



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 the application can be directed to the Development Services Helpdesk at (916) 264-5011 or you can visit the public counter from 8:00 a.m. to 4:00 p.m. at 300 Richards Boulevard 3rd Floor, Sacramento California to speak to a Planner-on-Duty.

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 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): _____

Zoning Information

Zoning: _____
 Overlay Zone: _____
 Special Planning District: _____
 Planned Unit Development: _____
 Design Review District: _____
 Historic District: _____ Landmark Structure: YES NO
 Community Plan Designation: _____
 General Plan Designation: _____

Zoning & Existing Land Use Adjacent To The Project Site

Zone	Existing Land Use (i.e., residential, commercial, industrial)
North _____	_____
South _____	_____
East _____	_____
West _____	_____

Project Information

Name of your project: _____
(Please enter a name you would like to give your project for future reference.)

Previous Land Use

List existing and previous land use(s) of site for the last 10 years. _____

Has the project or project site received previous planning entitlements? YES NO
 If yes please identify the project number and date of approval: _____

Planning Entitlement Type

- | | | | | |
|--|---|--|---|---------------------------------------|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Zoning Administrator | <input type="checkbox"/> Planning Director | <input type="checkbox"/> Design Review | <input type="checkbox"/> Preservation |
| <input type="checkbox"/> Special Permit | <input type="checkbox"/> Tentative Map | | <input type="checkbox"/> Preliminary Review | |
| <input type="checkbox"/> Major Modification | <input type="checkbox"/> Subdivision Modification | | <input type="checkbox"/> General Plan Amendment | |
| <input type="checkbox"/> Minor Modification | <input type="checkbox"/> Variance | | <input type="checkbox"/> Community Plan Amendment | |
| <input type="checkbox"/> Plan Review | <input type="checkbox"/> Time Extension | | <input type="checkbox"/> Planned Unit Development | |
| <input type="checkbox"/> Major Modification | <input type="checkbox"/> (File Number) _____ | | <input type="checkbox"/> Schematic Plan Amendment | |
| <input type="checkbox"/> Minor Modification | <input type="checkbox"/> Special Permit | | <input type="checkbox"/> Guidelines Amendment | |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Plan Review | | <input type="checkbox"/> Preservation Staff | |
| <input type="checkbox"/> Design Review Staff | <input type="checkbox"/> Variance | | <input type="checkbox"/> Preservation Director | |
| <input type="checkbox"/> Design Director | <input type="checkbox"/> Tentative Map | | <input type="checkbox"/> Preservation Commission | |
| <input type="checkbox"/> Design Commission | | | <input type="checkbox"/> Reasonable Accommodation | |
| | | | (For Residential Projects Only) | |

*If you are unsure of the planning entitlement type you are applying for, please meet with a Planner-on-duty to review your project at our public counter.

Statement of Intent

Your Statement of Intent will provide Planning staff with a clear vision of what you are proposing to do. Answer in complete sentences in the space below or on a separate attachment. The description of your project should include ALL the entitlements being requested for your project (i.e., Rezone, Tentative Map, Special Permit, Variance, Design Review, Preservation, etc.). Provide as much detail as possible regarding all the characteristics of your project. Explain the reasons why you are applying for this project.

Lined area for writing the Statement of Intent.

Neighborhood Contact

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

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

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.): _____
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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

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Existing Exterior Building Materials: _____
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 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
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 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)

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.

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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.

You may contact Environmental Planning Services at (916) 801-9736 to obtain information on the types of reports that may be required in these situations.

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.

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.

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: _____

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