City of SACRAMENTO
Community Development

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

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

Reconsideration of Staff Level Decision

City Code Section 17.812.020

I. Form Instructions

Overview: Any person dissatisfied with a staff-level decision may request reconsideration of it. Reconsideration requests must be filed within 10 calendar days of the decision.

Filing Instructions: All the following are required:

I. Complete Form: Fill all portions of this form with required information.

II. Submit Form:

- Online by emailing to planning@cityofsacramento.org; **OR**
- Deliver in-person to the Planning Counter at 300 Richards Boulevard, 3rd floor.

III. Pay Fee. Once this form is submitted, city staff will generate an invoice. The appeal is not considered timely filled until the fee is paid. The fee may then be paid online on the Public Permit Portal or in-person at 300 Richards Blvd, 3rd floor.

- Reconsideration Fee is: $415 for Project Applicants or Third Parties

How to Ask Questions: Please contact the planner assigned to the application, send an email to planning@cityofsacramento.org, or make an appointment to visit the Planning Counter in-person at 300 Richards Blvd, 3rd floor. To schedule an in-person visit, please use the Appointment Scheduling webpage.

II. Requester Information

Name: _____

Email: _____

Phone Number: _____

Mailing Address: _____

Signature: _____

Date: _____

II. Reconsideration Information

Project Name: _____

Application Number: _____

Staff Decision Date: _____

Grounds for Reconsideration (Attach Additional Pages, as Needed):