\_\_\_  
 Existing Roof Materials: \_\_\_\_\_  
 Proposed Exterior Building Materials: \_\_\_\_\_  
 Proposed Roof Materials: \_\_\_\_\_  
 Existing Exterior Building Colors: \_\_\_\_\_  
 Proposed Exterior building Colors: \_\_\_\_\_

**Parking Requirements**

Total number of on-site parking spaces: Required \_\_\_\_\_ Proposed \_\_\_\_\_  
 Total number of off-site parking: \_\_\_\_\_  
 (Include a signed lease agreement or letter of agency)

**Signage**

Does this proposal include signs?  Yes  No

### 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  
Community Development Department  
300 Richards Boulevard  
Third Floor  
Sacramento, CA 95811

Community Development Department:

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

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

to apply for the following entitlement(s):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Special Permit           | <input type="checkbox"/> Rezone                 | <input type="checkbox"/> Community Plan Amendment |
| <input type="checkbox"/> Major Modification       | <input type="checkbox"/> Lot Line Adjustment    | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Minor Modification       | <input type="checkbox"/> Parcel Merge           | <input type="checkbox"/> Schematic Plan Amendment |
| <input type="checkbox"/> Plan Review              | <input type="checkbox"/> Time Extension         | <input type="checkbox"/> Guidelines Amendment     |
| <input type="checkbox"/> Major Modification       | <input type="checkbox"/> File # _____           | <input type="checkbox"/> Design Review Staff      |
| <input type="checkbox"/> Minor Modification       | <input type="checkbox"/> Special Permit         | <input type="checkbox"/> Design Director          |
| <input type="checkbox"/> Variance                 | <input type="checkbox"/> Plan Review            | <input type="checkbox"/> Design Commission        |
| <input type="checkbox"/> Tentative Map            | <input type="checkbox"/> Variance               | <input type="checkbox"/> Preservation Staff       |
| <input type="checkbox"/> Preliminary Review       | <input type="checkbox"/> Tentative Map          | <input type="checkbox"/> Preservation Director    |
| <input type="checkbox"/> Subdivision Modification | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Preservation Commission  |

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)

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## Environmental Questionnaire

Providing the following information regarding the environmental setting with your application is one the most effective ways to expedite your environmental review. If your site contains structures more than 49 years old, large trees, natural drainage ways, low lying areas where water pools during the rainy season, or wetland areas, supplemental information may be requested in order to conduct the environmental review of your project. If you are quite certain that your project includes the demolition of older structures, removal of trees or impacts wetlands you may wish to provide the appropriate information with your original submittal.

### Environmental Questionnaire: Part 1

Describe the project site as it exists today, including information on topography, water features, soil stability, plants and animals and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs of the site.

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### Environmental Questionnaire: Part 2

Describe the surrounding properties, including information on plants and animals, water features and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity.

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### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial elevation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recycling Information

A Statement of Recycling Information is required for all new multi-family residential units of 5 or more and commercial, office, industrial and public/ quasi-public uses. New development is defined as the construction of a new building or an addition that is greater than 10% of the existing building. The statement shall include at least the following:

- A. **Information describing the flow of recyclable materials** through the building or operation including: the location of collection points, how materials are collected and transferred to the main trash/recycling enclosure, and what materials will be recycled initially by the project. (Attach information)
- B. **Site plan and elevations of the trash/recycling enclosure(s)** indicating the location and size of the enclosure(s), the types and sizes of dumpsters/receptacles, and the access and security measures planned for the enclosure(s). (Attach plans).
- C. **Construction Plan:** What recycled material(s) will be used in the construction of the new building(s) or addition(s) (e.g. reused brick, recycled steel beams)
- D. **Demolition Plan:** Are there any buildings to be demolished on the site?  YES  NO  
If yes, what material(s) are proposed to be separated and collected for recycling (e.g. brick, steel beams, aluminum)
- E. **Education/Public Relations Information:**

Please indicate how users of the trash/recycling receptacles will be instructed about how to use the enclosure(s). (Attach information)

Please answer the following questions regarding recycling and solid waste disposal for the proposed project:

Number of Trash/ Recycling Enclosures: \_\_\_\_\_

Size of Trash/ Recycling Enclosures: \_\_\_\_\_

Total Number of Cubic Yards allocated for Recycling: Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

Materials to be recycled during the operations of the business/ apartment complex: \_\_\_\_\_

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