

# DISCRETIONARY PROJECT APPLICATION CHECKLIST & GENERAL APPLICATION FORM



Thank you for developing in the Unincorporated Sacramento County. The length of the entitlement application process is largely dependent on the specifics of your project. However, complete, professional, and thorough applications enable Planning Staff to process the entitlement application expeditiously.

**Design Review:**

All projects, regardless of zoning district, that require discretionary entitlement(s) or approval(s) is subject to Design Review. Therefore, there are specific material required to conduct the design review analysis. You can find more information on the Design Review process on PER's [website](#) and in the attached document.

**Application Instructions:**

All of the items listed on the application checklist must be provided unless directed otherwise by County Staff. Check the applicable boxes on the checklist to indicate that the required material is included with your application and complies with applicable standards. **Make sure to sign the bottom of the Application Checklist (page 3 of 8) to confirm that the application is complete.** If you have questions regarding the submittal requirements visit our public counter or contact the Planning help line at [sacplan@sacounty.net](mailto:sacplan@sacounty.net).

**Application Packet Requirements**

<b>Application</b>	<input type="checkbox"/> Application Checklist – Must be signed (see Page 3) <input type="checkbox"/> General Application Form – Must include property owner’s signature <input type="checkbox"/> Supplemental Application Form ( <i>if required</i> ) [Minor Use Permit, Special Development Permit, Certificate of Nonconforming Use, Rezone, Variance, Housing Incentive Program, or Close Care Mobile Home]
<b>Copies</b>	<input type="checkbox"/> 3 Copies of each exhibit
<b>Exhibits</b>	<input type="checkbox"/> Size 24” x 36”, folded individually to 8 ½” x 11” <input type="checkbox"/> Submit one reduction of each exhibit 8 ½” x 11”  <p style="color: red;">*Should project exhibits include or be required to include information requiring the skills of a professional land surveyor or engineer (ex. contour lines, benchmark data, easement locations) the exhibit shall be stamped and signed consistent with the requirements of California Code of Regulations Section 411.</p> <p style="color: red;">*See following pages for <b>additional</b> exhibit-specific requirements*</p>
<b>Electronic Format</b>	<input type="checkbox"/> All files should be in PDF form and uploaded separately on a CD or a thumb drive

**Advisories:**

- Please be advised that if this Application Checklist is not signed your application will be rejected.
- Please be advised that submittals with insufficient information will be considered incomplete and will be rejected.

**Application Checklist – General Application Requirements**

<input type="checkbox"/> Site Plan <ul style="list-style-type: none"> <li><input type="checkbox"/> Title, address, and assessor parcel number of the property;</li> <li><input type="checkbox"/> All property lines and easements (existing and proposed);</li> <li><input type="checkbox"/> All existing and ultimate public right-of-ways;</li> <li><input type="checkbox"/> All existing and/or proposed structures;</li> <li><input type="checkbox"/> All site dimensions including parking lot planters, walks, etc.;</li> <li><input type="checkbox"/> Location, species and size of all existing trees (indicate trees to be removed);</li> <li><input type="checkbox"/> All fences or walls including height;</li> <li><input type="checkbox"/> All loading and storage facilities, utilities, trash enclosures, transformers, etc.;</li> <li><input type="checkbox"/> A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification;</li> <li><input type="checkbox"/> A list of all service providers (water, sewer, school/park district, etc.);</li> <li><input type="checkbox"/> Floodplain designation and finished floor elevation (if applicable)</li> </ul>
<input type="checkbox"/> Floor Plans <ul style="list-style-type: none"> <li><input type="checkbox"/> Use for which each room is intended;</li> <li><input type="checkbox"/> Square footage of proposed structure separating habitable and nonhabitable space;</li> <li><input type="checkbox"/> Square footage for each room;</li> </ul>
<input type="checkbox"/> Colored Elevations <ul style="list-style-type: none"> <li><input type="checkbox"/> Slope of the property in relation to the proposed structure(s);</li> <li><input type="checkbox"/> All sides of structures showing architectural features and access points (doors, windows etc.);</li> <li><input type="checkbox"/> Roof pitch and height of plate line and peak;</li> </ul>

**Design Review Application Material**

<input type="checkbox"/> Completed Design Review application	<input type="checkbox"/> Color and Materials Sample Board (size 11" x 17")
<input type="checkbox"/> Completed Design Guidelines Supplemental Form	<input type="checkbox"/> One Set of Context Drawings
	<input type="checkbox"/> Colored Building Elevations

**Landscape Design Application Material**

<input type="checkbox"/> Landscaped Site Plan with the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing and proposed buildings</li> <li><input type="checkbox"/> Streets with street names</li> <li><input type="checkbox"/> Parking areas</li> <li><input type="checkbox"/> Walkways</li> <li><input type="checkbox"/> Fences and walls</li> <li><input type="checkbox"/> Light fixtures</li> <li><input type="checkbox"/> Transformers</li> <li><input type="checkbox"/> Fire equipment</li> <li><input type="checkbox"/> Monument signs</li> <li><input type="checkbox"/> Trash enclosures</li> <li><input type="checkbox"/> Site boundaries including property lines, right of way, and setbacks</li> </ul>	<input type="checkbox"/> Planting layout showing <ul style="list-style-type: none"> <li><input type="checkbox"/> tree symbols at ¾ mature sizes (not to exceed 30' – 35' diameter)</li> <li><input type="checkbox"/> shrubs and groundcover areas including proposed lawn</li> <li><input type="checkbox"/> water features</li> <li><input type="checkbox"/> storm water quality features (storm water quality features may require cross sections)</li> <li><input type="checkbox"/> A table or callouts indicating species of all existing trees</li> </ul>
<input type="checkbox"/> A preliminary shade calculation in the County's format demonstrating compliance with County requirements	<input type="checkbox"/> The square footage of landscape area proposed

**Landscape Design Application Material – Continued**

<input type="checkbox"/> Drawing to be on a title block with designer contact information	<input type="checkbox"/> Design statement and concept indicating knowledge of the following <ul style="list-style-type: none"> <li><input type="checkbox"/> Water conservation goals</li> <li><input type="checkbox"/> Development standards</li> <li><input type="checkbox"/> Design guidelines</li> </ul>
<input type="checkbox"/> Dimensions on all required planter widths (all required widths exclude curbs)	<input type="checkbox"/> Preliminary landscape grades, or indications of slopes
<input type="checkbox"/> Indication of surface types (turf, decomposed granite, concrete, asphalt, pervious pavers, etc.)	<input type="checkbox"/> A candidate plant list or legend of proposed trees and shrubs, including common and botanical name., and water use designation per the WUCOLS IV document

**Tentative Maps Application Material**

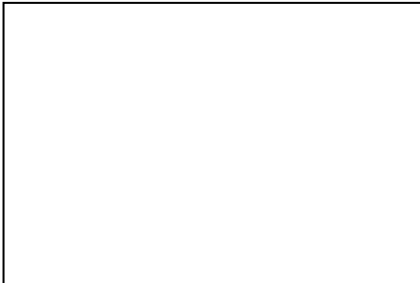
- Tentative Maps Shall Include:
 
  - Subdivision Name, Date, north arrow, scale, contour intervals, vicinity map showing roads, adjoining subdivision, creeks, railroads and other data sufficient to locate the subdivision;
  - Contact Information for Property Owner – Name, address and telephone number;
  - Contact Information of Applicant (If different than Property Owner);
  - 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.);
  - Private sewage disposal systems and water wells shall be shown on the map (if required);
  - 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;
  - Location of existing structures shall be plotted on the map, labeled and identified (by type of structure), and structures to be removed shall be so marked;
  - Topographic data: generally two (2) foot contours except in floodplains where one (1) foot contours are required;
  - Proposed park and recreational sites, common areas, open space areas including method of ownership and management;
  - FOR 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.

By signing below you acknowledge that the submitted application contains the required information and that the application is complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**General Application Form**

This application form must accompany all Planning Entitlement requests.  
 Additional pages are required as indicated below.

Specific application requirements are detailed on the Application Instructions and Checklist. It is the applicant's responsibility to ensure that the application package is complete and accurate.

**Application Requests**

(Check all that apply; a supplemental application is required for items marked with an \*)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> General Plan Amendment    | <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Rezone*                     |
| <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Tentative Parcel Map     | <input type="checkbox"/> Design Review*              |
| <input type="checkbox"/> Minor Use Permit*         | <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Special Development Permit* |
| <input type="checkbox"/> Development Plan Review   | <input type="checkbox"/> Tentative Map Extension  | <input type="checkbox"/> Other                       |
- This request is part of a pending or approved application Control Number:

Site address:	
Assessor's Parcel Number(s) <sup>1</sup> :	Gross Acres:
Project Name:	

**Contact Information**

Indicate Billing Party in check box below

↓	<input type="checkbox"/>	Applicant	Name:	Contact:
			Address:	City:
			State/Zip:	Email:
				Phone:
			Name:	Contact:
		Property Owner or Agent	Address:	City:
			State/Zip:	Email:
				Phone:
			Name:	Contact:
		Other	Address:	City:
			State/Zip:	Email:
				Phone:
			<input type="checkbox"/> Engineer	<input type="checkbox"/> Architect
			<input type="checkbox"/> Developer	<input type="checkbox"/> Other _____
			Name:	Contact:
		Other	Address:	City:
			State/Zip:	Email:
				Phone:
			<input type="checkbox"/> Engineer	<input type="checkbox"/> Architect
			<input type="checkbox"/> Developer	<input type="checkbox"/> Other _____

<sup>1</sup> Parcel numbers may be obtained from the Assessor's website at [www.assessor.saccounty.net](http://www.assessor.saccounty.net), by calling their office at (916) 875-0700, or by visiting in person at 3701 Power Inn Road, Suite 3000, Sacramento, CA.



## Legal Authority and Consent to File Application

---

### **Fee Consent and Other Acknowledgements**

An initial below indicates that you understand and agree to the item. If you do not understand an item please ask the intake planner for an explanation.

- \_\_\_\_\_ I understand that if the initial entitlement fee is a deposit, actual costs will be based on set hourly rates and actual **time and materials** used. Please refer to the [Planning Fee Schedule](#) to determine if your selected entitlements will be subject to a flat fee or time and materials.
- \_\_\_\_\_ I understand that if actual costs exceed the amount of the deposit I will be billed for the additional costs based on **time and materials** used.
- \_\_\_\_\_ I understand that additional fees for the preparation of an environmental document, which is required pursuant to the California Environmental Quality Act (CEQA), may be required.
- \_\_\_\_\_ I understand that if necessary, I will receive a separate letter requesting a deposit for the environmental document. The typical range for an environmental document for small maps and use permits is **\$6,000 – \$12,000** depending on the specifics of the site and the complexity of the project. For projects with complex environmental issues the deposit amount could be substantially higher.
- \_\_\_\_\_ I agree to pay all fees required to complete processing of this application. I understand that my application will not be deemed complete until the environmental document deposit has been received.
- \_\_\_\_\_ I hereby give permission to County staff and other authorized personnel to conduct site inspections and post public notification signs on my property during the processing of this application. I consent to the posting of the address and contact information of all parties to this application on any website maintained by the County of Sacramento (the County).
- \_\_\_\_\_ I agree not to alter the physical condition of the property during the processing of this application; such as, but not limited to removing trees, constructing or demolishing structures, altering streams, and/or grading or filling. I understand that such alteration of the property may result in the imposition of criminal, civil or administrative fines or penalties, or delay or denial of the project.
- \_\_\_\_\_ Applicant shall defend, indemnify and hold harmless the County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County or its agents, including consultants, officers or employees to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, including any claim for private attorney general fees claimed by or awarded to any party against the County, and shall also include the County's costs incurred in preparing the administrative record which are not paid by the petitioner. The County shall promptly notify the applicant of any claim, action or proceeding. Notwithstanding the foregoing, the County shall control the defense of any such claim, action or proceeding unless the settlement is approved by the applicant and that the applicant may act in its own stead as the real party in interest in any such claim, action or proceeding.
- \_\_\_\_\_ I have checked the current Hazardous Waste and Substances Sites List pursuant to Government Code Section 65962.5(f). [www.envirostor.dtsc.ca.gov/public/](http://www.envirostor.dtsc.ca.gov/public/) The proposed project site is not included on the most recent list.

\_\_\_\_\_ I understand that 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 County Office of Planning and Environmental Review (PER) for payment to the State. I understand that I will be notified of the fee amount upon release of the environmental document for the project.

\_\_\_\_\_ I understand that all applicants are required to provide a Neighborhood Outreach Plan. I will include my neighborhood outreach plan in my Project Description.

\_\_\_\_\_ I hereby agree that any drainage studies and/or drainage models that are provided to the County as part of the technical studies for this entitlement process will be provided with a license or other satisfactory release allowing the County to duplicate, distribute, and/or publish the studies and models to the general public without restriction. I understand that failure to provide such license or release to the satisfaction of the County may result in comment that the study and or model is inadequate to support the entitlement request.

The signature below signifies legal authority and consent to file an application in accordance with the information above. The signature also signifies that the submitted information and accompanying documents are true and accurate, and that the items initialed above have been read and agreed to.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE(S) OF LEGAL PROPERTY OWNERSHIP OR OFFICIAL AGENT/ AUTHORITY TO FILE** (check one)

- Ownership       Contract to Purchase\*       Letter of Authorization\*       Power of Attorney\*  
\*Must Attach Evidence

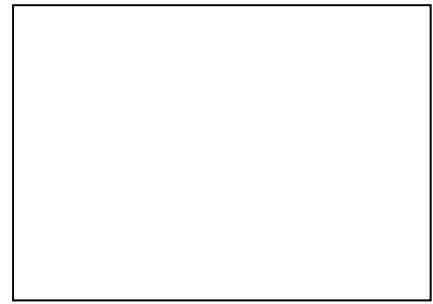
Owners/Agents* Name:	
Signature:	Date:

\*Must Attach Evidence

Owners Name:	
Signature:	Date:

Owners Name:	
Signature:	Date:

County of Sacramento  
Office of Planning and Environmental Review (PER)  
827 7<sup>th</sup> Street, Room 225  
Sacramento, CA 95814  
(916) 874-6141



## Statement of County Responsibility

---

Please read the following statement outlining your responsibilities in the application hearing process.

An amendment to California Law (AB 884), adopted in 1977 and effective January 1, 1978, requires the County and all other jurisdictions in the state to take final action to approve or disapprove a request like yours within one year of the County's acceptance of your application as complete. In most cases, the County has approved requests like yours in significantly less time. However, the legislation now requires the County to "count down" the days so that requests are not inadvertently approved without approval by the Board of Supervisors or a designated body.

The law requires the County to inform you within 30 days after the application is submitted if your application is incomplete for our needs. If the application is complete and has all the information we need, the processing will be initiated immediately. If additional data is needed, a letter will be sent to you specifically stating the information needed. The staff will not certify that the application is complete until all the requested items have been submitted to the County and the required fees have been paid.

Your application will be heard in a public hearing. The County is required by law to notify all those property owners within 500 feet with a minimum of 30 property owners as shown on the latest assessment roll. This provides an opportunity for those most affected by a proposed use to provide input to the hearing body.

PLEASE BE ADVISED THAT THIS APPLICATION IS NOT APPROVED UNTIL THE ULTIMATE HEARING BODY HAS TAKEN ITS FINAL ACTION AND ALL APPEALS EXHAUSTED. ANY RECOMMENDATIONS OR COMMENTS BY STAFF OR ACTIONS BY INTERMEDIATE HEARING BODIES ARE ONLY ADVISORY AND SHOULD NOT BE RELIED ON FOR THE PURPOSES OF MAKING FINANCIAL COMMITMENTS.



**Project Description and  
Neighborhood Outreach Plan**

---

The Project Description is a comprehensive explanation of the applicant's project/request. It should include background information, reasoning, and the goal(s) of the project/request. The Neighborhood Outreach Plan describes how the applicant plans to inform the neighboring property owners (those within a 500 foot radius of the project site) about the project and address community concerns. Please see the application instructions for more information. Please attach additional pages if necessary.

**Project Description**

A large, empty rectangular box with a black border, occupying the middle section of the page. It is intended for the applicant to provide a detailed description of their project.

**Justification**

A large, empty rectangular box with a black border, occupying the lower middle section of the page. It is intended for the applicant to provide justification for their project.

**Neighborhood Outreach Plan**

A large, empty rectangular box with a black border, occupying the bottom section of the page. It is intended for the applicant to describe their neighborhood outreach plan.