City of SACRAMENTO
Community Development

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

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

Damage Repair

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 damage repair.

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, building elevation plans, and floor plans. Plans should be merged into one PDF.
- ☐ Color photographs: Provide photos of the front of the building and work area, including photos of existing siding and roofing materials. Provide photos of existing damage. Photos should be merged into one PDF.

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

Address or Assessor Parcel Number(s): _____

Planning Approval Stamp

Applicant Information

Name: _____

Company Name: _____

Contact Information: _____

☐ Invoice Planning Intake Fee

II. Compliance Checklist

Documents to upload: ☐ Plans ☐ Photographs merged into one PDF

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

	Is the repair:	**Yes**	**N/A**
1.	Siding: Using new siding materials that are the same as existing materials? Existing materials: _____	☐	☐
2.	Windows: Replacing windows is the same style, with no modifications to size, placement, design, trim and sill, or material? Existing materials: _____	☐	☐
3.	Patio Covers: Replacing patio cover with no modification to size, location, or material? Existing materials: _____	☐	☐
4.	Heating / Cooling Units: Removing and replacing existing units with no changes to location or size? If roof-mounted, moving equipment to the ground? New rooftop mounted equipment is not allowed.	☐	☐
5.	Solar: Replacing solar panels in the same location, with no changes to quantity?	☐	☐
6.	Water Heaters / Electrical Panels: Replacing equipment in the same location, or placed in a new location not visible from the street?	☐	☐