

PLEASE REFERENCE INSTRUCTIONS FOR MORE INFORMATION, OR CALL (916) 874-6141

### **APPLICATION CHECKLIST**

#### **Application Packet**

- Application form (required)
- Justification Statement form (required)
- Statement of Responsibility (required)
- Design Narrative (1 copy project specific)
- Neighborhood Outreach Plan (1 copy project specific)
- Variance supplemental application (1 copy project specific)

#### **Mailing labels** (See instructions)

- Mailing labels in Excel file or Word file (required)

#### **Exhibits** (10 full sized scaled copies of each plus one reduced copy, unless noted below)

- 500 foot radius map (2 copies required)
- Site plan
- Tentative Parcel Map
- Tentative Subdivision Map
- Rezone, Community & General Plan Amendments exhibits
- Design/Development Plan Review (See project specific)
- Floor plans
- Elevations
- Landscape plans
- Signage plans
- Topographic Map (10 copies if inside 100 -year floodplain)
- Photographs (1 copy)
- Photo Simulations (2 copies cell sites)
- Existing/ Proposed Coverage Maps (1 copy cell sites)
- Grading Plans (2 copies)

#### **Affordable Housing Plan**

- Affordable Housing Plan (5 copies see project specific)

#### **Technical Report**

- See Specific Items

#### **Digital Copies of Application Submittal**

- See CD Requirements

### **ADDITIONAL PROJECT SPECIFIC ITEMS**

(Not required for all projects)

**Affordable Housing Plan** (Required for all projects with 5 or more residential units. Contact Sacramento Housing & Redevelopment Agency for information on how to complete form (916) 440-1399 www.shra.org)

**Variance Supplemental Application** (must accompany variance request)

**Design Review** (Required for all Commercial, Multifamily, Institutional, and Industrial development projects. Design Review Guidelines available on planning website)

**Development Plan Review** (Required for Redevelopment & Parkway Corridors and some NPA & SPA zoned projects)

**Design Review/ Development Plan Review Requirements Exhibits**

In addition to the regularly required exhibits (1 copy of each, see Design Review Guidelines for more information)

- Design Narrative
- Context board
- Color Landscape plans
- Project Cross Section
- Materials sample board
- Color building elevations
- 3-D Representation

#### **Technical Reports**

- Collocation analysis (1 copy on cell site projects)
- Arborist reports (2 copies when multiple/ Oak trees on site, or are being removed)
- Geotechnical Report (2 copies)
- Any other reports or studies deemed necessary by County staff (2 copies)

### **CD REQUIREMENTS FOR APPLICATIONS**

Word file labeled **Application** including the following documents  
Application form from template (required)

Excel/ Word file labeled **Mailing labels**  
Mailing labels in Excel file or Word file (required)

PDF file labeled **Exhibits**  
Include **ALL FULL SIZED** exhibits related to project.  
Please organize exhibits with site plan/ tentative maps first

Word file labeled **Affordable housing** (if applicable)  
Projects with five or more residential units

PDF file labeled **Technical Reports** (if applicable)  
Any other reports or studies done related to the project

# County of Sacramento

## Planning Application Instructions

**An appointment is required to file your planning application. Call (916) 874-6141.**

These instructions are designed to help applicants prepare complete applications. In order to improve the chances of a complete application and better understanding of the planning process, a preliminary review with staff is required prior to a formal application submittal.

For complex applications, staff highly recommends a pre-application meeting. Pre-application meetings can be scheduled at our public counter located at 827 7<sup>th</sup> street in downtown Sacramento. For general inquiries the public counter staff can be reached at (916) 874-6221.

### **Filing Fees**

#### **Planning Processing fees**

Please contact planning staff for current fees. The total fee will be collected at the time of submittal. These fees cover the Planning Department's entire process, including all public hearings. However, if additional entitlements are necessary following initial review, additional fees may be required. These fees also include the costs of the Department of Environmental Review and Assessment (DERA) in issuing an Exemption from the requirements of the California Environmental Quality Act (CEQA).

#### **Environmental Review Fees**

If DERA determines that a project is not exempt from CEQA and will require an Initial Study (Negative Declaration) or an Environmental Impact Report, additional fees will be billed by DERA on a time and materials basis after preparation of that document. For more information please contact DERA at (916) 874-7914.

Pursuant to State Fish and Games Code Section 711.4, a filing fee is required for all projects processed with a Negative Declaration or Environmental Impact Report unless it has been determined by the California Department of Fish and Game (CDFG) that the project will have no effect on fish and wildlife. The fees are collected by DERA for payment to the State. You will be notified of the fee amount upon release of the environmental document for your project. Contact DERA for fee information.

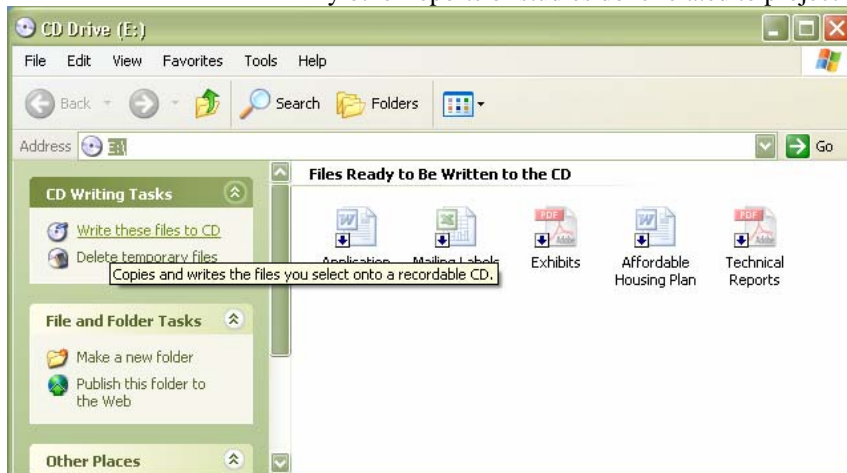
In the event that you believe your project will have no effect on fish and wildlife, you should contact CDFG directly at (916) 651-0603 to obtain a determination from CDFG as to whether the project will meet the "no effect" standard. If CDFG determines that a project will have no effect on fish and wildlife, they will provide you with documentation of exemption from the filing fee requirement, which should be submitted to DERA in lieu of the required fees.

Fees related to DERA and CDFG review must be paid prior to any public hearings on the project. Pursuant to the Board of Supervisors' "Procedures for Preparation and Processing of Environmental Documents" applicants are responsible for 100% of the costs of compliance with CEQA. All checks are to be made payable to "Sacramento County".

## CD Requirements for application

All planning entitlement applications, except applications for Temporary Use Permits and Certificates of Non-Conforming Use, shall include an electronic copy of all materials on a CD-ROM. The electronic copy shall include each document that is included in the planning entitlement application, and any subsequent revision or supplemental information submitted in conjunction with the application. In addition, an Adobe's Portable Document Format (PDF) for all exhibits, illustrations and maps shall be required in full size (i.e., same size as that of the paper exhibits that accompany the application).

- Word file labeled **Application** including the following documents
  - Application Packet from the template and any other supporting information(required)
- Excel/ Word file labeled **Mailing labels**
  - Mailing labels in Excel file or Word file (required)
- PDF file labeled **Exhibits**
  - Include **ALL FULL SIZED** exhibits related to project. Please organize exhibits placing site plans or tentative maps first.
- Word file labeled **Affordable housing** (if applicable)
  - Projects with five or more residential units
- PDF file labeled **Technical Reports** (if applicable)
  - Any other reports or studies done related to project



- 1) Insert blank CD in to disc drive.
- 2) Drag and drop all file in proper format.
- 3) Select "write these files to CD" in the upper left hand corner.

Why is this information necessary? All project documents are sent to reviewing agencies by electronic distribution and are uploaded to the Planning Department website where they are available for view by the public.

## **Application Packet**

The application packet can be found on the Sacramento County Planning web page at [www.planning.saccounty.net](http://www.planning.saccounty.net) . The application is in a protected Microsoft Word document. The application will add pages depending on which entitlements are selected.

### **Application Packet Components: (Required)**

Application Form

Legal Authority & Consent to File Form

Statement of Applicant Responsibility

Justification Statement

Neighborhood Outreach Plan

### **(The following are required for some applications.)**

Design Review Narrative

Variance Supplemental Application

Rezone Supplemental Application

### **Steps for filling out Electronic Application Packet:**

1. Select all entitlements associated with the proposed project. An Entitlement is the type of approval needed. For example a USE PERMIT to allow a second home on your property.
2. Fill in all relevant information in the spaces provided. Click on gray boxes to add text. In the Contact Information the Applicant is defined as the person/company that is going to be the primary contact regarding the processing of the application.
3. The property owner **must** sign the Legal Authority and Consent to File form and the applicant must sign the Statement of Applicant Responsibility. The forms will not allow text in the signature area and will have to be signed after printing.
4. The Justification Statement is a description of the project. It should include goals and objective of the project, and any other background information you feel is significant.
5. A Neighborhood outreach plan should address how you plan to inform and receive feedback from the owners within a 500 foot radius of the subject property. For example, detailed letters, hold an open house at the property, or go door to door.

### **Proof of Stormwater Quality Program Preliminary Compliance**

All applicants with proposals that include development must contact the Sacramento County Department of Water Resources Stormwater Quality Division at (916) 874-1321 prior to application submittal. Stormwater Quality Division staff will determine whether the project is eligible for a “Not Applicable” determination or will provide instructions for completing a Preliminary Stormwater Quality Compliance Form. Applicants must provide written proof of the “Not Applicable” determination or a copy of a completed compliance form. More information is available at <http://www.sactostormwater.org/newdevelopment.asp>. *These requirements can dramatically change a project so early consultation is highly recommended.*

### **Affordable Housing Plan**

An Affordable Housing Plan is required for any project that has five (5) or more residential units. The Sacramento Housing & Redevelopment Agency (SHRA) has developed Affordable Housing

Plan templates that an applicant completes and submits with their planning application. To discuss your options or to request an Affordable Housing Plan template, please contact SHRA at (916) 440-1328 or go to [www.shra.org](http://www.shra.org).

**500-Foot Radius Land Use Map:** [Submit two (2) copies]

1. Prepare a map showing all parcel(s) included in your application and all the other properties located within a radius of 500 feet from the included parcel(s) boundaries.
2. Draw map to scale. Show all streets, highways, railroads etc.
3. Identify each parcel by Assessor's Parcel Number.
4. Identify properties' present uses within the 500 foot radius by using the codes Below:  
1F = Single family      MF = Multi Family  
C = Commercial        I = industrial  
A = Agricultural        Vac = Vacant

**Property Owner Mailing List:** [Submit one (1) set if on Avery 5160 labels or equivalent, and 4 set if on different type of labels]

1. This list should include all the assessors parcel numbers, names and mailing addresses of the owners of record for all properties within the 500 foot radius. (Note this is not necessarily the property address) Owner information is available at the County Assessor's Office at 3701 Power Inn Rd., Suite 3000 Sacramento, CA 95826-4329 Phone: (916) 875-0700.
2. A minimum of ten (10) different property owners is required. If less than ten (10) different property owners are within a 500 foot radius from the subject site, add the closest property owners beyond the 500 foot radius.
3. An incomplete or inaccurate mailing list may delay the processing of your application.

**Exhibits**

While it is not necessary for a professional to prepare your plans, it is necessary that the plans conform to accepted architectural standards. This means that the plans must be neatly drawn using ruled lines; that all dimensions be shown; that the plans be drawn to scale and that the scale be noted on the plans; that all improvements (existing and proposed) be clearly labeled; and that the plans be prepared in such a manner that a clear, understandable "picture" of the proposed project is easily seen.

1. Submit **ten (10) sets** of all exhibits.
2. Submit exhibits individually folded to 8-1/2"x11".
3. Submit one (1) 8-1/2"x11" reduction of each exhibit.
4. Submit one digital copy of each exhibit in PDF format on a CD.

**SITE PLANS:** Proposed site plans shall contain the following minimal information:

- Title and address of the project
- All property lines and easements (existing and proposed)
- All public right-of-ways
- All existing and/or proposed structures
- North arrow

- Scale of the drawing
- Date of the drawing
- All site dimensions including parking lot planters, walks, etc.
- Location, species and size of all existing trees (indicate trees to be removed)
- All fences or walls including height
- All loading and storage facilities, utilities, trash enclosures, transformers, etc.
- A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification
- A list of all service providers (Water, sewer, school district, etc.)
- Floodplain designation and finished floor elevation (if in designated flood area)

**GENERAL PLAN COMMUNITY PLAN AMMENDMENT AND OR REZONE EXHIBIT:**

Rezone exhibits must Show:

- The subject property(s) overlaid with proposed and existing General Plan Designation
- The subject property(s) overlaid with proposed and existing Community Plan and or Zoning

**GRADING PLANS:** Provide for project with significant cut and fill.

- Proposed contours at one (1) foot intervals shall be shown if the existing ground slope is less than ten percent (10%) and at five (5) foot intervals for existing ground slopes of ten percent (10%) or more. A separate grading plan may be submitted;
- Scale of drawing
- The finished floor elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels;

**LANDSCAPE PLANS:** Applicants are encouraged to obtain a copy of the County of Sacramento Development Standards and Community Design Guidelines prior to preparing plans. In addition to the list of basic items shown under Site Plans, landscape plans submittals must also include the following:

- Landscape grading plan including berms, swales, and drainage easements
- Proposed planting plan with detailed planting list by type and number
- Tree shading Calculation (Commercial, Multi Family, Industrial and Institutional projects)
- Arborist report (may be waived)

**FLOOR PLANS:** Floor plans shall be prepared to scale and contain the following minimal information:

- Use for which each room is intended
- Square footage of proposed structure separating habitable and non habitable space.
- Drawing scale

**ELEVATIONS:** Elevation plans shall be prepared for all views and contain the following minimal information:

- Slope of the property in relation to the proposed structure(s)
- All sides of structures showing architectural features and access points (doors, windows etc.)
- Roof pitch and height of plate line and peak
- Drawing scale

**TENTATIVE MAP:** A tentative map shall be prepared for all proposed divisions of land. Please note the final map for recordation must be prepared by a registered civil engineer or licensed surveyor. The map shall be legibly drawn, printed and reproduced. The scale of the map should show all details clearly. Additional information or exhibits in support of the proposal are encouraged if justified. Additional studies and/or supplemental materials may be required pending environmental review. Tentative Map exhibits shall contain, but not be limited to, the following information:

- Subdivision name.
- Date, north arrow, scale, contour intervals, vicinity map showing roads, adjoining subdivision, creeks, railroads and other data sufficient to locate the subdivision.
- Name, telephone number, and address of property owner.
- Name, address and telephone number of the applicant.
- Name, business address and telephone number of the registered engineer or licensed surveyor who prepared the tentative map.
- A list of all service providers (Water, sewer, school district, etc.)
- Proposed gross and net acreages and square footage of all new parcels.
- Species, circumference and drip line of existing trees with a trunk diameter of four (4) inches or more. Any trees proposed to be removed shall be so indicated.
- The location and outline of existing structures identified by type. Structures to be removed shall be so marked.
- Private sewage disposal systems and water wells
- Topographic data: generally two (2) foot contours except in floodplains where one (1) foot contours are required.
- The location, pavement and right-of-way width, grade and name of existing streets or highways; Proposed private streets shall be clearly indicated.
- The widths, location and purpose of all existing easements.
- Proposed park and recreational sites, common areas, open space areas including method of ownership and management.
- Vesting tentative maps only: Pursuant to Section 66452 of the Subdivision Map Act, the words "Vesting Tentative Map" shall be printed conspicuously on the face of the map.

**DESIGN REVIEW EXHIBITS/ DEVELOPMENT PLAN REVIEW:** Please obtain the Design Review Discretionary Projects Submittal Requirements handout for information. The handout is available at the Planning Department public counter or on line at <http://www.planning.saccounty.net/design-review-update/index.html>.