

**County of Sacramento**  
**Office of Planning and Environmental Review**  
**Entitlement Application Instructions**

These instructions are designed to help applicants prepare complete applications. For complex applications, staff highly recommends a pre-application meeting. Pre-application meetings can be scheduled at the Downtown Building Assistance Center located at 827 7<sup>th</sup> Street, Room 102 in downtown Sacramento. For general inquiries, the public counter staff can be contacted at (916) 874-6141.

**Filing Fees**

**Processing Fees**

Please contact staff at the above phone number for current fees. In most circumstances, the fee collected at the time of submittal is an initial deposit. Exceptions include applications for boundary line adjustments, staff level development plan reviews, and projects at the Zoning Administrator or Subdivision Review Committee level not requiring an Environmental Document. These projects have a flat fee applied at the time of application submittal. If additional entitlements and/or an environmental document are necessary, an additional deposit may be requested following initial review.

If it is determined that a California Environmental Quality Act (CEQA) environmental document is required, a deposit request will be sent to the applicant with an initial deposit amount for preparing the Environmental Document. An application will not be deemed complete until this deposit has been received.

Applicants will receive invoices based on time and materials as their project proceeds through the planning process. If actual costs exceed the amount of the initial deposit, a bill will be issued. If the deposited amount exceeds actual costs, a refund will be issued.

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 Wildlife (CDFW) that the project will have “no effect” on fish and wildlife. The fees are collected by the Planning and Environmental Review Division for payment to the State. You will be notified of the fee amount upon release of the environmental document for your project.

All fees related to County Environmental and CDFW 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”.

## PLANNING ENTITLEMENT APPLICATION INSTRUCTIONS

### **CD or USB Flash Drive Requirements for application**

All planning entitlement applications with the exception of applications for Temporary Use Permits, shall include an electronic copy of all materials on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

The documents should be saved on a CD or USB Flash Drive in the following format:

- ✓ MS-Windows file folder labeled “**Application**” containing the Application Packet from the template and any other supporting information.
- ✓ MS-Window file folder labeled “**Exhibits**” and containing individual PDF files of **ALL FULL SIZED** exhibits related to project. Please organize exhibits placing site plans or tentative maps first.
- ✓ MS-Window file folder labeled “**Technical Reports**” and containing individual, clearly labeled, PDF files of any other reports or studies done related to project (if applicable).

Why is this information necessary? All project documents are sent to reviewing agencies by electronic distribution and are uploaded to the Planning Projects Viewer website at <https://planningdocuments.saccounty.net/> where they are available for view by the public.

### **Application Packet**

The application packet can be found on the Sacramento County Planning and Environmental Review web page. (<http://www.per.saccounty.net/Pages/Planning-Applications.aspx>)

### **Required Application Packet Components:**

- Application Form
- Legal Authority & Consent to File Form (Must be signed by current property owner)
- Project Description
- Neighborhood Outreach Plan

### **Application Components required for some applications:**

- Design Review Narrative (For projects that include a Design Review Entitlement)
- Special Development Permit Supplemental Application Form (For projects that include a Special Development Permit)
- Variance Supplemental Application (For projects that include a Variance Request)
- Rezone Supplemental Application (For projects that include a Rezone Request)

## PLANNING ENTITLEMENT APPLICATION INSTRUCTIONS

### **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 residential accessory dwelling 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 Project Description is a comprehensive explanation of the applicant's project/request. It should include the goals and objectives of the project, and any other background information that is significant to state.
5. A Neighborhood Outreach Plan should address what types of neighborhood outreach will be conducted for property owners within a 500 foot radius of the subject property. The goal of the neighborhood outreach is to allow neighbors to be informed and have the opportunity to provide feedback on the project. Neighborhood outreach examples include sending detailed letters, holding an open house at the property, or visiting neighbors door to door.

### **Exhibits**

While it is not necessary for a professional to prepare your plans, it is necessary that the plans conform to accepted 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 **three sets** of all exhibits (24" x 36").
2. Submit exhibits individually folded to 8-1/2"x11".
3. Submit one 8-1/2"x11" reduction of each exhibit.
4. Submit one digital copy of each exhibit in PDF format on a CD or USB Flash Drive.

PLANNING ENTITLEMENT APPLICATION INSTRUCTIONS

**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 existing and ultimate public right-of-ways;
- All existing and/or proposed structures;
- North arrow;
- Scale of the drawing (using an engineer's scale);
- 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/park district, etc.);
- Floodplain designation and finished floor elevation (if in designated flood area).

**GENERAL PLAN/COMMUNITY PLAN AMENDMENT 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 Designations.

**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.
- Cut and fill at the property boundaries.

**LANDSCAPE PLANS:** Applicants are encouraged to obtain a copy of the County of Sacramento Zoning Code Standards and Commercial and Mixed Use Community Design Guidelines prior to preparing plans.

**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 nonhabitable space;
- Square footage for each room;
- Drawing scale.

## PLANNING ENTITLEMENT APPLICATION INSTRUCTIONS

**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.

**SIGNAGE PLANS** (For Commercial, Industrial and Institutional Uses Only): Signage plans shall be prepared to scale and contain the following information for signage attached to buildings and freestanding signs:

- Dimensions of signage;
- Total area of each sign proposed;
- Color elevation.

**DESIGN REVIEW EXHIBITS/ DEVELOPMENT PLAN REVIEW:** Please obtain the Design Review Discretionary Projects Submittal Requirements handout for information. The handout is available at the Downtown Business Assistance Center or on line at <http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx>.

## PLANNING ENTITLEMENT APPLICATION INSTRUCTIONS

**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 depending on the specifics of the site. 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/park district, etc.);
- Scale of the drawing (using an engineer's scale);
- 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 ultimate 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.

PLANNING ENTITLEMENT APPLICATION CHECKLIST

**APPLICATION CHECKLIST**

**Application Packet**

- Application form (required), Project Description, and Neighborhood Outreach Plan

**Exhibits** Three (3) full sized (24" x 36") scaled copies of each, *plus* one reduced copy, unless noted below:

- 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 (5 copies if inside 100-year floodplain)
- Grading Plans (2 copies)

**Cell Towers and Collocation Projects**

- Photo Simulations (2 copies)
- Existing and Proposed Coverage Maps (2 copies)

**Technical Report**

See Specific Items

**Digital Copies of Application Submittal**

See CD/USB Flash Drive Requirements below.

**CD (or Flash Drive) Requirements for Applications**

1. MS Windows file folder labeled **Application**, containing (all are required):
  - a. Application Packet
  - b. Supplemental Forms (if applicable)
2. MS Windows file folder labeled **Exhibits** and containing individual PDF files of ALL FULL SIZED exhibits related to the project. Please organize exhibits by placing site plans or tentative maps first.
3. MS Windows file folder labeled **Technical Reports** and containing individual, clearly labeled PDF files of any other reports or studies related to the project (if applicable).

**ADDITIONAL PROJECT SPECIFIC ITEMS**

**Supplemental Application Form – Special Development Permit/ Rezone/ Variance**

Completed forms must accompany the general application for these types of requests

**Design Review**

Required for all Commercial, Multifamily, Institutional, and Industrial development projects. Design Review Guidelines available on the Planning and Environmental Review website, [www.per.saccounty.net](http://www.per.saccounty.net)

**Development Plan Review**

Required for Redevelopment & Parkway Corridors and some NPA & SPA zoned projects

**Design Review/Development Plan Review Exhibits**

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

- Materials sample board (if recommended by Design Review Administrator)
- Color building elevations
- Color Landscape plans
- 3-D Representation and context drawing (if recommended by Design Review Administrator)
- Project Cross Section (if recommended by Design Review Administrator or County staff)

**Technical Reports**

- Collocation analysis - For Cellular Tower and Collocation Projects Only (1 copy)
- Arborist report (1 copy when multiple trees are on-site/or are being removed)
- Cultural Resources Report – if requested by staff (1 copy)
- Geotechnical Report- if requested by staff (1 copy)
- Any other reports or studies deemed necessary by County staff (1 copy)