

## Planning Entitlement Application Instructions

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. Submitting a complete application and accurate development plans will help avoid delays in processing the application. ***Applications submitted without the required information may not be accepted.***

### How to submit this application:

The Planning Division accepts online applications only. For more information about the online application submittal process, to submit an application, or pay a fee, please visit the [E-Planning Submittal Service](#) webpage. The page [includes a guide](#) that walks you through how to register for the online service and how to upload your files. You may also go directly to the [Citizen Permit Portal](#), located online at [aca.accela.com/sacramento](http://aca.accela.com/sacramento). Applications may be digitally signed.

All responses from the Citizen Permit Portal will be emailed to you from the email address [noreply@accela.com](mailto:noreply@accela.com). Please check your email's junk mailbox or spam filter regularly to make sure you are receiving the communications.

### How to pay fees:

Once the application is accepted, Planning Staff will send the applicant an invoice for the necessary application fees. Fees are also paid online.

**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.

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

1. Email your questions to the Planning Helpline: [planning@cityofsacramento.org](mailto: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. *(Please note: Service hours at the public counter may be limited. Please check the [Community Development website \(here\)](#) for service hours or appointment availability prior to visiting the public counter.)*

## Submittal Matrix

For a project application to be determined to be complete, the following items must be submitted:

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 (PDF file, with font embedded and all layers flattened)					X	X	X	X
Design Guidelines Checklist <sup>1</sup>							X	X
Cannabis Supplemental <sup>1</sup>					X			
Tentative Map (PDF file, with font embedded and all layers flattened) <sup>2</sup>				X				
Design Concept Narrative							X	X
Color Photographs	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled
Photo Simulation & Coverage Map <sup>3</sup>					X		X	
Color/Materials sample(s), inc. fixtures, materials, and cutsheets							X	X
Streetscape Drawings <sup>4</sup>							X	X
3D model (Sketch-up compatible) <sup>5</sup>							X	X
Schematic Plan and PUD Guidelines			X					
City Engineer <a href="#">Waiver Form</a> <sup>6</sup>				X				

<sup>1</sup> This form may be found online at <http://www.cityofsacramento.org/Community-Development/Resources/Forms/Planning-Forms>

<sup>2</sup> A signed copy of the tentative map exhibit is required prior to the Subdivision Review Committee meeting.

<sup>3</sup> Photo simulations and coverage maps are required for all wireless facility applications only.

<sup>4</sup> Streetscape drawings are required for all Commission level projects. For Director and Staff level projects, as requested by Staff.

<sup>5</sup> Staff will contact the applicant if a three-dimension model is required for insertion into the City-wide aerial Sketchup model.

<sup>6</sup> For required signatures, please contact the Utilities Department ([maprequest@cityofsacramento.org](mailto:maprequest@cityofsacramento.org)) and Public Works, Development Engineering ([DE@cityofsacramento.org](mailto:DE@cityofsacramento.org))

## 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.
2. \_\_\_\_\_ **Application Fees.** Fees are to be paid to the City of Sacramento at the time of application submittal. Once the application is accepted, Planning Staff will send the applicant an invoice for the necessary application fees. Fees are paid online through the [Citizen Permit Portal](#).  
  
Some application fees 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.
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 may be signed with an electronic signature.
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. \_\_\_\_\_ **Digital Submission of Application Packet.** Digital submission of Application files (e.g., application, plans, photos, supplemental information) are required in high quality, PDF format, no greater than 300 DPI. All uploaded files are required to be submitted using the [Planning File Naming Convention](#). Exhibits must be to scale. It is recommended that all fonts are embedded, and layers flattened.
6. \_\_\_\_\_ **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." Provide electronic brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.
7. \_\_\_\_\_ **Photographs.** Provide color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). Please refer to, "Guidelines for Photographing Project," for more information (Page 8).
8. \_\_\_\_\_ **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.

**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 if 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 pages, 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:

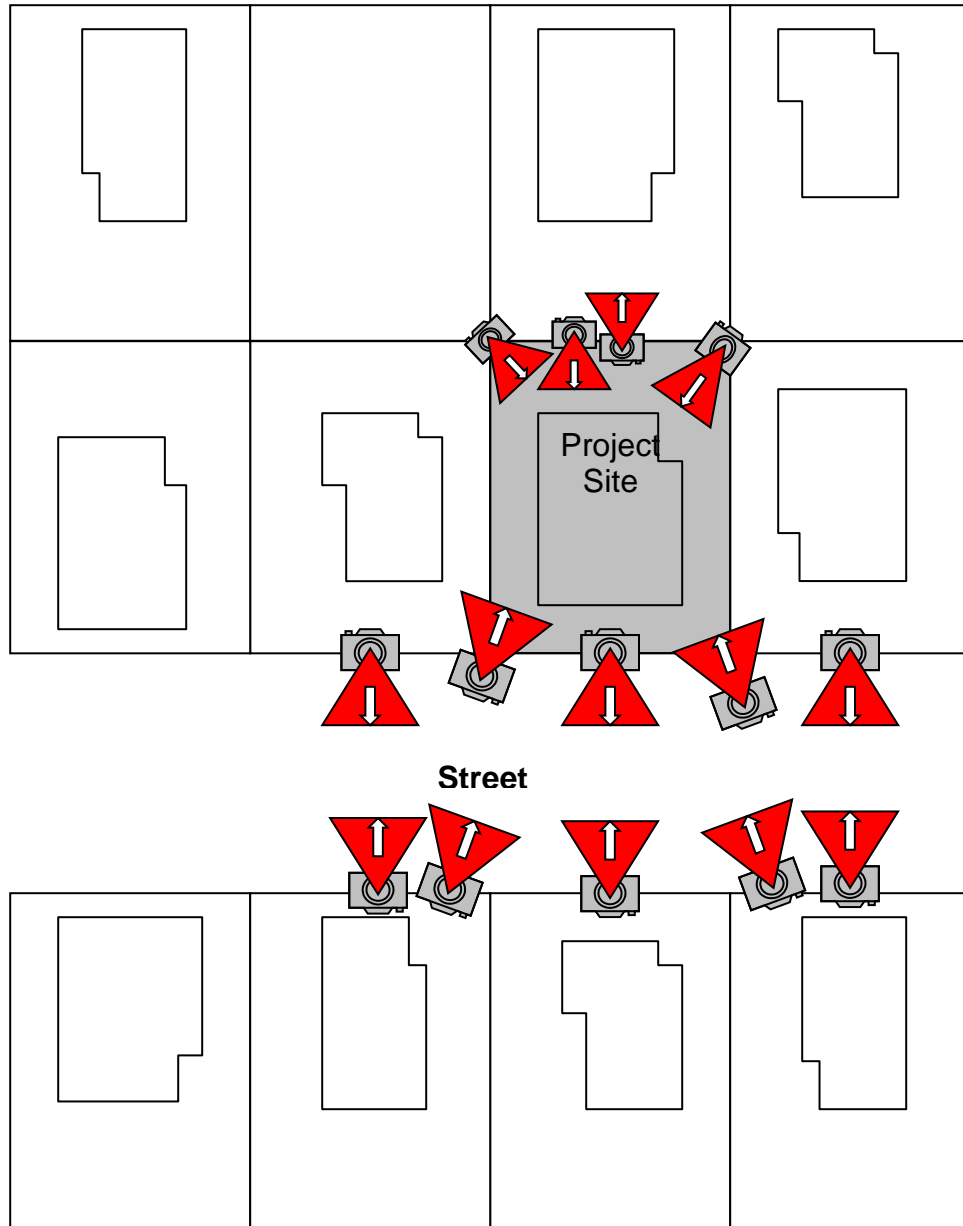
1. All plans and specifications submitted to the Design Director, Planning and Design Commission, Preservation Director or Preservation Commission shall be prepared by:
  - a) Licensed Architects, or
  - b) Licensed building designers

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 compliance 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. *Please upload all photos as a single PDF attachment, rather than as individual files.*
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.



## **Planning Entitlement Application**

The City of Sacramento Planning Division has designed this application 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

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**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:

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**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: \_\_\_\_\_

(may be a digital 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:

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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.):

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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. \_\_\_\_\_

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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?

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Please describe the height and materials.

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

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**Building Setback from Property Lines:**

Existing (feet'-inches")

Proposed (feet'-inches")

	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."

1<sup>st</sup> Address: \_\_\_\_\_ 2<sup>nd</sup> 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:	_____
	<b>Total square footage:</b>	_____

### 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: \_\_\_\_\_

(may be a digital signature)