

Small Temporary Residential Shelter & Temporary Shelter Facility (“Encampments”) Application [Ordinance 2021-0002](#)

Application Instructions

Overview: The purpose of this application is to verify proposed Small Temporary Residential Shelters and Temporary Shelter Facility (“Encampments”) comply with [Ordinance 2021-0002](#).

This application identifies the information required to evaluate each application as well as a summary of applicable standards.

Application 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. **Plans:** All plan sets shall meet the specifications provided in Section V.
- IV. **Color photographs.** Each application shall include photos of the project site and adjacent properties in the format described in [Form CDD-0077](#).
- V. **Site Eligibility Checklist:** The project site must meet all eligibility standards of Section IV to be accepted.
- VI. **Objective Standards Checklist:** To be approved, the project must comply with all applicable standards in Section V.
- VII. **Applicant Certification:** All applicants must complete the certification in Section VII.

Forms: All forms referenced in this application are available at this website:

<https://www.cityofsacramento.gov/community-development/planning/planning-forms>

Fee: No fee is charged for this administrative permit.

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.

After submittal: The assigned planner will first review for completeness. If necessary information is not provided, you will be notified within 30 days or less. Once complete, the application will be reviewed for compliance with applicable development standards. At the conclusion of that review, applications will either be approved or disapproved.

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.

Heads Up! – Important Info About Your Project

Please consider the following information **BEFORE** submitting this application.

Permit Expiration: Administrative permits granted under Ordinance 2021-002 remain in effect only during a shelter crisis as declared by the city council. If the city’s shelter crisis declaration expires or is repealed, all administrative permits granted under this ordinance expire and all permit holders must immediately cease operations and return the site to its previous condition. Six months prior to the expiration of the city’s shelter crisis declaration, city staff will report to the city council on the implementation of this ordinance and notify permit holders of the upcoming expiration date.

Plan for Water Service

The director of utilities may authorize a lot or parcel with a temporary shelter facility to use an existing metered water service connection of an adjoining lot to provide water service for the facility. The owner of the adjoining lot must consent and must install city-compliant backflow protection. The owner of the adjoining lot is liable for all rates, charges, and fees for the water service used by the temporary shelter facility.

Have a Consultation Meeting with SMUD

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. The Sacramento Municipal Utility District (SMUD) can assist and offers free consultation to help identify potential issues and service solutions. Applicants that wait to consult SMUD staff until after City approval may incur significant costs (e.g., project redesign) and/or delay. For more information and/or to schedule a consultation, see [this link](#).

Carefully Review for Project Effects on Existing Trees

Existing trees, located on either city property or private property, may be subject to separate permit requirements under City Code [Chapter 12.56](#). Applicants are strongly encouraged to conduct due diligence on whether their project will affect trees, including whether by removal, pruning, grading, trenching, boring, etc. For more information about determining whether your project is subject to tree permit requirements, please visit this website:

<https://www.cityofsacramento.gov/public-works/maintenance-services/urban-forestry/urban-forestry-tree-permits>

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

Provide details about the project. Include a separate attachment if necessary. Identify the type of shelter facility (temporary residential shelter or temporary shelter/encampment facility), and the number of individuals that will be served on the site.

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 apply for an Administrative Permit pursuant to City Council Ordinance 2021-002.

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. 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.

IV. Color Photographs

Combine Photographs as a single PDF document and present in the format described in [Form CDD-0077](#).

V. 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 criteria		Yes	No	N/A																											
1.	<p>Is the site listed on a list compiled pursuant to Government Code section 65962.5 (“Hazardous Waste Properties”)?</p> <p>Use the California Department of Toxic Substances Control website to locate sites.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											
2.	<p>Is the project site developed with an existing assembly use such as a church or faith congregation, auditorium, stadium, or similar place of assembly, regardless of zoning district?</p> <p>Note: If ‘Yes’ applies, skip questions 3 through 5 below.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											
3.	<p>If the site is <u>not</u> developed with an existing assembly use, is it located in an eligible zoning district listed below?</p> <p>Note: Use the Land Information Lookup App to identify site zoning.</p> <table border="0"> <tr> <td><u>Commercial:</u></td> <td><u>Industrial:</u></td> <td><u>Miscellaneous:</u></td> </tr> <tr> <td><input type="checkbox"/> OB-2</td> <td><input type="checkbox"/> M-1</td> <td><input type="checkbox"/> H</td> </tr> <tr> <td><input type="checkbox"/> OB-3</td> <td><input type="checkbox"/> M-1(S)</td> <td><input type="checkbox"/> SPX</td> </tr> <tr> <td><input type="checkbox"/> EC</td> <td><input type="checkbox"/> M-2</td> <td><input type="checkbox"/> TC</td> </tr> <tr> <td><input type="checkbox"/> SC</td> <td><input type="checkbox"/> M-2(S)</td> <td><input type="checkbox"/> HC</td> </tr> <tr> <td><input type="checkbox"/> C-1</td> <td><input type="checkbox"/> MIP</td> <td></td> </tr> <tr> <td><input type="checkbox"/> C-2</td> <td><input type="checkbox"/> MRD</td> <td></td> </tr> <tr> <td><input type="checkbox"/> C-3</td> <td><input type="checkbox"/> M-T</td> <td></td> </tr> <tr> <td><input type="checkbox"/> C-4</td> <td></td> <td></td> </tr> </table>	<u>Commercial:</u>	<u>Industrial:</u>	<u>Miscellaneous:</u>	<input type="checkbox"/> OB-2	<input type="checkbox"/> M-1	<input type="checkbox"/> H	<input type="checkbox"/> OB-3	<input type="checkbox"/> M-1(S)	<input type="checkbox"/> SPX	<input type="checkbox"/> EC	<input type="checkbox"/> M-2	<input type="checkbox"/> TC	<input type="checkbox"/> SC	<input type="checkbox"/> M-2(S)	<input type="checkbox"/> HC	<input type="checkbox"/> C-1	<input type="checkbox"/> MIP		<input type="checkbox"/> C-2	<input type="checkbox"/> MRD		<input type="checkbox"/> C-3	<input type="checkbox"/> M-T		<input type="checkbox"/> C-4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4.	<p>If the site is <u>not</u> developed with an existing assembly use, is it located more than 500 feet from any of the following land uses?</p> <ul style="list-style-type: none"> • Another temporary shelter facility (encampment) • Childcare center • Childcare in-home family daycare • School (K-12) • Park • Museum 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											
5.	<p>If the site is <u>not</u> developed with an existing assembly use, is it located more than ½-mile from another temporary residential shelter?</p> <p>Note: Please email planning@cityofsacramento.org for assistance. Proximity info about some shelters is not publicly available to protect vulnerable populations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											

VI. Objective Standards Checklist

Please 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 below.

A. **Small Temporary Residential Shelters** within an existing building are subject to the standards in City Code section 17.228.620, outlined below:

Small Temporary Residential Shelter – development standards		Yes	No	N/A
1.	<p>The facility meets the definition of a small temporary residential shelter.</p> <p>"Temporary residential shelter" means a facility that provides short-term, congregate or non-congregate, temporary housing to 24 or fewer individuals for free or substantially below cost. Tenancies at such facilities generally do not exceed 60 days, although individuals or families may sometimes stay longer before obtaining long-term, transitional, or permanent housing. Related services that may be provided on-site include health care, mental health services, counseling, case management, permanent housing assistance programs, job training, day centers for individual adults, meal service facilities, child day care, and day centers for families. Temporary residential shelter does not include supportive housing, transitional housing, or emergency shelters established in the wake of disaster, such as shelters provided by the American Red Cross or the federal or state government.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	On-site personnel are present during hours of operation when clients are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Exterior lighting is provided on pedestrian pathways and parking lot areas on the property.</p> <p>Note: Submitted plans must identify the location(s) and attributes of lighting.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>If client intake occurs on-site, an onsite waiting area of at least 100 square feet is provided. If intake does not occur on-site, mark N/A.</p> <p>Note: Submitted plans must identify the location and size of the waiting area.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Airport Land Use Compatibility Plans. The temporary residential shelter complies with all objective standards set forth in an applicable Airport Land Use Compatibility Plan adopted pursuant to California Public Utilities Code sections 21670 through 21679.5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. **Temporary Shelter Facility (“Encampment”)** standards are in Ordinance 2021-0002, and listed below:

Temporary Shelter Facility (“Encampment”) – development standards		Yes	No	N/A
1.	The facility meets the definition of a temporary shelter facility. A “temporary shelter facility” is a facility that provides short-term, temporary shelter to not more than 80 individuals using outdoor tents, park trailers, emergency sleeping cabins, or safe parking lots, which are parking lots that allow individuals living in their vehicles to park overnight, in compliance with the California Building Code Appendix O, the California Residential Code Appendix X, or any other applicable law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Tents, park trailers, and emergency sleeping cabins are set back a minimum of 5 feet from all lot lines and 10 feet from all other temporary structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The operator of the temporary shelter facility is providing potable water for all occupants. Note: Submitted plans must identify the location(s) and attributes of the potable water source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The temporary shelter facility will always be open for registered occupants. Regular hours for occupant intake and discharge will be posted. The shelter manager shall enforce quiet hours between 10:00 p.m. and 6:00 a.m. Note: Submitted plans must identify the location(s) of required signage including proposed sign text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	A manager will be onsite when occupants are present and during normal operating hours. The manager’s area shall be located near the entry to the facility. The manager’s name, telephone number, and e-mail address will be posted and easily visible to the public. Note: Submitted plans must identify the location of the manager’s area, and the location(s) of required signage including proposed sign text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Pedestrian pathways and parking lots are well lit. Lighting will be designed, located, or screened so that it is not directly visible from any residential unit. Any illumination will not produce glare or reflection for occupants of neighboring buildings or on public streets. Note: Submitted plans must identify the location(s) and attributes of lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	If client intake occurs on-site, an onsite waiting area of at least 100 square feet is provided. If intake does not occur on-site, mark N/A. Note: Submitted plans must identify the location and size of the waiting area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Occupants will be provided a safe and secure place to store personal property. Note: Submitted plans must identify the location(s) and attributes of personal storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. **Safe parking lots** are subject to the following standards **in addition to** those listed in part B above:

Safe Parking Lots – development standards		Yes	No	N/A
1.	The site will have a minimum of one toilet for every fifteen occupants. Note: Submitted plans must identify the location(s) and number of toilet(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The site will be maintained in a safe and sanitary condition and free from vermin, vectors, and matter of an infectious or contagious nature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The site will be kept clean and free from debris, filth, garbage, and deleterious matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All garbage and food waste will be deposited in covered receptacles that are emptied when filled and the contents disposed of in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII. 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 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:

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.

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.