



Planning Application

Items required for a complete application submittal:

Planning Applications shall be filed with the Planning Division at the Community Development Department. Applicants must complete the checklist shown below and submit it with the Application. Only applications with all required submittals will be accepted. If applying for more than one (1) entitlement and the information is duplicated, submit one (1) copy of what is necessary for the requested entitlement(s).

Applicants should contact the Planning Division regarding any concerns with the checklist requirements prior to formally submitting an application. Speak to a planner at the public counter located at 300 Richards Boulevard, Third Floor, dial 311 or (916) 264-5011 outside the city, visit our website at www.cityofsacramento.org/dsd, or email us at planning@cityofsacramento.org.

To complete the checklist, the applicant must place an X next to the items that have been provided in the application submittal. Where the item is not applicable for the analysis of the project, place N/A next to the item. The Planning Division will determine if the N/A notations are acceptable, and if the application submittal is lacking any information required by the checklist. It should be noted that the more precise the development plans, the less the likelihood that there will be delays in processing the application.

To aid you in preparing an accurate and complete application, the City has prepared the following matrix of the required submittals for various entitlements:

Application Submittal Matrix

Submittal Materials	Plan Amendment	Zoning Ordinance Amendment & Rezone	PUD Designation	Tentative Map	Tentative Map Time Extension	Lot Line Adjustment/ Parcel Merger	Special Permit, Variance & R-Review	Special Permit for Adult Related Businesses	Special Permit & Variance Time Ext. & Modification
Universal Development Application	X	X	X	X	X	X	X	X	X
Environmental Questionnaire	X	X	X	X	X	X	X	X	X
Letter of Agency (wet signed)	X	X	X	X	X	X	X	X	X
Project Narrative	X	X	X	X	X	X	X	X	X
Site, Floor, Landscaping & Elevations	X 5 sets for ZA 10 set for PC	X 5 sets for ZA 10 set for PC	X 5 sets for ZA 10 set for PC			X 5 sets for ZA 10 sets for PC	X 5 sets for ZA 10 set for PC	X 5 sets for ZA 10 set for PC	X 5 sets for ZA 10 set for PC
PMT reduction (1 copy of each set on 8 1/2" x 11")	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set
Color Photographs	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled
Schematic Plan (10 copy)			X						
Tentative Map (10 Copies) 3 wet-signed				X		X			
Subdivision Modification Form				X					
City Engineer Waiver Form				X					
Assessor's Map Page(s)				X					

Applicants are required to furnish the following information when filing a planning permit application. Applicants participating in the digital map submission pilot program shall refer to Item E of this document.

1. _____ Completed Universal Development Application. Development Application Fees are required as specified by the Planning Entitlement Fees (See Attachment). Fees are to be paid to the City of Sacramento at the time of application submittal.
2. _____ Completed Environmental Questionnaire and Fees.
3. _____ Letter of Agency. Letter of Agency is a form that a property owner signs as a release to allow a representative to file the Development Application for the owner. If you own the property and are also the applicant, you do not need to fill out this form. The form must be wet signed.
4. _____ Provide a narrative of the project being proposed for development. The narrative shall include a description and purpose of the request, indicating how the community will benefit from the project, and how the project will address any potential negative effects on the community.
5. _____ Full sized (24" x 36"), dimensioned development plans (drawn to scale) folded to 8^{1/2}" x 11". Ten (10) sets for Planning Commission or Planning Director Applications. Five (5) sets for Zoning Administrator Applications. Only one (1) set of plans needed for Minor Modification applications.
6. _____ One (1) set of all development plans/exhibits reduced to 8^{1/2}" x 11" on PMT paper (high gloss photographic reductions usually made at a blueprint company).
7. _____ Provide color photographs of the site (including all sides of existing buildings), surrounding properties (including those next door and across the street), and mount on an 8^{1/2}" x 11" board or fold to that size. Photographs are required as a useful reference for staff in reviewing applications prior to field inspections and throughout the project analysis process. They are also useful during discussions between the applicant and staff. **Polaroid pictures are unacceptable.** The clarity of 35 mm photography is much better, especially when depicting the detailing on existing buildings. Panoramic views (created by overlapping 2 or more pictures, or use of Kodak throw-away "Stretch 35" camera) are helpful in conveying the relationship of the project with surrounding properties. Clear digital pictures printed out in color are acceptable.

Note: A Water Supply Test must be requested by the project applicant for all projects involving the construction of new commercial buildings or additions or residential units exceeding 3,599 sq. ft. including the area of the garage when attached or located within 6 ft. of the residence. The Water Supply Test Form must be completed at the Permit counter and a fee in the amount of \$113.00 will be required at the time of application submittal. If a field test is required an additional fee in the amount of \$640.00 will be required.

Development plans shall include the following:

Site Plan(s) shall show:

- _____ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
- _____ The entire property under consideration, including property lines. For large acreage properties, two (2) site plans shall be submitted. The first site plan shall show the entire property with detail indicating the area proposed for development. The second site plan shall focus on the specifics of the proposed development.
- _____ Sufficient adjoining areas to enable the evaluation of adjacent impacts.
- _____ The location of streets with street names, proposed right-of-way dedications, and location and dimension of lot lines.
- _____ The location and nature of all easements.
- _____ Dimensions of the parcel, buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- _____ Foot print of all existing and proposed buildings, signs, or other appropriate elevations drawn to scale showing the final appearance of buildings to be constructed or modified. Indicate the type of use and include all dimensions.

- _____ Square footage for all existing and proposed buildings and proposed additions.
- _____ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- _____ Location of walls/fences and an indication of their height and materials of construction.
- _____ Proposed drainage.
- _____ Indicate how onsite drainage is to be handled and what impacts this drainage will have on offsite areas. Onsite drainage shall include surface and underground drains, retention/detention ponds and drainage courses accepting runoff.
- _____ Location of driveways, off street parking and loading facilities. Show parking spaces with dimensions, and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- _____ Location and identification of drainage courses, creeks, etc.
- _____ Location of onsite water source(s), supply and storage facilities.
- _____ A graphic description of onsite circulation patterns for both vehicles and pedestrians.
- _____ Indicate the location(s) of any trees and other natural and manmade features that are proposed for removal or relocation.

Building Elevations and Signs: (10 sets of Blueprints folded to 8^{1/2}" x 11")

- _____ The building elevations shall show exterior appearance of all sides of project structures and shall be to scale with an indication of height, construction materials, and colors to be used. The location of signs shall also be indicated on elevations.
- _____ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information shall be included on the required site plans and building elevations.

Landscape Plans shall show: (10 sets of Blueprints folded to 8^{1/2}" x 11")

- _____ Location and intensity of existing and proposed trees, shrubs, groundcovers and the method of irrigation. The species, size and spacing of all existing and proposed plantings shall be shown.

Floor Plans shall show:

- _____ All buildings under consideration. Although it is the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.

Tentative Map and Final Map Submittals.

Tentative Map and Final Map submittals shall be consistent with the requirements set forth in the Tentative Map and Final Map Information Checklists prepared by Development Engineering.

Design Review Submittals.

Design Review Application submittals shall be consistent with the requirements set forth in the Design Review Application Submittal Checklists.

Historic Preservation Submittals.

Historic Preservation Application submittals shall be consistent with the requirements set forth in the Historical Preservation Application Submittal Checklists.

Digital Map Submittals.

Digital Map submittals shall be consistent with the requirements set forth in the Digital Map Standards for the Planning Division.

(Signature of Applicant)

(Date)

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.