

County of Sacramento
 Planning and Community Development Department
 827 7th Street, Room 230
 Sacramento, CA 95814
 (916) 874-6141
www.saccounty.net/planning

Department Use Only	
Control No.	PAM

**PRE-APPLICATION MEETING
 APPLICATION FORM
 PLEASE MAKE AN APPOINTMENT TO FILE
 (916) 874-6141**

Instructions to applicants for Pre-application Meeting:

- Fill out top half of application form.
- 4 sets of proposed site plans, and any other supporting information.
- CD with 8.5 X 11 reductions of all exhibits along with any supporting information **saved as separated documents in PDF format is required.**
- Check payable to Sacramento County for \$732.33. This fee is non-refundable.
- Staff conducts **30-minute pre-application meetings** between 3:00 and 4:30 p.m. every Thursday. Upon receipt of the above materials, staff will schedule an appointment for the earliest available 30-minute time period usually, the following week. In order to provide adequate preparation, staff will not schedule appointments in the same week that the applicant submits the necessary fee and materials. **Note: If you feel that additional appointment time will be necessary, you may schedule an additional 30-minute block, and pay an additional \$732.33 fee.**

APPLICANT

Name:		Contact:	
Address:		City:	
State/Zip:	Phone No:	E-Mail:	

ASSESSOR'S PARCEL NUMBERS

BRIEF DESCRIPTION OF PROJECT (attach additional statement if necessary)

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Community:	Current Zoning:	General Plan:
Grid Map:	Date of Meeting:	Time:

Prior Projects: _____

Entitlements Needed: _____

Estimated Fees: _____

Estimated Processing Time/Hearing Bodies: _____

Key Contacts to See: _____

Anticipated Issues/Mitigation: _____

