

**City of Sacramento
Ministerial Approval of Infill Housing
Development Projects Application
Planning-Approval Only**

(City Code Section [17.860.030](#))

Application Instructions

The purpose of the City of Sacramento Ministerial Approval of Infill Housing Development Projects permit is to provide a non-discretionary, Planning-approval only process to streamline the production of housing. To receive Planning approval with this application, a residential or mixed-use project must be consistent with the [Citywide Infill Housing Design Standards](#) and the development standards outlined in the [Sacramento City Code](#). Planning approval is required prior to submittal for a building permit. Approval of this planning application does not constitute issuance of a building permit. The project must meet all applicable building code requirements. This Planning approval is subject to a seven-day reconsideration period.

This application is for the City of Sacramento ministerial permit. There is also the State of California (also known as SB 35) Ministerial Approval of Infill Housing Development Projects permit process. A comparison between the two permits is included in the table below. Housing development projects effectively have three paths to choose from when submitting a planning application:

- City of Sacramento discretionary review process (Planning Entitlement Application, CDD-0063)
- State of California (SB 35) ministerial review process (separate application, CDD-0427)
 - The SB 35 Ministerial Housing Notice of Intent (separate application, CDD-0429) must be submitted prior to submitting the SB 35 Ministerial Housing application (CDD-0427)
- City of Sacramento ministerial review process (this application, CDD-0428).

Please see [this webpage](#) for all applications.

California SB 35 Ministerial Approval of Infill Housing (Gov't Code 65913.4) (State Requirement, separate application)	City's Ministerial Approval of Infill Housing (City of Sacramento Permit, this application)
Bolded items highlight how the City of Sacramento Ministerial Approval of Infill Housing process differs from SB 35 requirements.	
Status	
<ul style="list-style-type: none"> • <u>Effective Dates:</u> <ul style="list-style-type: none"> ○ January 1, 2018 – January 1, 2036 	<ul style="list-style-type: none"> • <u>Effective Date:</u> <ul style="list-style-type: none"> ○ August 27, 2020
Planning Review and Streamlining Provisions	
<ul style="list-style-type: none"> • Eligible projects that are consistent with the General Plan and meet objective zoning and adopted design review standards are subject to Ministerial review • Projects eligible for Ministerial approval are not subject to California Environmental Quality Act (CEQA) review • Maximum density determined by the General Plan if it is greater than the maximum density for the Zone • No vehicle parking requirements. 	<ul style="list-style-type: none"> • Eligible projects that are consistent with the General Plan and meet objective zoning and Citywide Design Guidelines Design Principles are subject to Ministerial review • Projects eligible for Ministerial approval are not subject to California Environmental Quality Act (CEQA) review • No changes to maximum density. Maximum density determined by the City's Planning and Development Code. <ul style="list-style-type: none"> ○ No vehicle parking requirements.
Eligible Projects	
<ul style="list-style-type: none"> • <u>Type:</u> <ul style="list-style-type: none"> ○ Residential or mixed-use (residential must be at least 2/3 of building square footage) • <u>Number of Housing Units:</u> <ul style="list-style-type: none"> ○ 2+ Units • <u>Affordability Requirements:</u> <ul style="list-style-type: none"> ○ 2-10 Units: None ○ 11+ Units: 10% of units affordable to lower-income households • <u>Prevailing Wage and Labor Requirements:</u> <ul style="list-style-type: none"> ○ Required for 11+ Units • <u>Infill Requirements (SB 35 Definition):</u> <ul style="list-style-type: none"> ○ At least 75 percent of the linear measurement of the perimeter of the site adjoins parcels (including those only separated by a street). 	<ul style="list-style-type: none"> • <u>Type:</u> <ul style="list-style-type: none"> ○ Residential or mixed-use (residential must be at least 2/3 of building square footage) • <u>Number of Housing Units:</u> <ul style="list-style-type: none"> ○ 2-200 Units • <u>Affordability Requirements:</u> <ul style="list-style-type: none"> ○ No specific requirement • <u>Prevailing Wage and Labor Requirements:</u> <ul style="list-style-type: none"> ○ No specific requirement • <u>Infill Requirements (City Code Definition):</u> <ul style="list-style-type: none"> ○ A site that has been previously developed, or development on a vacant site, where at least 75% of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from, parcels that are developed with existing uses.

SB 35 Ministerial Approval of Infill Housing (Gov't Code 65913.4) (State Requirement, separate application)	City's Ministerial Approval of Infill Housing (City of Sacramento, this application)
Ineligible Projects	
<ul style="list-style-type: none"> • <u>Historic Considerations:</u> <ul style="list-style-type: none"> ○ Project cannot demolish a historic structure • <u>Demolition Considerations:</u> <ul style="list-style-type: none"> ○ Project cannot demolish units: <ul style="list-style-type: none"> ▪ Occupied by tenants within last 10 years ▪ Subject to an affordable housing regulatory agreement ▪ Subject to any form of local rent or price control • <u>Environmental Considerations:</u> <ul style="list-style-type: none"> ○ Project cannot be on a site: <ul style="list-style-type: none"> ▪ With prime farmland ▪ Designated as a hazardous waste site ▪ With a mobile home park ▪ With conservation areas/easement or protected species ▪ With wetlands ▪ With a floodplain or floodway • <u>Planning Considerations:</u> <ul style="list-style-type: none"> ○ Projects cannot include: <ul style="list-style-type: none"> ▪ A variance, deviation, or conditional use permit (CUP) 	<ul style="list-style-type: none"> • <u>Historic Considerations:</u> <ul style="list-style-type: none"> ○ Project cannot be in a historic district or be a historic or cultural resource ○ Project cannot be on a site known to contain archaeological or paleontological resources, or human remains • <u>Demolition Considerations:</u> <ul style="list-style-type: none"> ○ The project cannot reduce the total number of dwelling units on the site ○ Project cannot demolish units: <ul style="list-style-type: none"> ▪ Occupied by tenants in a multi-unit dwelling (3+ units) within the last year ▪ Subject to an affordable housing regulatory agreement • <u>Environmental Considerations:</u> <ul style="list-style-type: none"> ○ Project cannot be on a site: <ul style="list-style-type: none"> ▪ With prime farmland ▪ Designated as a hazardous waste site ▪ With a mobile home park ▪ With conservation areas/easement or protected species ▪ With wetlands ▪ With floodplain or floodway ▪ Within 1,000 feet of an existing or former landfill • <u>Planning Considerations:</u> <ul style="list-style-type: none"> ○ Projects cannot include: <ul style="list-style-type: none"> ▪ A variance, deviation, conditional use permit (CUP), legislative change request, or any other discretionary entitlement or request under Title 17 of the Sacramento City Code ▪ A site in a planned unit development (PUD)
Project Review Timelines	
<ul style="list-style-type: none"> • Notice of Intent required prior to application submittal • From date of submittal, provide written notice of any objective development standards not satisfied: <ul style="list-style-type: none"> ○ ≤ 150 Units: 60 days ○ > 150 Units: 90 days • Deemed approval if deadline is not met 	<ul style="list-style-type: none"> • No Notice of Intent required • From date of submittal, provide written notice of any objective development standards not satisfied: <ul style="list-style-type: none"> ○ ≤ 150 Units: 60 days ○ > 150 Units: 90 days • No deemed approval if deadline is not met

How to submit this application:

This application is only submitted through an online process. For more information about the online submittal process, please visit the e-Planning Submittal Service Webpage. That webpage includes a guide that explains the entire submittal process. You may also go directly to the Citizen Permit Portal, located online at aca.accela.com/sacramento. Applications may be digitally signed. All responses from the Citizen Permit Portal will be emailed to you from the email address noreply@accela.com. Please check your email's junk mailbox or spam filter regularly to make sure you are receiving the communications.

How to pay fees:

Once the application is accepted, Planning Staff will send the applicant an invoice for the necessary application fees online.

How to ask questions:

All questions can be directed to the Planning Helpdesk: planning@cityofsacramento.org, or by visiting the public counter in-person through a scheduled appointment. To schedule an in-person appointment at the public counter, please visit the [Appointment Scheduling website](#).

Application requirements are provided below. If the City determines a project submitted under this application conflicts with any of the requirements, the City shall inform the applicant, in writing, of the requirement or requirements the project conflicts with, along with an explanation of all conflicts, within 60 days from the date of submittal for projects with 150 units or less, and within 90 days for projects of more than 150 units. If the application is denied for failure to meet any of the criteria, a new application may be submitted at any time. New application fees will be required with each subsequent application, as noted below under "Application Submittal Requirements."

Application Submittal Requirements

1. Completed and signed application form.
2. Application fees. Fees are to be paid to the City of Sacramento at the time of application submittal. Once the application is accepted, Planning Staff will send the applicant an invoice and link to pay the necessary application fees. Fees are paid online through the Citizen Permit Portal.
3. One full size set of plans, drawn to scale. Set of plans must include a site plan, landscape plan, elevations of all sides of all proposed structures, a roof plan, floor plans, and a photometric plan. Plans must show information consistent with the plan requirements (pages 5-8) and of sufficient detail to allow staff to discern compliance with City Code standards. All plans must be prepared by a licensed design professional.
4. Color photographs of the project site; photos of the properties on either side of the project site and directly across the street from the project site.
5. Signed Letter of Agency, if applicable.

Plan Exhibit Requirements

All Development plans shall include the following:

- _____ Date(s) of plans
- _____ Labeled Dimensions
- _____ Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16. Larger scale may be needed to provide clear understanding of the project.
- _____ North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.
- _____ Identify all items as: existing (E), new (N), or relocated.
- _____ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage if different from the applicant.

Site Plan(s) must show:

- _____ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
- _____ The entire property under consideration, including property lines and adjoining public rights-of-way up to the centerlines. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development. The second site plan would focus on the specific areas of the proposed development.
- _____ Site Plans must show location and distance from closest adjacent structures on neighboring properties and accurate dimensions of front setbacks for buildings on adjacent parcels, where required to determine required front setback.
- _____ The location and nature of all existing and proposed easements.
- _____ Dimensions of the parcel, existing and proposed buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in order to determine if the site meets development standard requirements.
- _____ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated, or demolished. Indicate the type of use and include all dimensions.
- _____ Square footage for all existing and proposed buildings and proposed additions.
- _____ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- _____ Location of existing and proposed walls/fences, height, and materials of construction.

- _____ Location of all off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- _____ Location of all off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- _____ For all projects with three or more dwelling units projects should comply with the objective standards in City Code Section 17.508, and in the City's adopted Design and Procedures Manual and Standard Specification including: Location of all existing and proposed driveways, including all pertinent off-site features such as existing and proposed paved streets, gutters, sidewalks, ditches, fences, poles, hydrants, valves, signals, trees, signs, or other street furniture which may be near driveways or affect site distance. (City Code Section 17.508.030)
- _____ Location and identification of drainage courses, creeks, City drainage facilities, etc.
- _____ Location of sewer service connection points.
- _____ Location of water source(s), supply and storage facilities.
- _____ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required.
- _____ Location of proposed trash, recycling, or storage areas.
- _____ Location of proposed electrical vaults/transformers and backflow preventors, if required.
- _____ Please note: All new projects are required to comply with the Water Efficient Landscape Requirements contained in City Code Section [15.92](#). See Section [15.92](#) and the "Landscape Plans" section below for more information.

Building Elevations must show:

- _____ The building elevations must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction.
- _____ Elevations must be drawn to scale with an indication of height, construction materials, and colors to be used. The location of existing and proposed signs must also be indicated on elevations. *Please note:* Renderings that are not true elevations may be included, however they do not replace the requirement for true elevation drawings.
- _____ Provide building elevations for all affected views, and identify them as North, South, East, and West, not front, rear, right side, etc.

- _____ Identify exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired or to be replaced.
- _____ Identify all areas of walls and roof that are proposed to be demolished.
- _____ Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
- _____ Indicate the height from grade to the top of plate line, and to the top of the roof, and also depict and/or reference any anticipated roof mounted equipment and equipment screening.
- _____ Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).
- _____ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information must be included on the required site plans and building elevations.
- _____ For buildings over one (1) story in height or buildings over 50,000 sq. ft. in gross area, provide a visual representation of the nighttime lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.
- _____ Identify any existing or proposed encroachment by the building onto the right of way. This includes, but is not limited to, signs, canopies, balconies, bay windows, etc.

Landscape Plans must show: *Please note- For new projects, use conceptual graphics to convey preliminary design intent. Use separate sheets, if necessary. A full set of detailed landscape plans (planting plan, irrigation plan, and grading plan) will be required with the Building Permit process in order to comply with Water Efficient Landscape Requirements, City Code Section [15.92](#).*

- _____ Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.
- _____ Conceptual Drainage Plan: Show how on-site drainage is to be handled, including surface and underground drains, drainage courses, and how impacts to offsite areas will be avoided. Show proposed Low Impact Development (LID) features such as retention/detention basins, bioswales, pervious pavement/asphalt, etc.

_____ Impervious Surface: The conceptual drainage plan should also show the total area of new impervious surfaces (due to the cumulative area of impervious parking lots, building footprint, driveways, sidewalks, courtyards, etc.) Note: At this stage, only simple area measurements are required. If applicable, LID credits and BMP Sizing Calculations may be required later in the process.

_____ Conceptual Landscape Design Plan: Using conceptual graphics, show hardscape elements such as patios, water features, decks, walls, and sidewalks; and softscape elements such as trees, shrubs, groundcover, turf and planter areas. Use conceptual graphics only. A detailed planting plan, grading plan, and irrigation plan will be required with Building plan check.

_____ Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with City Code Section [17.612.040](#).

Floor Plans must show:

_____ All buildings under consideration. Although it is generally only the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.

_____ A dimensioned floor plan for each level of the structure.

_____ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.

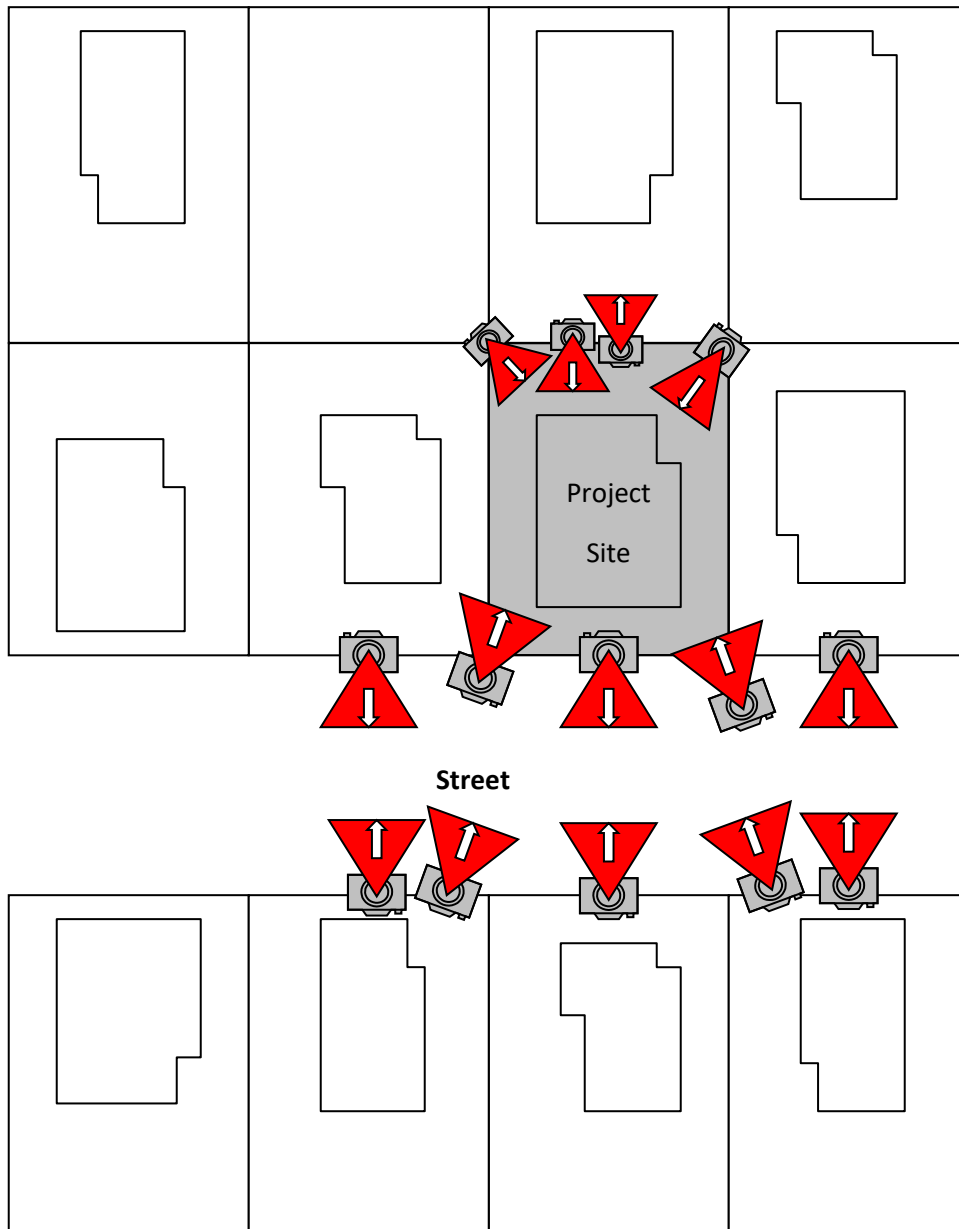
_____ Identification of all rooms.

_____ Identification of all exterior landings at doors.

_____ Indicate all walls, windows, doors, and ancillary structures proposed to be demolished.

Photo Instructions

Guidelines for photographing a project site



Take pictures of all sides of the building/site to be reviewed and each of the adjacent properties. If access to the rear of the project is limited, take photos on the corner of the lot within actual property lines. *Please upload all photos as a single PDF attachment, rather than as individual files.*

City of Sacramento Ministerial Approval of Infill Housing Development Projects Planning-Approval Only Processing Procedure and Timing

The following timeline and steps will be followed when processing this application. Please note that while the City will determine if a project submitted under this application conflicts with any of the requirements, the City will inform the applicant, in writing, of the requirement or requirements the project conflicts with, along with an explanation of all conflicts, within 60 or 90 days of application submittal, the days assigned to interim steps are approximate.

Process Steps	
60-Day Process: 2-150 dwelling units	
0.	Pre-application meeting strongly recommended. The meeting provides an opportunity for other City departments to provide feedback on the proposed project for the benefit of the project applicant. The pre-application meeting will also be used to determine whether water, sewer, drainage or traffic operations and safety studies will be required.
1.	Week 1 (Day 1-7): Project assigned to Planner and routed. Three-week routing and comment period provided.
2.	Week 2-3 (Day 8-28): Planner evaluates project against all eligibility requirements, development, and design standards.
3.	Day 30: Deadline for Notice of Completeness/Incompleteness.
4.	Week 5 (Day 31-41): Staff meets with the applicant team to discuss standards and any necessary revisions to plans to meet those standards.
5.	Week 6-7 (Day 42-49): Applicant revises plans and resubmits for staff review. Limited re-routing of revised plans.
6.	Week 8 (Day 50-60): Staff analysis of revised plans. Target deadline to issue ministerial permit. Application will not be approved until all requirements have been met.
90-Day Process: >150 dwelling units	
0.	Pre-application meeting strongly recommended. The meeting provides an opportunity for other City departments to provide feedback on the proposed project for the benefit of the project applicant. The pre-application meeting will also be used to determine whether water, sewer, drainage or traffic operations and safety studies will be required.
1.	Week 1 (Day 1-7): Project assigned to Planner and routed. Three-week routing and comment period provided.
2.	Week 2-3 (Day 8-28): Planner evaluates project against all eligibility requirements, development, and design standards.
3.	Day 30: Deadline for Notice of Completeness/Incompleteness.
4.	Week 5-6 (Day 31-48): Staff meets with the applicant team to discuss standards and any necessary revisions to plans to meet those standards.
5.	Week 7-8 (Day 49-62): Applicant revises plans and resubmits for staff review. Revised plans rerouted for one-week review.
6.	Week 9-10 (Day 63-76): Staff analysis of revised plans and any subsequent comments received.
7.	Week 11-12 (Day 77-90): Target deadline to issue ministerial permit. Application will not be approved until all requirements have been met.

City of Sacramento Ministerial Approval of Infill Housing Development Projects Planning-Approval Only

Application Form

Please complete all sections, providing as much detail as possible regarding the scope of your proposal.

Subject Site Information

Project Name: _____

Site address or location of property: _____

Assessor's Parcel Number(s): _____

Total property size in acres (Gross/Net): _____

Square feet if less than one (1) acre: _____

Property Owner Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Applicant Information

Contact name: _____

Company name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Staff Use Only

Date Filed: _____ Received By: _____

File Number: _____

Letter of Agency from Property Owner

This section of the application is required to be completed if this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to:

_____ Name of Applicant

to apply for a ministerial housing project proposed for my property.

_____ Signature of Property Owner

_____ Date

Project Narrative

Please describe the scope of work being proposed for review:

Objective Requirements

The proposed development will be evaluated against the eligibility requirements, objective development standards, and the [Citywide Infill Housing Design Standards](#). If the project meets these requirements and standards, the planning application will be approved.

Please answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. In order to be eligible to use the ministerial approval of infill housing process and this application, the proposed project must meet all eligibility requirements below (as indicated by the shaded box).

Eligibility Requirements		Yes	No	N/A	Staff
1.	Is the project a residential development with two or more housing units? (Single unit dwellings are not eligible to be reviewed under this ministerial process unless they include an attached accessory dwelling unit) (City Code Section 17.860.030.A.1.) <i>Number of units:</i> _____				
2.	The project does not require a conditional use permit, variance, legislative change request, or any other discretionary entitlement or request (City Code Section 17.860.030.A.2.)				
3.	The project is an infill project as defined in City Code Section 17.108.100 (per City Code Section 17.860.030.A.3.)				
4.	If a mixed-use building, is the residential square footage at least 2/3 of the gross building square footage? (City Code Section 17.860.030.A.4.)				
5.	The design, layout, and physical characteristics of the project are consistent with, and do not deviate from, the city’s development standards and design guidelines (per City Code Section 17.860.030.A.5.)				
6.	The project is consistent with the general plan and any applicable specific plan or transit village plan (City Code Section 17.860.030.A.7.)				
7.	Does the project involve any of the following? Check below. <input type="checkbox"/> The demolition of dwelling units occupied by one or more tenants in a multi-unit dwelling within one year prior to the time an application is submitted for approval (City Code Section 17.860.030.A.6.a.) <input type="checkbox"/> The demolition of dwelling units subject to an affordable housing regulatory agreement (City Code Section 17.860.030.A.6.b.) <input type="checkbox"/> A reduction in the total number of dwelling units on the site (City Code Section 17.860.030.A.6.c.)				
8.	Does the project involve a historic or cultural resource? (City Code Section 17.860.030.A.8.)				
9.	Is the site located in any of the following areas or does the site include any of the following? <i>Please note:</i> By checking “yes” or “no” the applicant is stating that they have verified the information and will provide documentation upon request. (City Code Section				

Eligibility Requirements		Yes	No	N/A	Staff
<p>17.860.030.A.9., a. through j.) Staff exercises the right to accept documentation from other sources if deemed to be more authoritative.</p> <ul style="list-style-type: none"> ○ a. Planned unit development (see here) ○ b. Within a historic district listed on the Sacramento register, the National Register of Historic Places, or the California Register of Historical Resources (see here for the Sacramento register and see the Built Environment Resources Directory, or BERD, here for California and National historic resources) ○ c. On or within 1,000 feet of an existing or former landfill ○ d. Designation as a hazardous waste site (see https://geotracker.waterboards.ca.gov/ and https://www.envirostor.dtsc.ca.gov/public/) unless the appropriate enforcement agency has cleared the site for residential use ○ e. An existing mobile home park (see https://www.hcd.ca.gov/casas/cmip/onlineQuery) ○ f. Protected species (see https://wildlife.ca.gov/conservation/cesa) ○ g. Wetlands (see https://www.fws.gov/wetlands/data/mapper.html) ○ h. Land identified for conservation (see https://www.fws.gov/sacramento/es/Habitat-Conservation-Plans/) ○ i. Conservation areas/easements (see https://www.conservation.ca.gov/dlrp/fmmp) ○ j. Archaeological resources, paleontological resources, tribal cultural resources, or human remains 					

Please answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. In order to be approved, the project must meet all the applicable objective standards below (1-32):

Objective Development Standards (1-32)		Yes	No	N/A	Staff
General Standards					
1.	<p>Does the site have a General Plan designation that allows development at the proposed density/FAR? <i>General Plan designation:</i> _____ <i>Allowed Density/FAR:</i> _____ <i>Project Density/FAR:</i> _____</p> <p>Does the project include a proposal for a density bonus? Yes No</p>				
2.	<p>Does the site have a zoning designation that allows residential development at the proposed density? <i>Zoning designation:</i> _____ <i>Allowed density:</i> _____ <i>Proposed density:</i> _____</p>				
3.	<p>Are all proposed use(s) allowed by-right in the zone? <i>Proposed uses:</i> _____ _____ _____</p>				
4.	Does the proposed development meet the Citywide Infill Housing Design Standards ?				
5.	<p>Does the development meet the lot coverage requirement? <i>Maximum lot coverage:</i> _____ <i>Proposed lot coverage:</i> _____</p>				
6.	<p>Are all new structures at or below the height limit in the zone? <i>Maximum allowed height:</i> _____ <i>Proposed height to plate line:</i> _____</p>				
7.	<p>Do all roof structures comply with the requirements in City Code Section 17.600.145? <i>Roof structures/height:</i> _____</p>				
8.	Do all proposed duplex dwellings meet the architectural design standards in City Code Section 17.600.110 ?				

Objective Development Standards (1-32)		Yes	No	N/A	Staff
9.	Do all new structures meet the required front, rear, interior side, and street side setbacks ? Allowed exceptions can be found in City Code Section 17.600.125 . <i>List applicable exceptions:</i> _____				
10.	If the site is less than five acres in size, is all development setback a minimum of 20-feet from the landside toe of any flood control levee ? If five acres in size or greater, is all development setback a minimum of 50-feet? <i>Size of development site:</i> _____				
11.	Does the development meet open space requirements for two units, multi-unit dwelling, and/or office uses? (City Code Sections 17.600.135 and 17.600.140 or unless specified in a special planning district). <i>Open Space provided (sq.ft.):</i> _____				
12.	If a mixed use project, does the development meet the architectural design standards for vertical mixed use development in City Code Section 17.600.150 ?				
13.	If located within ¼ mile of a light rail transit station, does the site development meet the standards in City Code Section 17.600.160 ?				
14.	Is all mechanical equipment screened from view from adjacent streets and public areas? (Section 17.600.165)				
Parking and Maneuvering					
15.	Is the vehicle parking provided less than the maximum allowed, if applicable? (City Code Section 17.608) <i>Maximum required parking:</i> _____ <i>Parking provided:</i> _____				
16.	Does the site plan/floor plan depict the location of the required minimum amount of short-term and long-term bicycle parking ? [Table 17.608.030C and 17.608.040(N)] <i>Minimum required parking:</i> _____ <i>Maximum required parking:</i> _____ <i>Parking provided:</i> _____				
17.	Do all bicycle racks and layouts meet the City of Sacramento Bike Rack Design and Placement Design Standards ?				
18.	Do all driveways comply with the objective standards in City Code Section 17.508 , including minimum width and location?				

Objective Development Standards (1-32)		Yes	No	N/A	Staff
19.	Do all parking spaces comply with parking facility standards, including the location of parking, minimum width, length, and maneuvering, ratio of compact spaces, and overhang into planter areas? (City Code Section 17.608.040) <i>Number of compact spaces/% of total:</i> _____				
20.	Does exterior lighting in vehicle and bike parking areas comply with the requirements in City Code Section 17.608.040(L) ?				
21.	Do all required loading and unloading areas meet the requirements of City Code Section 17.608.050 ?				
Landscaping and Paving					
22.	Do all duplex dwellings and multi-unit dwellings meet the landscaping requirements in City Code Section 17.612.010(A) ?				
23.	If a multi-unit dwelling or mixed-use project, does the site comply with the landscape planter requirement in City Code Section 17.612.010(B) ?				
24.	Does the site meet paving requirements in City Code Section 17.612.020 ?				
25.	Does the site plan show the minimum walkway width and comply with other site requirements in City Code Section 17.612.030 ?				
26.	Does the landscape plan demonstrate compliance with the tree shading requirements for parking lots? (City Code Section 17.612.040)				
Recycling and Solid Waste					
27.	Does the site plan depict adequate area to meet the required recycling and solid waste volume requirements ? (Section 17.616.030)				
28.	Does the site comply with the development standards for recycling and trash enclosures found in City Code Section 17.616.040 ?				
Wall, Fence, and Gate					
29.	Does the project meet the wall and fence requirements for duplex and multi-unit dwelling developments in City Code Section 17.620.110 ?				
30.	If gates are proposed, does the site plan demonstrate compliance with design and operations requirements in City Code Article II. Gated Developments ?				
31.	If provided, do sound walls comply with the development standards in City Code Section 17.620.320 ?				
32.	Do all accessory structures , such as carports, garages, patios, and other enclosed structures meet the development standards in City Code Section 17.624 ?				

Objective Development Standards (1-32)		Yes	No	N/A	Staff
Other (answering “no” does not disqualify the project)					
33.	<p>Please contact the City prior to submitting this application to determine whether a traffic study is needed. Has a City-approved traffic operations and safety study been completed and submitted with this application? If not, what is the expected date of completion? <i>Please note:</i> The study is not needed if no driveways or curb cuts are proposed as part of the project. The requirement of a traffic operations and safety study will be determined in a pre-application meeting (optional, but highly recommended), prior to a pre-application meeting or through the building permit submittal process. Staff review time can take up to 12 weeks.</p> <p><i>Completion Date:</i> _____</p>				

Advisories
If the project includes abandoning easements or rights-of-way , please note that this requires approval by the City Council as a discretionary action (not ministerial).
The Department of Utilities will review this project during this application timeline and provide advisory comments only. Please note that one or more studies may be required concerning water, sewer and/or drainage following Planning approval during the Building permit phase.
Sacramento Municipal Utility District (SMUD) Consultation Meeting strongly recommended. Infill development can be difficult to serve and may require complex solutions that ensure service to the proposed project, the surrounding properties, as well as access to onsite equipment. SMUD offers a free consultation that can outline potential issues and provide service solutions. Electing to pass over this step could require changes to project design or project delays.
A permit will be required by the Public Works Department if “regulated work” concerning a Private Protected Tree or a City Tree is part of the project. (See City Code chapter 12.56)

Please answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. In order to be approved, the project must meet all the applicable objective infill housing design standards below:

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
1 Site Planning					
1-1	Locate structures so that entries, porches and balconies face a street, alley, or common open space of at least 10’ in width.				
1-2	For projects of more than 150 dwelling units, provide amenities to serve residents that include at least 1,000 square feet of open park or plaza space, 10 benches and tables, and one play lot for children.				
2 Building Orientation					
2-1	Duplex and multi-unit buildings on a site perimeter are to be oriented to the adjacent public street by providing windows from living rooms, dining rooms, kitchens, and bedrooms windows, porches, balconies and entryways or other entry features along the street.				
2-2	Publicly visible walls containing blank areas of greater than 400 square feet are prohibited.				
2-3	The main entrances to residential buildings shall face the adjacent roadways and/or open space features.				
2-4	Pedestrians shall have a path of travel a minimum of 4’ wide and ADA compliant from the principal building entrances to the street.				
2-5	Windows in buildings are to be designed and located so as not to allow a direct view into directly adjacent building windows.				
3 Setbacks					
3-1	Multi-unit developments of more than two buildings shall be designed with setbacks that are offset by at least two feet to a street wall.				
3-2	Site plans shall have a variation in both the street patterns and the siting of structures so that the appearance of the streetscape is not repetitive. Continuous lines of buildings with the same setback are not allowed. If there is more than one building adjacent to the same street frontage, those buildings shall have different setbacks from the street.				
3-3	Individual buildings shall be designed with an articulated front; wall surfaces offset by at least 12”, bays, if provided, with a projection of at least 24” and porches closer to the street than recessed garages.				
4 Vehicle Circulation / Parking					
4-1	Surface parking lots and garages shall be located to the side or rear of buildings or in basements and not adjacent to public roadways.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
4-2	Landscaping a minimum width of 6' clear and walkways a minimum of 4' wide shall be provided between buildings and paved parking areas. Parking directly against buildings is not allowed.				
4-3	Parking fields are to be constructed as small lots no larger than 50 cars per individual lot and may be interconnected by drive aisles if separated by landscaped medians not less than 10' in width and planted with trees and landscaping.				
4-4	Covered parking may be provided but it shall not interfere with pedestrian access or access to interior common spaces.				
5 Garages / Carports					
5-1	Carport roofs shall match the materials and colors of the structures. If carport roofs are flat or need to vary from the design of adjacent buildings, they shall be located interior to the site and shielded from street views.				
5-2	Setbacks of garages shall be varied by at least 2 feet between buildings to avoid a singular line of garage walls. Garage entrance shall be on the side or the rear if feasible.				
5-3	Rows of garages or carports around the perimeter of a development are not allowed adjacent to any public street.				
6 Pedestrian Circulation					
6-1	Pedestrian walkways and paths of travel shall not be combined with, or be a part of driveways unless textures, patterns, and colors are provided to designate pedestrian crossing areas and entries. Pedestrian walkways adjacent to parking areas and driveways shall have a minimum grade separation of 6".				
6-2	Pedestrian pathways shall include landscaping. Amenities such as trellises and benches shall be provided on any pedestrian path longer than 200 feet.				
7 Common Open Space					
7-1	All units that overlook interior common spaces shall have kitchen, living room, or bedroom windows that allow residents to see the common space areas.				
7-2	Common facilities that are located on the ground level such as recreation rooms, and laundry and mail areas shall be located adjacent to any ground level common open space and connected by pedestrian ways a minimum of 4 feet wide.				
8 Landscaping					
8-1	Exterior spaces shall be designed to provide a path of travel to the public street with landscape that includes trees and ground plants.				
8-2	Street-facing elevations, if provided with a setback, shall be designed with landscaping adjacent to their foundation or porch face.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
8-3	Landscaping and/or architectural treatments shall be provided to screen views of service elements that include storage areas, trash enclosures, mechanical equipment, transformers, HVAC and other similar elements. Screening shall be either landscaping a minimum of 3 feet high or architectural screens designed to match building features.				
8-4	Unpaved areas shall be planted with irrigated plant materials.				
8-5	Architectural features: trellises, arbors, and perimeter garden walls are required to match the building design materials.				
8-6	All mature landscaping shall follow the two-foot, six-foot rule. All landscaping shall be ground cover, two feet or less and lower tree canopies of mature trees shall be above six feet.				
8-7	CPTED standards for landscaping shall be followed. Exterior lighting shall be designed in coordination with the landscaping plan to minimize interference between the light standards and required illumination and the landscape trees and required shading.				
8-8	Only deciduous shade trees are permitted around the east, west and south sides of residences to help reduce cooling loads during the summer and allow solar gain during the winter months.				
8-9	Trees shall be planted in the setbacks and common areas at intervals appropriate to the full spread of the mature trees as determined by the Department of Public Works Urban Forestry section.				
8-10	Plant species shall be suitable for the Sacramento climate. Low-water landscaping materials are required. All new landscaping shall comply with the City of Sacramento Water Conservation Ordinance (15.92).				
8-11	All planting areas, including those designed to accommodate the 2-foot overhang on parking spaces, shall be landscaped with groundcover or other planting materials.				
8-12	Landscaping shall not impede access to fire hydrant connections.				
9 Irrigation					
9-1	An automated irrigation system shall be installed to provide coverage of all irrigated landscaped areas.				
9-2	Irrigated landscape areas shall comply with the City of Sacramento's Water Efficient Landscape Requirement (15.92)				
9-3	Automated controllers with rain shut-off valves are required.				
9-4	Irrigation controls must be screened from view by landscaping or other attractive site materials.				
10 Common Open Space for Multi-Unit Dwellings and Mixed-Use Developments					
10-1	Multi-unit projects of more than 10 units shall include delineated common use space.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
10-2	Exterior common areas shall be accessible by a walk a minimum of 4 feet wide and disabled accessible from all buildings and connected by a comprehensive, on-site pedestrian circulation system.				
10-3	The placement of air conditioning and other mechanical equipment shall not reduce provided private open space by more than 10%.				
11 Lighting					
11-1	Exterior lighting shall not be wall mounted industrial light packs and shall be the same architectural style of the building.				
11-2	Parking areas and entry drives shall be lighted to facility pedestrian movement and safety meeting CPTED Standards. Lighting shall be provided for pedestrian safety as required by City code. Lighting shall be contained within the project property boundaries as required by City code. Pole mounted lighting shall be no taller than 16 feet.				
11-3	Pedestrian path poles shall not be taller than 12 feet. Site lighting shall be contained within the property boundaries. Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties. Provide a Photometrics plan to demonstrate light containment on site and compliance with CPTED standards for light maximum, minimum and contrast.				
11-4	All outdoor lighting shall provide even light around the property. Exterior walkways, alcoves, plazas and passageways shall be illuminated to a maintained minimum of ¼ foot candles per square foot of surface area at a 2-foot candle average and a 4:1 average to minimum ratio. Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. Color temperature shall be between 2700K and 4100K. Lights shall be on at night with photosensitive timers so they go on at dusk and off at dawn.				
12 Security / Crime Prevention Through Environmental Design					
12-1	For security, where landscaping is provided between the sidewalk and a building entrance or window, shrubbery above 30" in height is prohibited.				
12-2	Windows shall be free of obstructions, such as bushes, trees, and walls, so that there are clear views from inside the dwelling units to streets, common spaces, and parking spaces.				
12-3	Barriers between outdoor areas on the project property, such as fences and walls, shall be designed to be at least 50% transparent.				
12-4	Shared facilities, such as laundry rooms or mail rooms shall be located adjacent to primary residential and community uses such as clubhouses and doors to these shared facilities shall have windows with direct views to pedestrian walkways.				
12-5	All exterior unit doors shall have wide-angle viewers (peep holes).				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
12-6	All exterior doors, alcoves, hallways, stairwells, parking areas, pedestrian walkways, and recessed areas shall be illuminated with wall or ceiling mounted light fixtures and connected to photosensors.				
12-7	There shall be a clear transition between the City sidewalk or public property, and the development's property. This is to be achieved through changes in pavement textures or landscaping.				
13 Storage / Accessory Structures / Mechanical / HVAC / Utility Equipment					
13-1	The roof pitch of accessory structures shall be the same as the roof slope of primary structures. Materials and colors shall also match the primary structures.				
13-2	When provided, resident storage areas shall be integrated into the building design. Storage facilities integrated with carports shall have architectural treatment to match the buildings.				
13-3	Mechanical equipment (e.g., heating, cooling, antennas, satellite dishes, air conditioners or similar mechanical devices) shall be concealed with ground mounted walls or fencing or if roof mounted, with mechanical screens or roof wells.				
13-4	Utility equipment such as transformers, electric and gas meters, electrical panels and junction boxes on primary public street views shall be screened by walls and/or landscaping.				
14 Trash / Recycling Enclosures					
14-1	Trash enclosures shall comply with City standards for construction. Enclosures are to contain both waste disposal and recycling containers. Provide for green waste and organic food waste containers if required. Containers shall not block each other for access to the user or for trucks emptying them.				
14-2	All enclosures shall have access routes that do not have vertical curbs in the path of travel to the truck. Materials for sidewalk or driveway access are to be concrete and flat to prevent wheels from becoming stuck.				
14-3	Trash storage areas are to be located away from any views from the public right of way.				
14-4	Trash enclosures are required to be constructed of concrete block. Split face block, brick, stucco or similar quality materials are allowed. The use of unsurfaced concrete block is not allowed.				
14-5	Landscaping is required at the solid walls of any trash enclosures for screening.				
14-6	Trash enclosures that include a roof shall have a roof that matches the building design.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
15 Fencing / Walls					
15-1	Sound walls, masonry walls or fences shall be designed with changes in plane, height, material or material texture. Masonry walls shall change material, plane, or height every 100 feet. Fences shall have masonry columns every 40 feet. Tubular iron architectural fencing may be continuous in height and material.				
15-2	Gating shall be the same style of the fencing.				
15-3	Acceptable fencing materials include tubular architectural metal, wrought iron/brick mix, hedges, brick, split faced concrete block and wood. Chain link fencing, barbed wire, and security tops to metal tubular fencing are not allowed.				
15-4	Fencing shall not create a complete barrier to pedestrian movement to or within the site. Provide for pedestrian gates that are accessible and code compliant.				
15-5	Fencing shall not block or impede the use of hydrants or fire department connections or hydrants. All gates shall have "knox" access for emergency use subject to review and approval by the City of Sacramento Fire Department.				
16 Parking Lot Water Quality					
16-1	Parking lots which are part of new developments with one acre or more impervious area are required to provide treatment control measures that capture and treat stormwater runoff through settling, filtration, and /or biodegradation. The treated runoff must then be released to the storm drain system or percolated into the ground.				
16-2	Integrate treatment measures with areas used for landscaping. Biofiltration features or vegetated swales, if required, shall meet the Department of Utilities, Stormwater Management Program.				
17 Architectural Variety					
17-1	Projects with multiple buildings and a total unit count of more than 150 units shall include at least two different styles of buildings. The style difference must include one of the following: variation of exterior finish materials, variation of roof forms and roof elements, and variation of building offsets, bays, and entry elements.				
17-2	Duplex and multi-unit projects shall be designed to respect the privacy of surrounding uses. Upper story views into adjacent yards are to be screened or blocked. Site buildings and add screening features to reduce encroachment on the privacy of adjacent residences. Windows shall be offset between buildings, and patios and balconies shall be screened from adjacent units.				
18 Scale / Massing / Articulation					
18-1	Facades longer than 100 feet shall be designed with surface and height breaks of at least two feet in height or two feet in depth.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
18-2	Elevations visible from streets shall contain features to provide visual interest, including wall or window bays, porches with posts or columns, dormers, gable roof elements, wainscoting in a material different from the wall material, shutters, or window boxes.				
18-3	Townhouse or rowhouse units shall have varying front setbacks of no less than two feet and shall provide staggered roof planes related to the wall plane breaks.				
18-4	Elements such as roof dormers, hips, gables, balconies, wall projections and porches are required to break up the mass of building facades. Not less than 40% of the length of a building façade shall be treated with such elements. End units shall have the same design elements as front facades. Unarticulated and windowless walls are not allowed.				
19 Facades / Entries					
19-1	Upper story windows shall be recessed from the wall surface by a minimum of 2" or shall have surface trim and sills.				
20 Materials / Textures / Colors					
20-1	Exterior finish materials shall consist of stucco, wood siding, dimensional profile metal architectural siding, fiber cement products, stone, and/or brick. Plywood siding, including T-111 is not allowed.				
20-2	The use of a variety and combination of building materials is required with a minimum of three materials used on the project.				
20-3	Signs shall be consistent with City Sign Code standards.				
20-4	Materials and colors shall be placed using the building mass elements as defined edges.				
20-5	Roof materials, such as concrete and clay tile, are allowed. Composition shingles of the heavy laminated 35 year guarantee dimensional type is allowed. Dimensional profile metal architectural roofing is allowed. Wood shake or shingle roofing is not allowed.				
21 Site Orientation					
21-1	Buildings shall be located adjacent to the street at the front setback line, immediately behind a public or semi-public space, or behind a landscaped area such as an outdoor seating area for a restaurant.				
21-2	Mixed-use buildings shall be designed with commercial storefronts on the ground floor and residential units above or live-work residential units on the ground floor.				
21-3	The street corners of corner sites shall include buildings, public plazas, or open space areas.				
22 Building Design					
22-1	Building materials of different type or form shall be used to differentiate building planes.				

Citywide Infill Housing Design Standards		Yes	No	N/A	Staff
23 Windows / Entries					
23-1	At mixed-use buildings, entrances to residential, office or other upper story uses shall be clearly distinguishable in form and location from retail entrances.				
23-2	Doors at retail storefronts shall be provided with clear glazing.				
23-3	Service or employee doors that are visible from public streets or walkways shall be glazed with translucent glazing.				
23-4	Upper story windows shall be recessed from the wall surface by a minimum of 2”.				
23-5	Commercial storefronts where provided and unless required by specific area design standards, provide shall have clear, street-oriented display windows a minimum of 50% of the street frontage. These windows shall provide visual access to the inside of the buildings.				
23-6	Ground floor retail windows shall be of a storefront design and shall be larger in proportion than upper floor residential windows.				
24 Horizontal and Vertical Mixed-Use					
24-1	Buildings shall be arranged with open space and walks connecting directly with both residential and commercial uses.				
24-2	Provide a publicly accessible minimum 4-foot-wide pathway from a public sidewalk to plazas, courts or open space designed in the project.				
24-3	Parking areas shall be located on the sides and or rear of projects with pedestrian connections to the buildings.				

2021-2029 Housing Element	Yes	No	Staff
Does the proposed project take place on a parcel (or parcels) that is included in the 2021-2029 Housing Element Sites Inventory?			

Note: You can find a web-map of the 2021-2029 Housing Element Sites inventory [here](#) or view the full detailed inventory of sites on the City’s Housing Element [webpage](#).

Applicant Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial elevation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I hereby give permission to City Staff and other authorized personnel to post public notification signs on my property during the processing of this application.

I understand that some application fees required to submit this application may be an initial deposit and based on full cost recovery. If the time to review the project exceeds the amount of deposit that is collected, additional payment will be required.

I understand that in the event of a dispute over the project, I am required to defend, indemnify, and hold harmless the City of Sacramento as follows:

1. Except as provided in paragraph 2, immediately below, I agree that in connection with any claim, action, or proceeding (collectively "claim") brought against the City of Sacramento and its City Council, agencies, commissions, boards, departments, officers, employees, and agents (collectively the "City") to attack, set aside, void, or annul any City action arising out of or in any way connected to the project, including any determination made pursuant to the California Environmental Quality Act, I will defend, indemnify, and hold harmless the City from and against all damages, costs, and attorneys' fees, excluding the City's staff attorneys' fees. I understand that the City, in its sole discretion, may decide to use outside counsel or its staff attorneys (or both) to defend the claim.

2. As a condition of a tentative, parcel, or final map application or approval, I agree to defend, indemnify, and hold harmless the City of Sacramento and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of a tentative, parcel, or final map by the City, advisory agency, appeal board, or legislative body concerning a subdivision, which is brought within the time period provided for in Government Code section 66499.37, from and against all damages, costs, and attorneys' fees. The City will promptly notify me of any such claim and will cooperate fully in the defense. The City, in its sole discretion, may elect to defend any such action with attorneys of its own choice and, in such case, shall bear its own attorneys' fees and costs and will defend the action in good faith.

Signature of Applicant

Date

Please note that once this document is submitted to the City of Sacramento, your information will be posted online and is part of the public record; however, the City will not sell your data or information for any purposes.

FOR STAFF USE ONLY:

No net loss findings (Gov. Code, § 65863)

200-Year Flood Protection

FOR STAFF USE ONLY:

The proposed project meets all Planning development standards and Planning design standards; therefore, this Planning application is **approved**. This approval is subject to a seven-day reconsideration period, consistent with City Code Section [17.812.020](#). Please note that subsequent Building permits are required for construction. The project may require additional permits from other agencies or departments.

The proposed project does not meet all Planning development standards and Planning design standards; therefore, this application is hereby **denied**. The unmet Planning standards are as noted on the checklist above. A new application can be submitted at any time, subject to the standard submittal requirements and fees.

Signature of Staff

Date of Decision

Planning approval is valid for up to three years from the date of decision (City Code Section [17.808.470](#)).