



**CITY OF SACRAMENTO
GENERAL SERVICES DEPARTMENT
FACILITIES & REAL PROPERTY DIVISION
REAL ESTATE SERVICES**

5730 24th Street, Building 4 • Sacramento, CA 95822 • (916) 808-8251 • Fax (916) 808-8250

REVOCABLE PERMIT PROCESSING INSTRUCTIONS

Preparation of Submittal Package

1. Type or neatly print all information in blanks on the “Request for Revocable Permit” application form (Page 2).
2. Prepare a vicinity map and scaled drawings accurately depicting the requested area of use. The drawing shall show dimensions of the area to be covered by the permit. Create Photo simulation of the proposed facility.
3. Prepare a legal description describing the area of use.

Package Submittal of the City

1. After applicant has completed items 1 thru 3 above, the following shall be submitted to the **Real Estate Services Section of the General Services Department, 5730 24th Street, Building 4, Sacramento, CA 95822.**
 - Completed application form
 - Vicinity Map, 8 ½ “x11” plans, Photo Simulation (2 copies)
 - Legal description of proposed site
 - \$5,000 application fee

NOTE: Incomplete application packages will not be accepted and will be returned to the applicant. By executing this application, the applicant agrees to pay any processing costs in excess of the estimated application fee, upon billing by the city.

CITY PROCESSING

1. Once the complete application package is submitted, City staff will further review the submittal for accuracy and completeness. The Real Estate Services Section Supervisor shall, within thirty (30) days from the date of receipt of the application, make a determination as to whether the application is complete in all respects, and whether the applicant has applied for all other required land use entitlements and other required state, federal or city permits or licenses. If no such determination is made within the thirty (30) day period, the application shall be deemed complete. In the event that the application is determined incomplete, the applicant shall be notified in writing of the nature and extent of the deficiencies.
2. No application or agreement may be approved or conditionally approved by the City Council unless all required land use entitlements, including but not limited to those required by the city zoning regulations and guidelines, have been obtained by the applicant.

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