

**CHAPTER 3:
IMPROVEMENT PLANS, GRADING
PERMITS, FINAL PARCEL AND
SUBDIVISION MAPS**

3.1 IMPROVEMENT PLANS

3.1.1. Types of Projects That Need Improvement Plans

Oftentimes site development is a trigger for requiring the property owner to construct street, drainage and/or sewer improvements, and dedicate easements for publicly maintained improvements such as roadway, drainage and sewer facilities.

However, not every application is required to submit improvement plans. The decision falls under the purview of the County's Site Improvement and Permits Section (SIPS) of the County Engineering Division. If plans are required, they must show road, drainage, sewer and on-site improvements. Improvement plan approval is required before a building permit can be issued and construction of improvements must be completed before occupancy of any structures.

Improvement plans are prepared, signed and submitted by registered engineers. The civil engineer coordinates with the local fire district, water district and utility companies.

The County's plan check staff is committed to review and return plan check comments within 20 working days for new plan submittals and 10 working days for subsequent plan submittals. Please see **Exhibit 3.1** (pg. 23) for diagram on Improvement Plan workflow process.

Site Improvement and Permit Section (SIPS)

- 827 7th Street, Room 101
Sacramento, CA 95814
(916) 874-6544
Email:
DSSTechResWeb@SacCounty.net
- Counter Hours:
Monday – Friday
8:30 a.m. to 4:30 p.m.

[View Map](#)

Digital Improvement Plans

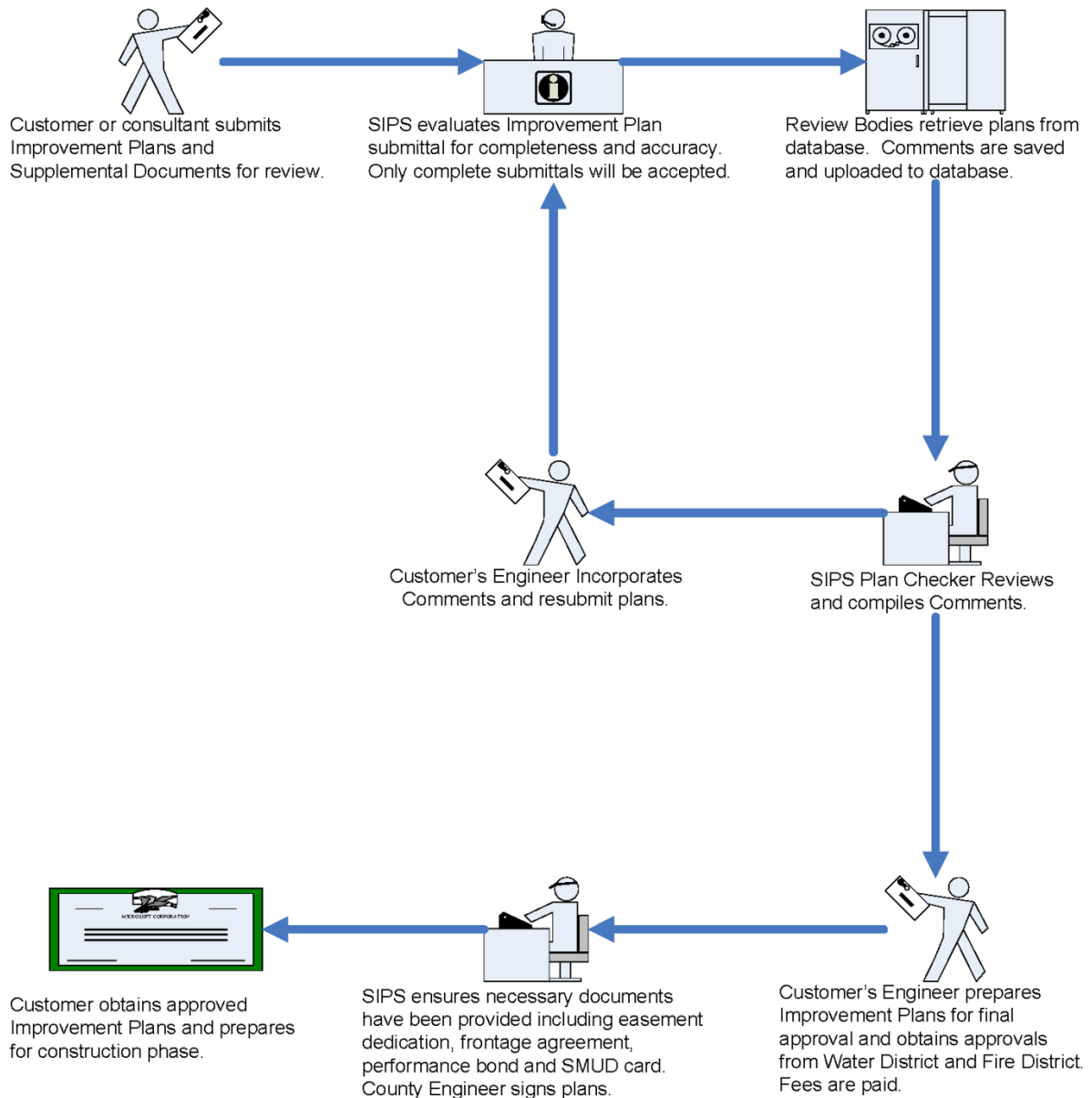
The County now accepts and reviews digital improvement plans. [Learn more about digital improvement plans.](#)

Helpful Links

- [Civil Improvement Plans](#)
- [Civil Improvement Plan Submittal Checklist](#)
- [Improvement Standards](#)
- [Applications and Forms](#)
- [Encroachment Permits \(needed when proposed construction encroaches a public right-of-way\)](#)

Exhibit 3.1

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Improvement Plan Workflow Process



3.2 GRADING PERMITS

3.2.1. Types of Projects That Need a Grading Permit

A grading permit is required if the project:

- Grades, fills, excavates, stores or disposes of 350 cubic yards or more of soil or earthy material or
- Clears and grubs one acre or greater of land

A grading permit is not required if the project:

- Grades, fills, excavates, store or dispose of less than 350 cubic yards of soil or earthy material or
- Clears and grubs less than one acre of land or
- For the grading, filling, excavating, storing, disposing, or clearing or grubbing for:
 - Swimming pools, basements, or footings of structures if authorized by a valid building permit;
 - Underground utilities;
 - Mining or quarry operations, if a use permit has been granted by the County;
 - Refuse disposal sites operated by a government agency;
 - The production of planted agricultural crops.

3.2.2. Grading Permit Application

A list of required items for the Grading Permit submittal package can be accessed through this [link](#). Please note that a check payable to Sacramento County is required to open a billable account. There is no on-line option for Grading Permit application submittals.

3.2.3. Grading Permit Review Process

Like improvement plans, grading plans must be prepared, signed and submitted by registered engineers. Once the grading plan application is deemed complete by the Site Improvement and Permits Section (SIPS), the plans are ready to start the permit review process. Please see **Exhibit 3.2** (pg. 25) for Grading Permit review workflow process.

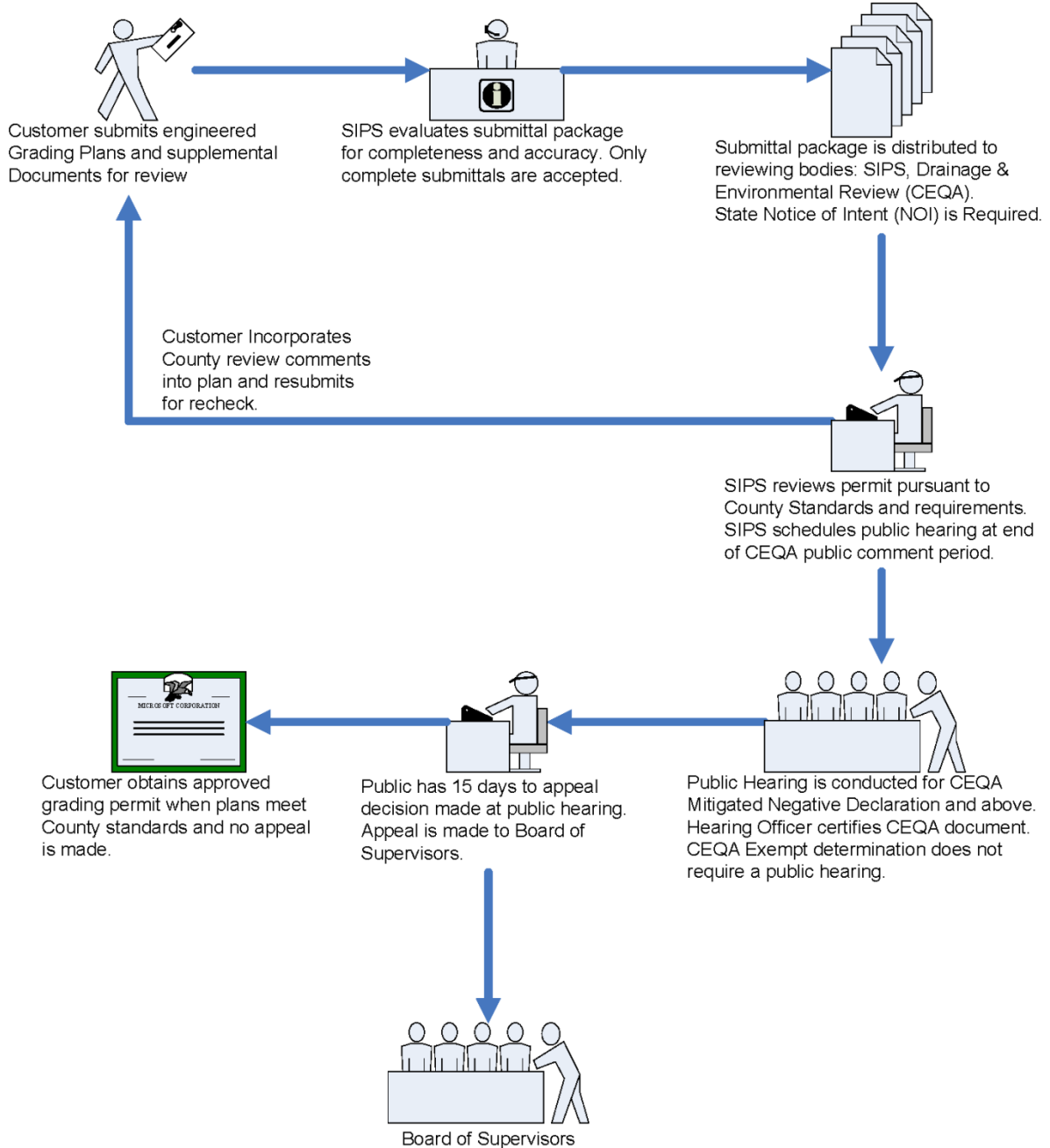
Site Improvement and Permit Section (SIPS)

- 827 7th Street, Room 101
Sacramento, CA 95814
(916) 874-6544
Email:
DSSTechResWeb@SacCounty.net
- Counter Hours:
Monday – Friday
9:00 a.m. to 4:30 p.m.

[View Map](#)

Exhibit 3.2

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Grading Permit Workflow Process



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

3.3 FINAL PARCEL AND SUBDIVISION MAPS

3.3.1. Final Map Review and Recordation Process

All lot splits are subject to the State's Subdivision Map Act and require a Tentative Parcel Map or a Tentative Subdivision Map to be approved by either the Subdivision Review Committee (Parcel Map) or the Planning Commission (Subdivision Map). Once a tentative map is approved (see Chapter 4), a registered engineer or a licensed land surveyor can complete the mapping process by preparing and submitting a final map application package to the Surveys Section of County Engineering. The final map application must include tax, ownership and park fee requirements.

The final parcel or final subdivision map will be processed by the Surveys Section for approval by the Board of Supervisors. Final map review time varies depending on the project complexities. See **Exhibit 3.3** (pg. 27) for Map Check workflow process. All final maps must be recorded with the Sacramento County Recorder.

To help you with your application, there is a [link](#) to a webpage that has frequently asked questions.

Surveys Section of County Engineering

- 827 7th Street, Room 105
Sacramento, CA 95814
(916) 876-5928
Email:
dssurveysweb@SacCounty.net
- Counter Hours:
Monday – Friday
9:00 a.m. to 4:30 p.m.

[View Map](#)

Information Needed for Submittal

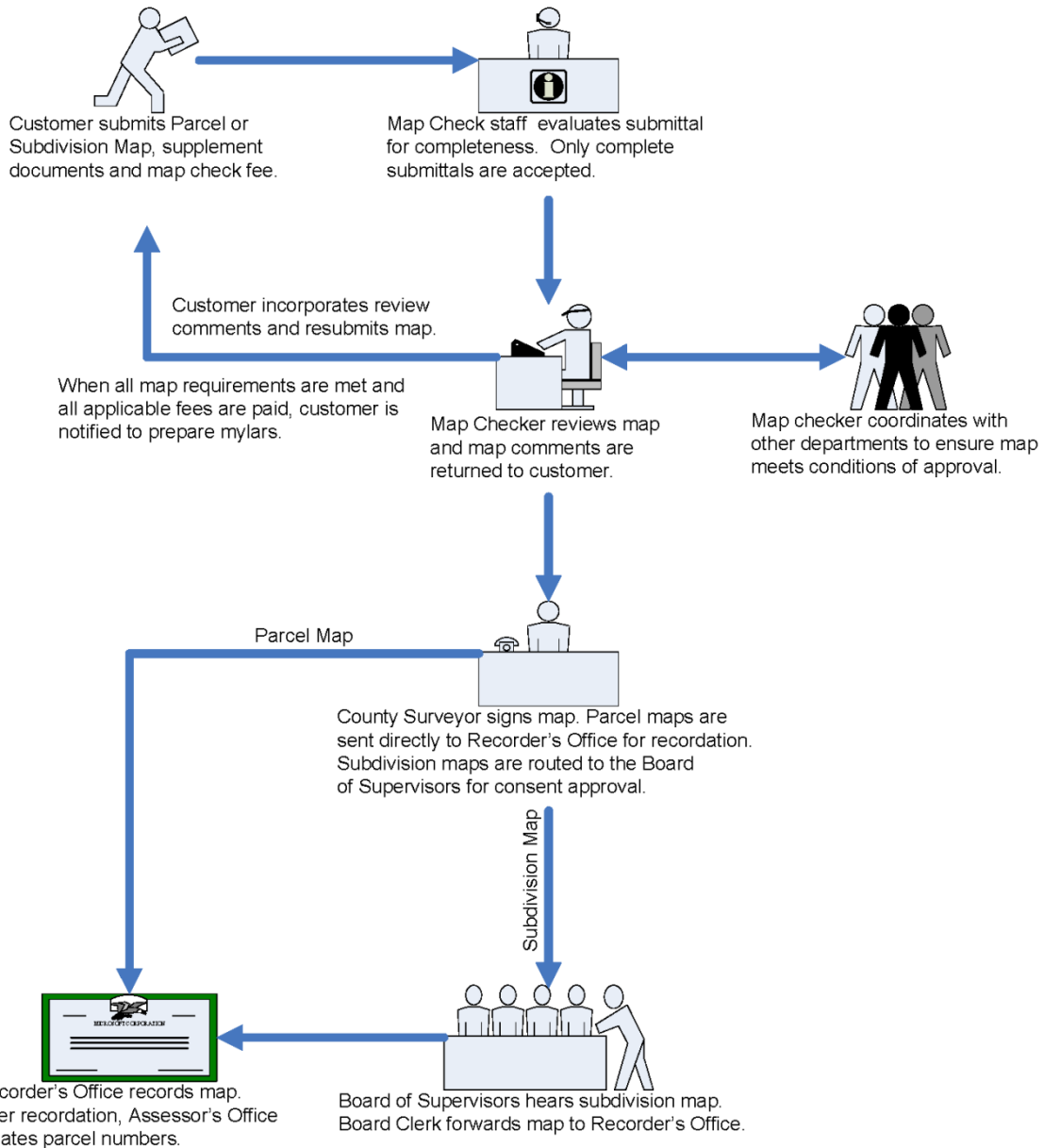
- See [Final/Parcel Map](#) for Submittal Information.

Helpful Links

- Submittal Requirements
 - [Final/Parcel Map](#)
 - [Record of Survey](#)
- Guides and Resources
 - [Sacramento County Mapping Manual](#)
 - [Sacramento County Improvement Standards](#)
 - [Preparation of Records of Survey and Corner Records](#)
- Application Forms
 - [Certificate of Compliance – Parcel Consolidation](#)
 - [Certificate of Compliance – Lawful Parcel](#)
 - [Certificate of Compliance – Parcel Map Waiver](#)
 - [Statement of Applicant's Responsibility](#)
 - [Valuation of Acreage for Park In-Lieu Fees](#)

Exhibit 3.3

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Map Check Workflow Process



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

CHAPTER 3 LINKS

Section 3.1	
Digital Improvement Plans	http://www.engineering.saccounty.net/sips/Documents/eSIPs%20faqs.pdf
Civil Improvement Plans	http://www.engineering.saccounty.net/sips/Pages/CivilImprovementPlans.aspx
Civil Improvement Plan Submittal Checklist	http://www.engineering.saccounty.net/sips/Documents/Civil%20Submittal%20Complete%20Set%20-%20Paper%20%28For%20Email%29.pdf
Improvement Standards	http://www.engineering.saccounty.net/Pages/ImprovementStandards.aspx
Applications and Forms	http://www.engineering.saccounty.net/sips/Pages/ApplicationsForms.aspx
Encroachment Permits	http://www.engineering.saccounty.net/sips/Pages/EncroachmentPermits.aspx
Section 3.2	
Requirements for Grading Permit Submittal Package	http://www.engineering.saccounty.net/sips/Documents/Grading%20Submittal%20Packet.pdf
Section 3.3	
FAQ	http://www.engineering.saccounty.net/Pages/FAQs.aspx
Submittal Requirements	
Final/Parcel Map	http://www.engineering.saccounty.net/Documents/FM%20PM%20Submittal%20Requirements.pdf
Record of Survey	http://www.engineering.saccounty.net/Documents/RS%20Submittal%20Requirements.pdf
Guides and Resources	
Sacramento County Mapping Manual	http://www.engineering.saccounty.net/Documents/Mapping%20Manual.pdf
Sacramento County Improvement Standards	http://www.engineering.saccounty.net/Documents/Improvement%20Standards%202006.pdf
Preparation of Records of Survey and Corner Records	http://www.engineering.saccounty.net/Documents/CEAC%20Guide%20to%20RS-CR%20Prep_2009-03-27.pdf
Application Forms	
Certificate of Compliance –Parcel Consolidation	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Consolidation.pdf
Certificate of Compliance –Lawful Parcel	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Lawful%20Parcel.pdf
Certificate of Compliance –Parcel Map Waiver	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Parcel%20Map%20Waiver.pdf
Statement of Applicant’s Responsibility	http://www.engineering.saccounty.net/Documents/Statement%20of%20Applicants%20Responsibility.pdf
Valuation of Acreage for Park In-Lieu Fees	http://www.engineering.saccounty.net/Documents/Valuation%20of%20Acreage_Application.pdf