

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

Control No.	PAM
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**PRE-APPLICATION MEETING (PAM)  
 APPLICATION FORM**

Instructions to applicants for Pre-Application Meeting:

- Fill out application form below.
- **Submit 4 sets of full size (24" x 36") proposed site plans, and any other supporting information.**
- **Submit CD or Flash Drive with 8.5" X 11" reductions of all exhibits along with any supporting information saved as separate documents in PDF format.**
- **Check payable to Sacramento County for \$929.01.**
- Staff conducts **45-minute pre-application meetings** every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Upon receipt of the above materials, staff will process the materials and schedule an appointment for the earliest available 45-minute time period. Please note that **staff requires one week for processing the materials** before a meeting date can be set. In order to provide adequate preparation, staff will not schedule appointments in the same week that the applicant submits the necessary fee and materials.

**APPLICANT INFORMATION:**

Name:		Contact:	
Address:		City:	
State/Zip:	Phone No:	E-Mail:	

**APPLICANT SIGNATURE:** \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name:
Project Site Address:
Assessor Parcel Number(s):

In order to make the meeting beneficial to you (the applicant) please consider your reason for requesting this meeting when describing your project on the next page. Questions to consider include:

- (A) Is your proposal permitted in the designated zone? Are you seeking to deviate from development standards (such as setbacks, height of building, parking requirements, monument signs, landscaping, etc.)? (B) Do you have questions about improvement plans (such as when to submit, what to submit, and fees)? (C) Do you have concerns about traffic, access and/or circulation? (D) Do you have questions about the environmental (CEQA) process (additional fees that will be required and required technical studies, such as arborist reports, cultural resource inventory, noise analysis, wetland delineation, traffic study, etc.)? (E) If there are alternative proposals, please answer A-D (as applicable) for each proposal.

**BRIEF DESCRIPTION OF PROJECT** (attach additional pages if necessary)

**Department Use Only**

Community:	Current Zoning:	General Plan:
Current Use of Property:	Date of Meeting:	Meeting Time: