City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: (916) 264-5011
planning@cityofsacramento.org

Wireless Telecommunication Antenna / Equipment Change Outs

Application for Site Plan & Design Review Exemption

City Code Section 17.808.160(A)(1)

Overview: Site Plan and Design Review (SPDR) is a planning permit required for the exterior aspects of development such as new structures, additions to existing structures, and site features (e.g., fences/walls, landscaping). SPDR does not include consideration of land use (e.g., residential dwelling, retail business). Unless exempted, new development requires SPDR approval before filing a building permit application.

Purpose: This form is used for the review of SPDR exemption requests for the replacement of antenna and equipment at existing permitted wireless telecommunication facilities.

Historic Properties: This form may not be used for properties located in a historic district or ones that involve a historic landmark. Review Preservation Step by Step for info about the review process for historic properties.

Application requirements: Applications shall include all the following:

- ☐ Application Form: Fill all portions of this form with required text, check all boxes that apply.
- ☐ Plans: A site plan, elevation plans (existing and proposed).

How to submit this application: Use the Public Permit Portal to submit your application form, Building Permit forms, plan, and photographs. . Review the Planning Permit Submittal webpage for more information on how to submit.

Fees: There is a fee of **$132.00** for this form. The fee will be invoiced upon building permit acceptance.

After submittal: The assigned planner will review in two sequential phases: (1) for completeness (i.e., Is all the information required by this form present and accurate); and, once complete, (2) for compliance with City Code Section 17.808.160(A)(1).

How to ask questions: All questions before and during the submittal process can be directed to planning@cityofsacramento.org, or by visiting the public counter in-person through a scheduled appointment. In-person appointments can be scheduled through the Appointment Scheduling website.

I. Property & Applicant Information

Property Information

Planning Approval Stamp

Address or Assessor Parcel Number(s): _____

Applicant Information

Name:_____

Company Name:_____

Contact Information: _____

☐ Invoice Planning Intake Fee

II. Compliance Checklist

Instructions: Complete the checklist below.

Documents to upload: Check all to ensure complete submittal.

☐ Plans

☐ Photographs

Instructions: Answer the questions below. Each question requires "yes" for SPDR exemption.

	Plans show new antenna are of a panel type and will:	**Yes**	**N/A**
1.	Replace existing antenna in the same location?	☐	☐
2.	Be painted to match at the point of attachment?	☐	☐
3.	Project no more than 12-inches further than existing antenna?	☐	☐
4.	Increase the structure height by less than 10% or not more than the height of one additional antenna array?	☐	☐
5.	Not exceed two feet larger than existing antenna (in any dimension)?	☐	☐
	Plans show supporting equipment is ground-mounted and will:	**Yes**	**N/A**
1.	Be located within a lease area and screened from view by a solid wall or fence?	☐	☐
2.	Not be located in any required setback?	☐	☐