

Supportive Housing Administrative Permit Planning Application

City Code Chapter 17.880

Overview: The purpose of this application is to facilitate implementation of State law pertaining to Supportive Housing ([California Government Code Title 7, Division 1, Chapter 3, Article 11](#)). This application form facilitates compliance by identifying eligibility criteria, objective development standards, and objective design standards.

What is supportive housing?

Supportive housing is defined as “housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community. Supportive housing specifically includes transitional housing for youth and young adults.” ([California Government Code Section 65650\(b\)](#)).

Target population is defined as “persons, including any persons with disabilities, and families who are “homeless,” as that term is defined by Section 11302 of Title 42 of the United States Code, or who are “homeless youth,” as that term is defined by [California Government Code Section 12957\(e\)\(2\)](#).

Individuals and families currently residing in supportive housing meet the definition of “target population” if the individual or family was “homeless,” as that term is defined by [Section 11302 of Title 42 of the United States Code](#), when approved for tenancy in the supportive housing project in which they currently reside.” ([California Government Code Section 65650\(d\)](#)).

How is homeless defined in Section 11302 of Title 42 of the United States Code?

Homeless is defined as

- “an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- an individual or family who—
 - will imminently lose their housing, including housing they own, rent, or live in without paying

rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—

- a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
- the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
- credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
- has no subsequent residence identified; and
- lacks the resources or support networks needed to obtain other permanent housing; and
- unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who—
 - have experienced a long term period without living independently in permanent housing,
 - have experienced persistent instability as measured by frequent moves over such period, and
 - can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment” ([Section 11302 of Title 42 of the United States Code](#)).

How is homeless youth defined in California Government Code Section 12957(e)(2)?

Homeless youth is defined as “either of the following:

- A person who is not older than 24 years of age, and meets one of the following conditions:
 - Is homeless or at risk of becoming homeless.
 - Is no longer eligible for foster care on the basis of age.
 - Has run away from home.
- A person who is younger than 18 years of age, who is emancipated pursuant to [Part 6 \(commencing with Section 7000\) of Division 11 of the Family Code](#), and who is homeless or at risk of becoming homeless”

Is my project eligible?

To receive Planning approval of this application, a supportive housing project must meet certain requirements including, but not limited to:

- **Affordability.** All units, excluding managers’ units, must be restricted to lower income households for at least 55 years.
- **Target Population.** Depending on the number of units, all units, or a percentage of units must be restricted to the target population.
- **Supportive Services.** A plan for providing supportive services must be submitted along with dedicated

square footage within the project for onsite services.

- **Replacement of Existing Units.** If any existing units are removed, the project must replace the units in the manner described in California Government Code Section 65915(c)(3).
- **Consistent with Objective Standards.** The project must comply with the Citywide Infill Housing Design Standards and objective development standards in 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.

Are there other types of supportive housing?

Supportive housing is also defined in California Government Code Section 65582, but would not be eligible for this application, unless it also meets the requirements of California Government Code Section 65650 (i.e. this application form).

[California Government Code Section 65582\(g\)](#) defines supportive housing as housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

However, this type of supportive housing is occupied by a different target population. In Government Code Section 65582(i), the target population is defined as “persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDs, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Development Disabilities Act ([Division 4.5 \(commencing with Section 4500\) of the Welfare and Institutions Code](#)) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals existing from institutional settings, veterans and homeless people.”

Pursuant to [California Government Code Section 65583\(c\)\(3\)](#), supportive housing defined in California Government Code Section 65582 is considered a residential use of property and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. This is reflected in [Sacramento City Code Section 17.108.200](#), where supportive housing is considered a dwelling in the individual zones.

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. 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. Plan for Providing Supportive Services: the developer must provide the City with a plan for providing supportive services.
- X. Applicant Certification: All applicants must complete the certification in Section IX.

Forms: All forms referenced in this application are available at [Planning Forms](#).

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 Chapter 17.880. Applications for projects with 50 or fewer units that meet the criteria will be approved within 60 days from the date of submittal. Applications for projects of more than 50 units will be approved within 150 days. If the application is denied for failure to meet any of the criteria, a new application may be submitted pursuant to City Code Section 17.800.050. New application fees will be required with each subsequent application.

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.

Advisories
A City-approved traffic operations and safety study may be required after Planning approval during the Building permit phase. 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 can be determined in a pre-application meeting (optional, but highly recommended).
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 after 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)

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](#).

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 located in one or more of the following zones: - R-2A, R-2B, R-3, R-3A, R-4, R-4A, R-5, RMX, RO, OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, M-T, or - C-4, M-1, M-1(S), M-2, M-2(S) and located within the Central City* Zoning of site: _____ <i>*If site is outside of the Central City and within ¼ mile of a light rail station, the supportive housing is not eligible for this permit and a Zoning Administrator level Conditional Use Permit is required.</i> <i>(Government Code Section 65651(a))</i>	☐	☐	☐
2.	Does the project consist of <u>supportive housing</u> defined as housing with: <i>(Check all below)</i> ☐ No limit on the length of stay; and ☐ Occupied by the target population; and <i>“Target population means persons, including persons with disabilities, and families who are “homeless,” as that term is defined by Section 11302 of Title 42 of the United States Code, or who are “homeless youth,” as that term is defined by paragraph (2) of subdivision (e) of Section 12957 of the Government Code. Individuals and families currently residing in supportive housing meet the definition of “target population” if the individual or family was “homeless,” as that term is defined by Section 11302 of Title 42 of the United States Code, when approved for tenancy in the supportive housing project in which they currently reside.</i> ☐ Linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving the resident’s health status, and maximizing the resident’s ability to live and, when possible, work in the community; and ☐ The supportive housing specifically includes transitional housing for youth and young adults. <i>(Government Code Section 65650(b))</i>	☐	☐	☐
3.	Are 100% of the units, excluding manager’s units, restricted to lower income households and are or will be receiving public funding to ensure affordability of the housing to lower income Californians? Lower income households has the same meaning as California Health and Safety Code Section 50079.5. The rents in the development shall be set at an amount consistent with the rent limits stipulated by the public program providing financing for the development. <i>(Government Code Section 65651(a)(2))</i>	☐	☐	☐
4.	If the development consists of <u>fewer than 12 dwelling units</u>, are 100% of the units, excluding manager’s units, restricted to residents in supportive housing? Number of units: _____ Number of units for supportive housing: _____ <i>(Government Code Section 65651(a)(3))</i>	☐	☐	☐
5.	If the development consists of <u>more than 12 dwelling units</u>, are at least 25% of the units restricted to residents in supportive housing that meet the criteria of the target population?	☐	☐	☐

Eligibility Requirements		Yes	No	N/A
	Number of total units: _____ Number of units for supportive housing: _____ <i>(Government Code Section 65651(a)(3))</i>			
6.	Are the units within the development subject to a recorded affordability restriction for 55 years? <i>(Government Code Section 65651(a)(1))</i>	☐	☐	☐
7.	Has the developer included a plan for providing supportive services with this application? <i>(See page 26 of this application form)</i> <i>(Government Code Section 65651(a)(4))</i>	☐	☐	☐
8.	If the project consists of <u>20 or fewer dwelling units</u> , is at least 90 square feet provided for onsite supportive services? Supportive services include, but are not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, and benefits advocacy. Number of units: _____ Supportive services provided: _____ Area of supportive services: _____ sq ft <i>(Government Code Section 65651(a)(5)(A))</i>	☐	☐	☐
9.	If the project consists of <u>more than 20 dwelling units</u> , is at least 3% of the total floor area provided for onsite supportive services that are limited to tenant use, including, but not limited to, community rooms, case management offices, computer rooms, and community kitchens? Number of units: _____ Total floor area: _____ sq ft Supportive services provided: _____ Area of supportive services: _____ sq ft <i>(Government Code Section 65651(a)(5)(B))</i>	☐	☐	☐
10.	If provided, does the total floor area dedicated to administrative office space not exceed 25% of the total floor area? Administrative office space means an organizational headquarters or auxiliary office space utilized by a nonprofit organization for the purpose of providing onsite supportive services at a supportive housing development authorized pursuant to this Article and includes other nonprofit operations beyond the scope of the corresponding supportive housing development. "Administrative office space" includes parking necessary to serve the office space. Total floor area: _____ sq ft Administrative office space: _____ sq ft <i>(Government Code Section 65651(a)(5)(C))</i>	☐	☐	☐
11.	If there are any existing units on the site, will be they be replaced in the manner provided in paragraph (3) of subdivision (c) of Government Code Section 65915 ?	☐	☐	☐
12.	Do all units within the development, excluding managers' units, include at least one bathroom and a kitchen or other cooking facilities, including, at a minimum, a stovetop, a sink, and a refrigerator? <i>(Government Code Section 65651(a)(7))</i>	☐	☐	☐

VII. 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:

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? <i>General Plan designation:</i> _____ <i>Allowed Density/FAR:</i> _____ <i>Project Density/FAR:</i> _____ Does the project include a proposal for a density bonus ? ☐ Yes ☐ No	☐	☐	☐
4.	Does the proposed development meet the Citywide Infill Housing Design Standards ?	☐	☐	☐
5.	Does the development meet the lot coverage requirement? <i>Maximum lot coverage:</i> _____ <i>Proposed lot coverage:</i> _____	☐	☐	☐
6.	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> _____	☐	☐	☐
7.	Do all roof structures comply with the requirements in City Code Section 17.600.145 ? <i>Roof structures/height:</i> _____	☐	☐	☐
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 . <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.	Does the project conform to applicable vehicle and bicycle parking requirements? (City Code Chapter 17.608)	☐	☐	☐

Objective Development Standards				
		Yes	No	N/A
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>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?	☐	☐	☐
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 ?	☐	☐	☐
Other (answering "no" does not disqualify the project)				
35.	Request for information: Does the project include a proposal for a density bonus ? <i>Please note: Density bonus is <u>not</u> required.</i>	☐	☐	☐

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.	☐	☐	☐
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				

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

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

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

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

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

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

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. Supportive Housing: Plan for Providing Supportive Services

Pursuant Government Code Section 65651(a)(4), the developer must provide the City with a plan for providing supportive services. Additional information may be provided in a memorandum if necessary.

Name of Proposed Entity or Entities That Will Provide Supportive Services:

Proposed Funding Source or Sources for the Provided Onsite Supportive Services:

Proposed Staffing Levels:

Attach documentation of supportive services (e.g., official award letter for supportive services funding, agreement with operator/provider).

Provider/Operator Certification

☐ I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Print Name: _____

Date: _____

Owner/Applicant Certification

☐ I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Print Name: _____

Date: _____

X. 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:

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).