

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

Office Use Only

PLANNING REVIEW/RESEARCH REQUEST & SUBSTANTIAL COMPLIANCE APPLICATION FORM

Instructions to Applicants for Planning Research Requests

- Research Cell Tower Modifications Zoning Verification Burn-Down Meeting DRA
- Complete form below. Attach any supplemental information.
 - Check payable to “**Sacramento County**” for \$165.11¹. This fee is non-refundable.
 - The fee is to cover costs associated with responding to information requests requiring research and meetings in excess of 15 minutes. Examples of research and information requests requiring this fee include: zoning verification letters; “burn-down” letters; substantial compliance for cellular tower modifications; meeting with staff to explore project feasibility (in advance of a formal pre-application meeting); and pre-application consultation with the Design Review Administrator (DRA).

Instructions to Applicants for Substantial Compliance Review – Tentative Maps, Subdivision Maps, Use Permits, etc.

- Mark this box for Substantial Compliance Review
- Complete form below. Attach any supplemental information.
 - Check payable to “**Sacramento County**” for \$330.22. This fee is non-refundable.
 - If staff determines that the substantial compliance review will exceed two (2) hours of time, then an additional amount will be requested.

APPLICANT

Name:		Contact:
Address:		City:
State/Zip:	Phone:	Email:

SITE ADDRESS:			
ASSESSOR'S PARCEL NO.(s):			

BRIEF DESCRIPTION OF REQUEST – If applicable, include prior project control number(s).
 (Attach additional pages if necessary)

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¹ Current fee as of November 1, 2015. Please check the website for current fees at <http://www.per.saccounty.net/Pages/Planning-and-Environmental-Fees.aspx> or call (916) 874-6141.