City of SACRAMENTO
Community Development

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

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

Site Utilities

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 minor on-site utility connections, such as temporary power, sewer line replacement, etc.

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 showing the location of work.
- ☐ Color photographs: Provide photos of the work area, including photos of existing siding and roofing materials.

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

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

Instructions: Answer Section A, B, and/or C depending on scope of work. Each question requires "yes" for SPDR exemption.

	A. Temporary Power:	**Yes**	**N/A**
1.	Associated with an approved Planning entitlement or Building Permit: _____	☐	☐
	B. Utility - Sewer, Water, Gas:	**Yes**	**N/A**
1.	Is work performed within existing alignment?	☐	☐
2.	Proposes no structural or aesthetic changes?	☐	☐
3.	If new cleanouts or access points are proposed, are they located in the side or rear yard? OR: Screened with landscaping if located in the front yard?	☐ ☐	☐ ☐
	C. Utility – Pole Replacement:	**Yes**	**N/A**
1.	Is replacement pole in the same general location as existing?	☐	☐