City of SACRAMENTO
Community Development

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

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

City of Sacramento
Ministerial Approval of Infill Housing Development Projects Application
Planning-Approval Only
City Code Section 17.860.030

Application Instructions

Overview: 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 building permit submittal. 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. Before filing this application, it may be helpful to review the SB 35 process. The following table compares the two processes for informational purposes only.

Please see Planning Forms for a list of all planning 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	

• Effective Dates:
  ○ January 1, 2018 – January 1, 2036
	• Effective Date:
	  ○ **August 27, 2020**

Planning Review and Streamlining Provisions	
• 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.	• **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. ○ No vehicle parking requirements.
Eligible Projects	

• Type:
  ○ Residential or mixed-use (residential must be at least 2/3 of building square footage)
• Number of Housing Units:
  ○ 2+ Units
• Affordability Requirements:
  ○ 2-10 Units: None
  ○ 11+ Units: 10% of units affordable to lower-income households
• Prevailing Wage and Labor Requirements:
  ○ Required for 11+ Units
• Infill Requirements (SB 35 Definition):
  ○ At least 75 percent of the linear measurement of the perimeter of the site adjoins parcels (including those only separated by a street).
	• Type:
	  ○ Residential or mixed-use (residential must be at least 2/3 of building square footage)
	• Number of Housing Units:
	  ○ 2-200 Units
	• Affordability Requirements:
	  ○ **No specific requirement**
	• Prevailing Wage and Labor Requirements:
	  ○ **No specific requirement**
	• Infill Requirements (City Code Definition):
	  ○ **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	

• Historic Considerations:
  ○ Project cannot demolish a historic structure
	• Historic Considerations:
	  ○ **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**

• Demolition Considerations:
  ○ Project cannot demolish units:
  ▪ Occupied by tenants within last 10 years
  ▪ Subject to an affordable housing regulatory agreement
  ▪ Subject to any form of local rent or price control
	• Demolition Considerations:
	  ○ **The project cannot reduce the total number of dwelling units on the site**
	  ○ Project cannot demolish units:
	  ▪ **Occupied by tenants in a multi-unit dwelling (3+ units) within the last year**
	  ▪ Subject to an affordable housing regulatory agreement

• Environmental Considerations:
  ○ Project cannot be on a site:
  ▪ 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
	• Environmental Considerations:
	  ○ Project cannot be on a site:
	  ▪ 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**

• Planning Considerations:
  ○ Projects cannot include:
  ▪ A variance, deviation, or conditional use permit (CUP)
	• Planning Considerations:
	  ○ Projects cannot include:
	  ▪ **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	

• Notice of Intent required prior to application submittal
• From date of submittal, provide written notice of any objective development standards not satisfied:
  ○ ≤ 150 Units: 60 days
  ○ > 150 Units: 90 days
• Deemed approval if deadline is not met
	• No Notice of Intent required
	• From date of submittal, provide written notice of any objective development standards not satisfied:
	  ○ ≤ 150 Units: 60 days
	  ○ > 150 Units: 90 days
	• No deemed approval if deadline is not met

How to submit this application: All applications are submitted through an online process. Detailed instructions are provided at the E-Planning Submittal Service webpage. That website also provides a link to the Public Permit Portal. Applications may be digitally signed. Once uploaded, staff will communicate through the Public Permit Portal. Emails will be sent from **noreply@accela.com**. Please check your email's junk mailbox or spam filter to ensure emails from that address arrive in your inbox.

How to pay fees: Once Planning Staff determine all the necessary forms and materials are uploaded, staff will send an invoice for the applicable fee(s). Fees may be paid online at the Public Permit Portal or in person at 300 Richards Blvd, 3rd floor. To estimate application fees, review the fee worksheets at Planning Forms. Payment of the fee/deposit(s) results in the application being accepted for assignment to a staff planner.

After submittal: The assigned planner will review in two sequential phases: (1) for completeness pursuant to City Code Section 17.800.030 (i.e., Permit Streamlining Act); and, once complete, (2) for compliance with City Code Section 17.860.030. At the conclusion of that review, applications for projects with 150 units or less that meet the criteria will be approved within 60 days from the date of submittal. Applications for projects of more than 150 units will be approved within 90 days. The compliance review timeframe may not be paused or extended. 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 submittal.

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.

Application submittal requirements: Applications shall include all the following:

I. Application Form: Fill all portions of this form with required text; check all boxes with responses reflecting the applicant's statement(s). Note: Form CDD-0063 is not required.

II. Letter of Agency: If the applicant is not the property owner, this section is mandatory.

III. Application Fees. No application is considered submitted until all fees and deposit(s) are paid.

IV. Preliminary Title Report. Not more than 6 months old, listing all recorded easements and restrictions and providing a legal description of the property.

V. Plans: All plan sets shall meet the specifications provided in Section V.

VI. Site Eligibility Checklist: The project site must meet all eligibility standards in Section VI to be accepted.

VII. Objective Standards Checklist: To be approved, the project must comply with all applicable standards in Section VII.

VIII. Color photographs. Each application shall include photos of the project site and adjacent properties in the format described in Form CDD-0077.

IX. Applicant Certification: All applicants must complete the certification in Section IX.

Procedure and timing: The following timeline and steps will be followed when processing this application. Days assigned to interim steps are approximate. 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.

I. Application Form

Project Site Information

Project Name: _____

Site Address or Project Location: _____

Assessor Parcel Number(s): _____

Property Size in Acres (Gross/Net): _____

Property Size in Square Feet: _____

Property Owner Information

Name: _____

Company Name: _____

Mailing Address: _____

City / State / ZIP Code: _____

Phone: _____

Email: _____

Applicant Information

Name: _____

Company Name: _____

Mailing Address: _____

City / State / Zip Code: _____

Phone: _____

Email: _____

Project Narrative

II. Letter of Agency

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to apply for the requested entitlement(s).

☐ Check this box if a letter of agency is not applicable (i.e., the owner of record is the applicant).

Date:

To: City of Sacramento
Community Development Department
300 Richards Blvd, Third Floor
Sacramento, CA 95811

Community Development Department,

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

Name: _____

Company Name: _____

Mailing Address: _____

City / State / ZIP Code: _____

to agree to the covenants set forth in this application and to apply for an Administrative Permit pursuant to City Code Chapter 17.864.

The subject property is located at: _____

Assessor Parcel Number(s): _____

Owner of Record (Printed Name): _____

Owner of Record (Mailing Address): _____

Owner of Record (Signature): _____
(may be digital signature)

III. Application Fees

Refer to Form CDD-0089 (Staff Level Fees) for applicable fees and deposit(s).

IV. Preliminary Title Report

Submit one electronic (PDF) copy of a preliminary title report generated within the past 6 months. The report must include all recorded easements and restrictions and the property's legal description. Copies of all recorded documents referred to in the report must also be submitted.

V. Plans

Each application shall include the following plans with the information specified below.

Each plan sheet shall include:

- ☐ Date(s) of plans
- ☐ Labeled Dimensions
- ☐ Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16 -inch. 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, and landscape if different from the applicant.

Site plans shall include:

- ☐ A Vicinity Map, including north arrow, 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 recommend submitting two (2) site plans. The first should show the entire property with detail indicating the area proposed for development. The second should focus on the specific areas of the proposed development.
- ☐ Location and distance from closest adjacent structures on neighboring properties.
- ☐ Accurate dimensions of front setbacks for the nearest two adjacent buildings, where required to determine required front setback.
- ☐ Location, area, and nature of all existing and proposed easements. For existing easements, include the recorded document number.
- ☐ Footprints and dimensions of all existing and new buildings, structures, parking spaces, walkways, driveways, planters, and other features, drawn to scale showing the location of

structures to be constructed, modified, relocated, or demolished. Dimensions are required to determine if the site meets development standards.

☐ Square footage for all existing and new buildings and proposed additions. Indicate the type of land use using terminology consistent with City Code Chapter 17.108.

☐ Existing and proposed setbacks (dimensioned) to buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc.

☐ Location, height, and materials of existing and new walls/fences.

☐ Existing and new driveways, off-street parking, and loading facilities. Include dimensions, materials, and back-up distances of spaces. Label the type of parking space (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces.

☐ Drainage courses, creeks, City drainage facilities, etc. Identify location and size of stormwater retention, if proposed. Identify any alternative or permeable paving surfaces and provide material specifications.

☐ Location of water source(s), supply and storage facilities.

☐ Location of solid waste containers (trash, recycling, and organic waste) or storage areas. Indicate dimensions, materials, and capacity (cubic yards). Staff may require an exhibit demonstrating overhead clearances and/or turning templates.

☐ Location of proposed electrical vaults/transformers and backflow preventors, if required.

☐ Existing and new mechanical equipment, including heaters and air conditioners.

Building elevations shall include:

☐ Exterior appearance of all sides of existing and new structures, modifications, and additions.

☐ Elevations must be drawn to scale with an indication of height, measured from grade to the top of plate line, and to the top of the roof. Please note: Renderings that are not true elevations may be included, however they do not replace the requirement for true elevation drawings.

☐ All affected views identified as North, South, East, and West - not front, rear, right side, etc.

☐ Exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or to be repaired or replaced. Use dashed lines to indicate features to be eliminated or modified.

☐ All wall and roof areas that will be demolished, indicated with dashed lines.

☐ Any anticipated roof- and ground-mounted equipment and related equipment screening.

☐ Roof plans shall indicate all roof slopes. 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).

☐ Any existing or proposed encroachment by the building onto the right of way. This includes, but is not limited to, canopies, balconies, bay windows, etc.

☐ Color and construction materials for all roofing, siding, windows, doors, and trim, with reference to the manufacturer's information and/or material cutsheets.

Floor plans shall include:

☐ All buildings under consideration. The floor plans are necessary for a full understanding of the project, the functioning of the interior spaces, and ultimately to verify the intended land use.

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

☐ All walls, exterior features (doors, windows, etc.), and ancillary structures labeled as existing, new, or to be repaired or replaced. Use dashed lines to indicate features to be eliminated or modified.

☐ All rooms identified by their use (e.g., kitchen, bathroom, bedroom, garage)

☐ All exterior landings at doors.

Preliminary landscape plans shall include:

☐ 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.

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)

VI. Site Eligibility Checklist

Review the subject site for compliance with the eligibility criteria below. Answer "yes", "no", or "N/A" (not applicable). For a site to be eligible, it must have only 'green' cell entries in the right-hand columns.

	Eligibility Requirements	Yes	No	N/A
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.) *Number of units:* _____	☐	☐	☐
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. □ 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.) □ The demolition of dwelling units subject to an affordable housing regulatory agreement (City Code Section 17.860.030.A.6.b.) □ A reduction in the total number of dwelling units on the site (City Code Section 17.860.030.A.6.c.)	☐	☐	☐

	Eligibility Requirements	Yes	No	N/A
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? *Please note:* By checking "yes" or "no" the applicant is stating that they have verified the information and will provide documentation upon request. (City Code Section 17.860.030.A.9., a. through j.) Staff exercises the right to accept documentation from other sources if deemed to be more authoritative. ○ a. Planned unit development (see Land Information Lookup App to determine if your property is in a PUD) ○ b. Within a historic district listed on the Sacramento register, the National Register of Historic Places, or the California Register of Historical Resources (see the Sacramento historic register for locally designated resources, and the Built Environment Resources Directory 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 State Housing & Community Development Map Query) ○ 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	☐	☐	☐

VII. Objective Standards Checklist

Answer "yes", "no", or "N/A" (not applicable) to the items below and provide the requested information. To be approved, the project must meet all the applicable objective standards in Table A and Table B. In addition, for sites within a historic district, the project must meet the standards in Table C.

	A. Objective Development Standards	Yes	No	N/A
	General Standards			
1.	Does the site have a **General Plan** designation that allows development at the proposed density/FAR? *General Plan designation:* _____ *Allowed Density/FAR:* _____ *Project Density/FAR:* _____ Does the project include a proposal for a **density bonus**? ☐ Yes ☐ No	☐	☐	☐
2.	Does the site have a **zoning designation** that allows residential development at the proposed density or meet the requirements of Government Code Section 65852.24? *Zoning designation:* _____ *Allowed density:* _____ *Proposed density:* _____	☐	☐	☐
3.	Are all proposed **use(s)** allowed by-right in the zone? *Proposed uses:*_____	☐	☐	☐
4.	Does the proposed development meet the Citywide Infill Housing Design Standards?	☐	☐	☐
5.	Does the development meet the **lot coverage** requirement? *Maximum lot coverage:* _____ *Proposed lot coverage:* _____	☐	☐	☐
6.	Are all new structures at or below the **height** limit in the zone? *Maximum allowed height:* _____ *Proposed height to plate line:* _____	☐	☐	☐
7.	Do all **roof structures** comply with the requirements in City Code Section 17.600.145? *Roof structures/height:* _____	☐	☐	☐
8.	Do all proposed **duplex dwellings** meet the architectural design standards in City Code Section 17.600.110?	☐	☐	☐
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. *List applicable exceptions:* _____	☐	☐	☐
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? *Size of development site:* _____	☐	☐	☐
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). *Open Space provided (sq. ft.):* _____	☐	☐	☐

	A. Objective Development Standards	Yes	No	N/A
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.	Does the project conform to applicable vehicle and bicycle **parking** requirements, including maximum vehicle parking? (City Code Chapter 17.608) *Maximum required parking:*_____ *Parking provided:*_____	☐	☐	☐
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)] *Minimum required parking:*_____ *Parking provided:* _____	☐	☐	☐
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?	☐	☐	☐
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) *Number of compact spaces/% of total:* _____	☐	☐	☐
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)	☐	☐	☐

	A. Objective Development Standards	Yes	No	N/A
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?	☐	☐	☐
	Other (answering "no" does not disqualify the project)			
33.	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? *Please note:* 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. *Completion Date:* _____	☐	☐	☐

	B. Citywide Infill Housing Design Standards	Yes	No	N/A
	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.	☐	☐	☐

	B. Citywide Infill Housing Design Standards			
		Yes	No	N/A
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.	☐	☐	☐
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.	☐	☐	☐

	B. Citywide Infill Housing Design Standards			
		Yes	No	N/A
	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.	☐	☐	☐
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)	☐	☐	☐

	B. Citywide Infill Housing Design Standards	Yes	No	N/A
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.	☐	☐	☐
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).	☐	☐	☐

	B. Citywide Infill Housing Design Standards			
		Yes	No	N/A
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.	☐	☐	☐
	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.	☐	☐	☐

	B. Citywide Infill Housing Design Standards			
		Yes	No	N/A
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.	☐	☐	☐
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 or 2" or shall have surface trim and sills.	☐	☐	☐

	B. Citywide Infill Housing Design Standards			
		Yes	No	N/A
	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.	☐	☐	☐
	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.	☐	☐	☐

B. Citywide Infill Housing Design Standards				
		Yes	No	N/A
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.	☐	☐	☐

C. Additional Design Standards for Historic Districts Refer to the adopted Historic District Design Standards to answer the following questions.				
		Yes	No	N/A
25	Does the project comply with standards for **additions to contributing resources?** See Section 25 of the Infill Housing Design Standards.	☐	☐	☐
26	Does the project comply with standards for **detached and attached accessory dwelling units, garages, and storage structures?** See Section 26 of the Infill Housing Design Standards.	☐	☐	☐
27	Does the project comply with standards for **raising a building?** See Section 27 of the Infill Housing Design Standards.	☐	☐	☐
28	Does the project comply with standards for **new infill construction and alterations to non-contributing resources?** See Section 28 of the Infill Housing Design Standards.	☐	☐	☐
29	Does the project comply with standards for **site features and landscaping?** See Section 29 of the Infill Housing Design Standards.	☐	☐	☐
30	Does the project comply with standards for **public right-of-way site elements?** See Section 30 of the Infill Housing Design Standards.	☐	☐	☐
31	Does the project comply with standards for **alley-facing infill?** See Section 31 of the Infill Housing Design Standards.	☐	☐	☐
	Does the project comply with all standards specific to the historic district where it is located? See Historic District Plans.	☐	☐	☐

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

Note: Use the 2021-2029 Housing Element Sites Inventory web map or view the full detailed sites inventory on the City's Housing Element webpage.

VIII. Color Photographs

Photographs shall be combined as a single PDF document and presented in the format described at Form CDD-0077.

IX. 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 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 the following requirements of State Law and agree each statement is true and correct:

1. The project does not involve demolition or alteration of housing subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low, very low, or extremely low income.
2. The project does not involve demolition or alteration of housing subject to any form of rent or price control through a local public entity's valid exercise of its police power.
3. The project does not involve demolition or alteration of housing occupied by tenants within the five years preceding the date of the application, including housing demolished or tenants vacated prior to this application.
4. The project does not involve demolition or alteration of a parcel on which an owner of residential real property has exercised the owner's rights under Government Code, Title 1, Division 7, Chapter 12.75 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.

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/modification of approved 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/modification of approval 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

Planning approval is valid for up to three years from the date of decision. Applications seeking a modification to a project under California Government Code 65913.4 of a previously approved application should complete only the fields proposed to be modified and resubmit this application (see application instructions at the beginning of this application).