City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: 916-264-5011
CityofSacramento.org/dsd

Planning Entitlement Application Instructions

Applications are not accepted at the public counter after 3:15pm

Planning Entitlement Applications are filed with the Planning Division at the Community Development Department. This application may be used for all Planning, Site Plan and Design Review, and Preservation applications. Only applications with all required submittals will be accepted.

Applicants should contact the Planning Division regarding any concerns with the checklist requirements prior to submitting an application.

How to contact a planner if you have questions or need assistance:

1. Email your questions to the Planning Helpline: planning@cityofsacramento.org, or visit our website at http://www.cityofsacramento.org/community-development for information and forms;
2. Call the City Operator by dialing 311 or (916) 264-5011 from outside the city;
3. Visit the Public Counter, located at 300 Richards Boulevard, Third Floor.

How to submit this application:

1. This application may be submitted electronically through the Citizen Permit Portal, located online at aca.accela.com/sacramento;
2. It may also be submitted at the Public Counter, located at 300 Richards Boulevard, Third Floor.

Deposit Fees: Some application fees required to submit this application may be an initial deposit and based on full cost recovery. If the time to review the project exceeds the amount of deposit that is collected, additional payment will be required. Please ask Planning Staff if you have any questions.

Submitting a complete application and accurate development plans will help avoid delays in processing the application.

Submittal Matrix- Next Page

To aid you in preparing an accurate and complete application, the City has prepared the following table of the required submittals for various entitlements (Page 2 of this packet).

Submittal Matrix

Submittal Materials	Plan Amendment	Rezone	PUD Designation or Amendment	Tentative Map Or TM Time Extension	Conditional Use Permit, Variance, including time extensions and major modifications	Minor Modification (Check with a planner to see if project qualifies)	Site Plan and Design Review	Preservation Review
Planning Entitlement Application	X	X	X	X	X	X	X	X
Site, Floor, Landscape, Elevation, Roof, Demolition Plans (24" x 36")					X 2 sets	X 1 set	X 2 sets	X 2 sets
Design Guidelines Checklist [1]							X	X
Cannabis Supplemental [1]					X			
Tentative Map (24' x 36")[2]				X 2 sets				
Reduction (each exhibit) 11" x 17"	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set	X 1 set
PDF of Exhibits [3]	X	X	X	X	X	X	X	X
Design Concept Narrative							X	X
Printed Color Photographs	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled
Photo Simulation & Coverage Map [4]					X		X	
Color/Materials sample(s), inc. fixtures, materials, and cutsheets							X	X
Streetscape Drawings [5]							X	X
3D model (Sketch-up compatible) [6]							X	X
Schematic Plan and PUD Guidelines			X 1 set					
City Engineer Waiver Form				X				

[1] This form may be found online at http://www.cityofsacramento.org/Community-Development/Resources/Forms/Planning-Forms
[2] Three (3) wet-signed copies of map exhibits are required prior to the Subdivision Review Committee meeting.
[3] PDF may be emailed to the Project Planner after application submittal.
[4] Photo simulations and coverage maps are required for all wireless facility applications.
[5] Streetscape drawings are required for all Commission level projects. For Director and Staff level projects, as requested by staff.
[6] Staff will contact the applicant if a 3D Model is required.

ALL PROJECTS:

Applicants are required to furnish the following information when filing a Planning Entitlement Application:

1. ☐ **Completed Planning Entitlement Application.** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. Please do not write in the staff-only section of the application (Page 18).
2. ☐ **Application Fees.** Fees are to be paid to the City of Sacramento at the time of application submittal.
3. ☐ **Letter of Agency.** The Letter of Agency is a form that a property owner signs to allow a representative to file the Entitlement Application for the owner. If you own the property and are also the applicant, you do not need to fill out the Letter of Agency. The form must be wet signed in non-black ink and must be an original, not a copy or a scanned document.
4. ☐ **Project Narrative.** Provide a written description of the project being proposed for development. It must include a description of the project and **detailed scope of work** for which entitlement/review is being requested and how the project will address any potential negative effects on the community.
5. ☐ **Full Sized Plans.** Provide full sized (24" x 36"), dimensioned development plans (drawn to scale) for all exhibits, **folded** to 8.5" x 11" size. Please provide the number of sets indicated on the Submittal Matrix on Page 2 of this packet.
6. ☐ **11" x 17" Plan Reduction.** Provide one set of all development plans/exhibits reduced to 11" x 17" size, high quality black & white or color copies. **Color copies of exterior elevations (renderings) are required.**
7. ☐ **PDF of Exhibits.** High quality PDF files of all exhibits is required. Files may be submitted on a flash drive with the planning application or may be emailed to the Project Planner when the project is assigned.
8. ☐ **Color and Material.** Information on proposed color and materials are required for all projects unless the requirement is waived by staff. If actual material samples are provided or requested, those samples will remain with the file as part of the public record. The proposed colors and materials must be specified, rather than simply referenced by, "See Color/Material Board." Samples must be no larger than an **8 ½" x 11"** size. Provide brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.
9. ☐ **Photographs.** Provide printed, color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). **Minimum photo size is 3" x 5".** Please refer to, "Guidelines for Photographing Project," for more information (Page 8).
10. ☐ **Streetscape Drawings.** Streetscape drawings are required for all Commission level projects. Staff will let the applicant know if streetscape drawings are needed for a Director or Staff level application. Streetscape drawings should show how the new project will appear in the context of surrounding buildings, structures, streetscapes and other relevant parts of the setting.
11. ☐ **Digital Submission.** Digital submission of plans, elevations, photos, and renderings (color elevations) are required in PDF format, no greater than 300 DPI. A three-dimension model may be required for insertion into the City-wide aerial Sketchup model.

All Development plans shall include the following:

_____ Date(s) of plans and revisions

_____ Labeled Dimensions

_____ Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16. Larger scale may be needed to provide clear understanding of the project.

_____ North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.

_____ Identify all items as: existing (E), new (N), or relocated.

_____ "Cloud, delta, and date," revisions to any plans previously submitted to or considered by Planning staff. ***Please Note:*** For those projects that are approved for concurrent building plan review, it is the responsibility of the applicant to advise the Building Division of any changes to building plans already submitted for Plan Check and to provide revised plan sheets as may be deemed necessary.

_____ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage <u>if</u> different from the applicant.

_____ Any approved late submittal of information, revised plans, etc. shall be referenced by the Planning file number to make it easier to include these with the appropriate application file.

Site Plan(s) must show:

_____ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.

_____ The entire property under consideration, including property lines and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development. The second site plan would focus on the specific areas of the proposed development.

_____ Sufficient adjoining areas to enable the evaluation of adjacent impacts. Site Plans must show location and distance from closest adjacent structures on neighboring properties and where required to determine required front setback, accurate dimensions of front setbacks for buildings on adjacent parcels.

_____ 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, existing and proposed 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.

_____ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated, or demolished. 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 existing and proposed walls/fences, height, and materials of construction.

_____ Location of existing and proposed driveways, off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), 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 graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required.

_____ Location of proposed trash, recycling, or storage areas.

_____ Location of proposed electrical vaults/transformers and backflow preventors, if required.

_____ *Please note:* All new projects are required to comply with the Water Efficient Landscape Requirements contained in City Code Section 15.92. See Section 15.92 and the "Landscape Plans" section below for more information.

Building Elevations must show:

_____ The building elevations must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction. Elevations must be drawn to scale with an indication of height, construction materials, and colors to be used. The location of existing and proposed signs must also be indicated on elevations. *Please note:* Renderings that are not true elevations may be included; however, they do not replace the requirement for true elevation drawings.

_____ Provide building elevations for all affected views, and identify them as North, South, East, and West, not front, rear, right side, etc.

_____ Identify exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired or to be replaced.

_____ Identify all areas of walls and roof that are proposed to be demolished.

_____ Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.

_____ Indicate the height from grade to the top of plateline, and to the top of the roof, and depict and/or reference any anticipated roof mounted equipment and equipment screening.

_____ Roof plans are required unless waived by staff. Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).

_____ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information must be included on the required site plans and building elevations.

_____ For nonresidential buildings over one (1) story in height or buildings over 50,000 sqft in gross area, provide a visual representation of the nighttime lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.

Landscape Plans must show: *Please note- For new projects, use conceptual graphics to convey preliminary design intent. Use separate sheets, if necessary. A full set of detailed landscape plans (planting plan, irrigation plan, and grading plan) will be required with the Building Permit process in order to comply with Water Efficient Landscape Requirements, City Code Section 15.92. Please note: Some Preservation applications may require a full set of detailed landscape plans for projects involving historic properties with significant site or landscape features, or where proposals for excavation and grading could impacts cultural resources.*

_____ Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.

_____ Conceptual Drainage Plan: Show how on-site drainage is to be handled, including surface and underground drains, drainage courses, and how impacts to offsite areas will be avoided. Show proposed Low Impact Development (LID) features such as retention/detention basins, bioswales, pervious pavement/asphalt, etc.

_____ Impervious Surface: The conceptual drainage plan should also show the total area of new impervious surfaces (due to the cumulative area of impervious parking lots, building footprint, driveways, sidewalks, courtyards, etc.) Note: At this stage, only simple area measurements are required. If applicable, LID credits and BMP Sizing Calculations may be required later in the process.

_____ Conceptual Landscape Design Plan: Using conceptual graphics, show hardscape elements such as patios, water features, decks, walls, and sidewalks; and softscape elements such as trees, shrubs, groundcover, turf and planter areas. Use conceptual graphics only. A detailed planting plan, grading plan, and irrigation plan will be required with Building plan check.

_____ Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with City Code Section 17.612.040.

_____ For Preservation projects, provide plans showing existing (E) and new (N) site construction or excavation work, including retaining walls, fencing, driveways, grade changes or changes to other physical features. If planting elements are identified as significant features of the historic property, provide plans showing those existing (E) significant features and any proposals to remove, move or replace those features.

Floor Plans must show:

_____ All buildings under consideration. Although it is generally only 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.

_____ A dimensioned floor plan for each level of the structure.

_____ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.

_____ Identification of all rooms.

_____ Identification of all exterior landings at doors.

_____ Indicate all walls, windows, doors, and ancillary structures proposed to be demolished.

Streetscape Plans must show:

_____ The adjacent building massing and spatial relationships, including relationship to public rights-of-way, if applicable.

***NOTE: For Preservation Projects only,** provide plans (existing and proposed) for projects proposing changes to publically-accessible interiors.

Tentative Map Submittals
Tentative Map submittals shall be consistent with the requirements set forth in the Tentative Map and Final Map Information Checklists prepared by Public Works.

Design Review and Historic Preservation Policy and State Law
The City has adopted Sections 5536, 5537, and 5538 of the State Business and Professions Code as a requirement in submitting plans for Design Director, Planning and Design Commission, Preservation Director or Preservation Commission review. Briefly, these sections of the Code state the following:

1. All plans and specifications submitted to the Design Director, Planning and Design Commission, Preservation Director or Preservation Commission shall be prepared by:
    a) Licensed Architects, or
    b) Licensed building designers

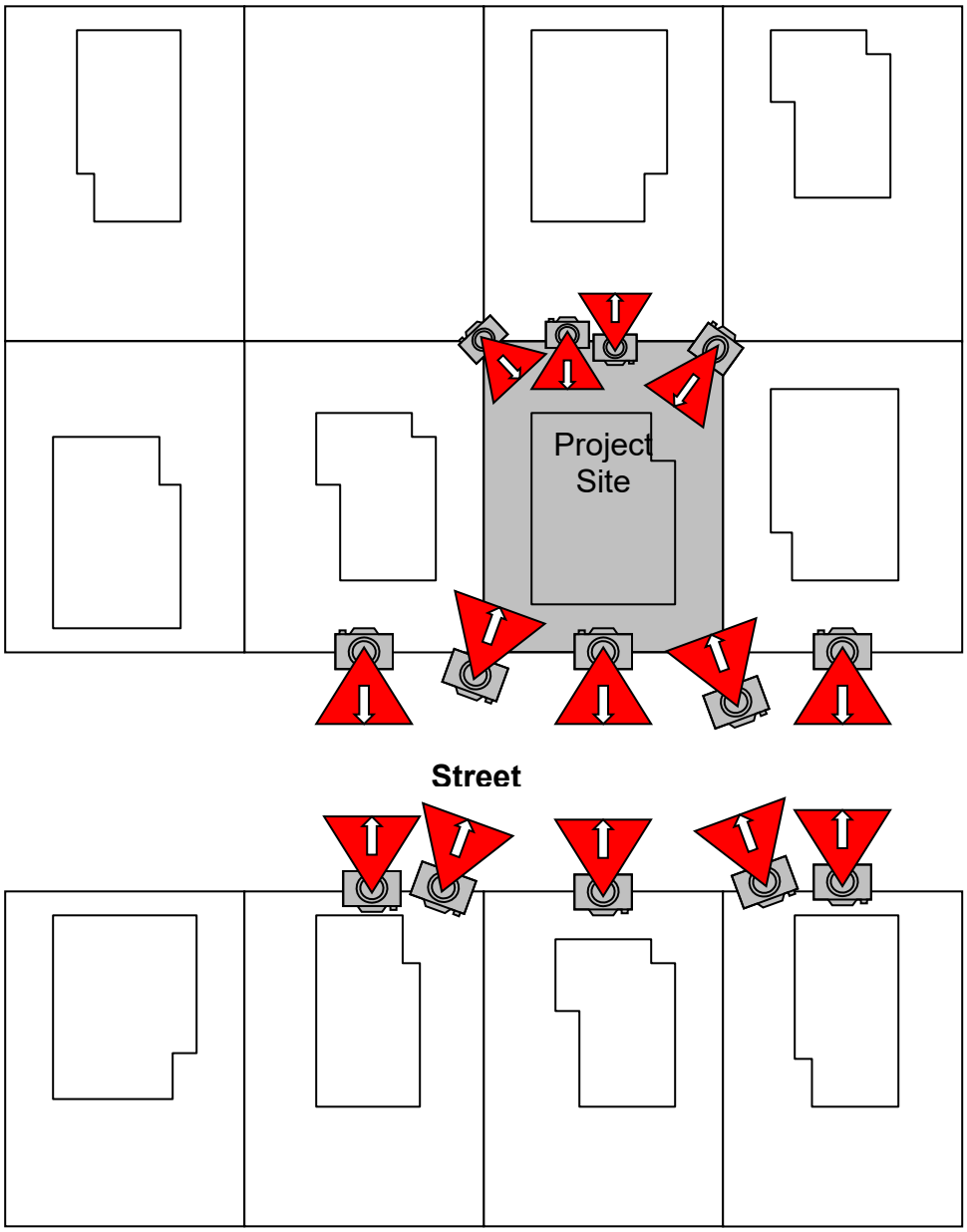
However, plans submitted by licensed civil engineers, professional engineers and structural engineers are exempt from this rule if such plans were prepared in the performance of the functions for which such persons are licensed.

2. Exceptions: Plans and drawings by uncertified persons are permitted for the following:
    a) Single-family dwellings of wood frame construction not more than two (2) stories and basement in height;
    b) Multiple dwellings containing no more than two dwelling units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot;
    c) Garages or other structures appurtenant to buildings described under subdivision (a), of wood frame construction not more than two stories and basement in height;
    d) Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved;
    e) Interior work and interior alterations, where the work does not involve publically-accessible interiors of historic properties

3. All plans and specifications submitted for Preservation review shall be reviewed for compliancy with the Secretary of Interior's Standards for the Treatment of Historic Properties.

Please note that once this document is submitted to the City of Sacramento, your information will be posted online and is part of the public record; however, the City will not sell your data or information for any purposes.

Guidelines for photographing a project site



1. Take pictures of all sides of the building/site to be reviewed and each of the adjacent properties. If access to the rear of the project is limited, take photos on the corner of the lot within actual property lines.
2. If your application involves a historic property with work proposed for publically-accessible interiors, provide color pictures of surfaces of each interior area where work is proposed.
3. Submit an aerial photograph showing your property and the immediately adjoining parcels.

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Planning Entitlement Application

The City of Sacramento Planning Division has designed this application in order to obtain important information about your proposed project that will help to expedite the application review process. Please complete all sections, providing as much detail as possible regarding the scope of your proposal.

Subject Site Information

Project Name: _____

Zoning: _____

General Plan Designation: _____

Site address or location of property: _____

Assessor's Parcel Number(s): _____

Total property size in acres (Gross/Net): _____

Square feet if less than one (1) acre: _____

Lot dimensions: _____

Property Owner Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Applicant Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Staff Use Only

Date Filed: _____ Received By: _____

File Number: _____

Licensed Architect/Design Professionals

Project Narrative

Please describe the scope of work being proposed for review. Your "Project Narrative" 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, Site Plan and Design Review, Preservation, etc.). You must state any deviations from development standards and any deviations from applicable design guidelines. Provide as much detail as possible regarding all the characteristics of your project and the scope of work requiring review, including physical site disturbance and work to occur:

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 apply 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): _____

_____

_____

_____

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)

All Projects

Land Use

What is the current use of the site? _____

Please list all previous land use(s) of site for the last 10 years. _____

_____

Do you have knowledge of any **environmental issues** (e.g., underground storage tanks, site contamination, past clean-up activities, etc.)?

_____

_____

Have any **technical reports** been prepared, such as a Phase I ESA, Biological Resources Survey, Noise Analysis, etc.? ☐ YES ☐ NO If Yes, please provide a copy.

Neighborhood Contact

Please describe any contact you have had regarding the project with the following: neighbors/property owners adjacent to the subject site, Neighborhood Associations, Business Associations, or Community Groups in the project area:

_____

_____

_____

Site Characteristics

Providing the following information regarding the environmental setting with your application is one the most effective ways to expedite your project's environmental review. If your site contains structures, large trees, mature vegetation, 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.

Are there any **structures** or **buildings** on the project site? ☐ YES ☐ NO

If yes, how many? _____

What is the construction date of each structure/building? _____

Current Use of Existing Structure(s)? _____

Proposed Use of Existing Structure(s)? _____

Are any existing structures proposed for **demolition**? _____

Are there any **trees** on the project site? ☐ YES ☐ NO

Are there trees proposed to be **removed**? ☐ YES ☐ NO

Does your site contain any **natural drainage** ways? ☐ YES ☐ NO

Does your site contain any **wetland areas** or areas where water pools during the rainy season? ☐ YES ☐ NO

What land uses surround your site? (for example, single family or multi-family residential, commercial) Please describe:

Are you proposing any new **fencing or screening**? ☐ YES ☐ NO

If yes, please describe the location of the fencing, the height, and the materials (i.e. wood, masonry, etc.):

Is there **parking** onsite? ☐ YES ☐ NO

If yes, how many spaces are existing (for the entire property) and how many are proposed onsite with this project? Existing _____ Proposed _____

Are you proposing any parking offsite? ☐ YES ☐ NO

If yes, where is it to be located and how many spaces? _____

Are you proposing to waive any parking spaces? ☐ YES ☐ NO

Are you proposing any new **signs** with this project? ☐ YES ☐ NO

If yes, please describe the number and type. _____

Are there any **easements** crossing the site? ☐ YES ☐ NO

Are there any **trash/recycling** enclosures onsite? ☐ YES ☐ NO

If yes, what is the size of the enclosure(s) and where are they located? _____

Please describe the height and materials. _____

What is the total number of cubic yards allocated for recycling? _____

Building Setback from Property Lines:	Existing (feet'-inches")	Proposed (feet'-inches")
Front		
Rear		
Street side		
Interior Side		

What are the front setbacks of the two nearest buildings (on adjacent property) on the same side of the block? If there are no other buildings/properties, please write "N/A."

1st Address: _____ 2nd Address: _____

Setback: _____ Setback: _____

Exterior Materials

Existing Exterior Building Materials: _____

Existing Roof Materials: _____

Existing Exterior Building Colors: _____

Proposed Exterior Building Materials: _____

Proposed Roof Materials: _____

Proposed Exterior Building Colors: _____

Residential Projects

Note: Fill in this section 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: _____ Net Acreage of Site: _____

Total Dwelling Units: _____ Density/Net Acre: _____

Unit Type	#	Min. sq. ft.	Max. sq. ft.
# of Single Unit Dwellings:			
# of Duplex Units:			
# of Condominium/Halfplex Units:			
# of Multi-Unit Dwellings/3+ Units:			
Accessory Dwelling Units	#	Min. sq. ft.	Max. sq. ft.
# of ADUs:			
Bedroom Types (For Multi- Unit /3+ Units/Apartments):	#	Min. sq. ft.	Max. sq. ft.
# of Studio Units			
# of 1-Bedroom Units			
# of 2-Bedroom Units			
# of 3-Bedroom Units			
# of 4+ Bedroom 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.

Structure Size

Please identify the size of all existing structures to be retained (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

Building Height means the vertical dimension measured from the average elevation of the finished lot grade at the front of the building to the plate line, where the roof meets the wall.

Existing building height (Measured from ground to the plate line): _____ ft. _____ # of floors

(Measured from the ground to the top of roof) _____ ft. _____

Proposed building height (Measured from ground to the plate line): _____ ft. _____ # of floors

(Measured from the ground to the top of roof) _____ ft. _____

Lot Coverage

Total (proposed new and existing to be retained) 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.)

Housing Questions

Does the project propose demolishing residential dwelling units? ☐ YES ☐ NO

If yes, does the project propose creating at least as many units as will be demolished? ☐ YES ☐ NO

Does the project propose demolishing "protected" residential units—whether vacant or occupied? "Protected" residential units are any of the following: ☐ YES ☐ NO

(1) Residential dwelling units that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income within the past five years;

(2) Residential dwelling units that are or were subject to any form of rent or price control through the City of Sacramento's Tenant Protection Act, Sacramento City Code Title 5, Chapter 5.156 (exemptions include units built after February 1, 1995), or SHRA's affordable housing preservation ordinance, Sacramento City Code Chapter 15.148, within the past five years; or

(3) Residential dwelling units that are or were occupied by lower or very low-income households within the past five years;

(4) Residential units that were withdrawn from rent or lease in accordance with the "Ellis Act," Chapter 12.75 (commencing with section 7060 of the California Government Code), within the past 10 years

If "protected" units are proposed to be demolished, do *all* the following apply? ☐ YES ☐ NO

A. The project will replace (with equivalent size—meaning with at least the same total number of bedrooms as the units being replaced) all existing or demolished protected units

B. The project will include at least as many residential dwelling units as the greatest number of residential dwelling units that existed on the project site within the last five years.

The applicant agrees to:

Provide relocation benefits to the occupants of those affordable residential rental units as provided by California Government Code Chapter 16 (commencing with Section 7260) of Division 7 of Title 1; and ☐ YES ☐ NO

Provide a right of first refusal for a comparable unit available in the new housing development affordable to the household at an affordable rent, as defined in Section 50053 of the California Health and Safety Code, or an affordable housing cost, as defined in Health and Safety Code 50052.5. ☐ YES ☐ NO

Allow existing residents to occupy their units until six months before the start of construction activities with proper notice, subject to California Government Code Chapter 16 (commencing with Section 7260) of Division 7 of Title 1. ☐ YES ☐ NO

Non-Residential Projects

Note: Fill in this section if your project has a non-residential component. Complete both residential and non-residential sections if you are submitting a mixed-use project.

Hours of operation of the proposed use: _____

If your project includes fixed seats, how many are there? _____

Building Size

Total Building Square Footage Onsite: _____ gross square feet

Breakdown of square footage: Please mark all that apply.

	Existing	Proposed		Existing	Proposed
Warehouse Area:			Sales Area:		
Office Area:			Medical Office Area:		
Storage Area:			Assembly Area:		
Restaurant/ Bar Area:			Theater Area:		
Structured Parking:			Other Area:*		

*Describe use type of "other" areas

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

Total Building Coverage Area, existing and proposed* (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.)

Design Guidelines

Design Guidelines have been established by the City Council for every area of the city. The intent of the Design Guidelines is to foster and maintain a level of quality in building development that supports desirable neighborhoods, livability, and community value, consistent with the City's General Plan.

☐ YES ☐ NO I have read the applicable Design Guidelines and have completed the Design Guidelines Checklist for the district or area of this project.

☐ YES ☐ NO This project meets all the Design Guidelines listed on the checklist.

☐ YES ☐ NO This project proposes to deviate from the Design Guidelines.

Please note: For projects involving historic Landmarks or their sites, or properties within Historic Districts, please include the Secretary of the Interior's Standards for Historic Properties, and Guidelines for Interpreting the Standards, as part of your responses to the Design Guidelines questions above.

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.

I hereby give permission to City staff and other authorized personnel to post public notification signs on my property during the processing of this application.

I understand that some application fees required to submit this application may be an initial deposit and based on full cost recovery. If the time to review the project exceeds the amount of deposit that is collected, additional payment will be required.

Applicant Signature: _____ Date: _____

Staff Use Only

Zoning Information

Zone/Overlay: _____

Special Planning District: _____

Planned Unit Development: _____

Design Review District: _____

Historic District: _____ Historic Landmark?: ☐ YES ☐ NO

General Plan Designation: _____

Council District: _____

Previous file numbers: _____

Planning Entitlement Type

☐ **Commission Level**	☐ **Director Level**	☐ **Staff Level**
☐ Development Agreement	☐ Tentative Map	☐ Site Plan and Design Review
☐ General Plan Amendment	☐ Time Extension (File Number_____)	If deviation:
☐ Rezone	☐ Minor Revision to Tent. Map	☐ Development Standard
☐ Establish Planned Unit Development	☐ Variance	☐ Design Guideline
☐ PUD Guidelines Amendment	☐ Time Extension (File Number_____)	List a brief description of deviation (s):
☐ Schematic Plan Amendment	☐ Preliminary Review	
☐ Conditional Use Permit	☐ Reasonable Accommodation (For Residential Projects Only)	
☐ Major Modification	☐ Mixed Income Housing Strat.	
☐ Minor Modification		
☐ Time Extension (File Number_____)	☐ Other:_____	

Total Number of Lots: _____ Net Acreage of Site: _____

Total Dwelling Units: _____ Density/Net Acre: _____

Information Verified by (Planner Name):_____

Date: _____