

California Assembly Bill 1490
Extremely Affordable Adaptive Reuse Projects
Administrative Permit Planning Application
([City Code Section 17.860.024](#))

Application Instructions

The purpose of this application is to facilitate compliance with State law pertaining to extremely affordable adaptive reuse projects ([California Government Code Section 65913.12](#), commonly referred to Assembly Bill (AB) 1490). This application form facilitates compliance by identifying eligibility criteria and objective development standards.

What is an extremely affordable adaptive reuse project?

An extremely affordable adaptive reuse project is defined as a housing development project that meets all of the following criteria:

- The development is a multifamily housing development project.
- The development involves the retrofitting and repurposing of a residential building or commercial building that currently allows temporary dwelling or occupancy, to create new residential units.
- The development will be entirely within the envelope of the existing building.
- The development meets all of the following affordability criteria:
 - 100% of units, excluding managers' unit(s), shall be dedicated to lower income households ([Health and Safety Code Section 50052.5](#)) or an affordable rent consistent with rent limits established by the California Tax Credit Allocation Committee.
 - The units are subject to a recorded deed restriction of 55 (rental units) or 45 years (owner-occupied units).

(Government Code Section 65912.12(a)(4))

Planning approval is required prior to submittal for a building permit. Acceptance of this planning application and subsequent approval does not constitute issuance of a building permit.

How to submit this application:

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

How to pay fees:

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

How to ask questions:

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

Application requirements are provided below. 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. If the application is denied for failure to meet any of the criteria, a new application may be submitted at any time. New application fees will be required with each subsequent application, as noted below under "Application Submittal Requirements."

Application Submittal Requirements

1. Completed and signed application form.
2. Application fees. Fees are to be paid to the City of Sacramento at the time of application submittal. Once the application is accepted, Planning Staff will send the applicant an invoice and link to pay the necessary application fees. Fees are paid online through the Public Permit Portal.
3. One full size set of plans, drawn to scale. Set of plans must include a site plan, landscape plan, elevations of all sides of all proposed structures, a roof plan, floor plans, and a photometric plan. Plans must show information consistent with the plan requirements (pages 3-6) and of sufficient detail to allow staff to discern compliance with City Code standards. All plans must be prepared by a licensed design professional.
4. Color photographs of the project site; photos of the properties on either side of the project site and directly across the street from the project site.
5. Signed Letter of Agency, if applicable.

Plan Exhibit Requirements

All Development plans shall include the following:

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

Site Plan(s) must show:

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

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

Building Elevations must show:

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

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

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

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

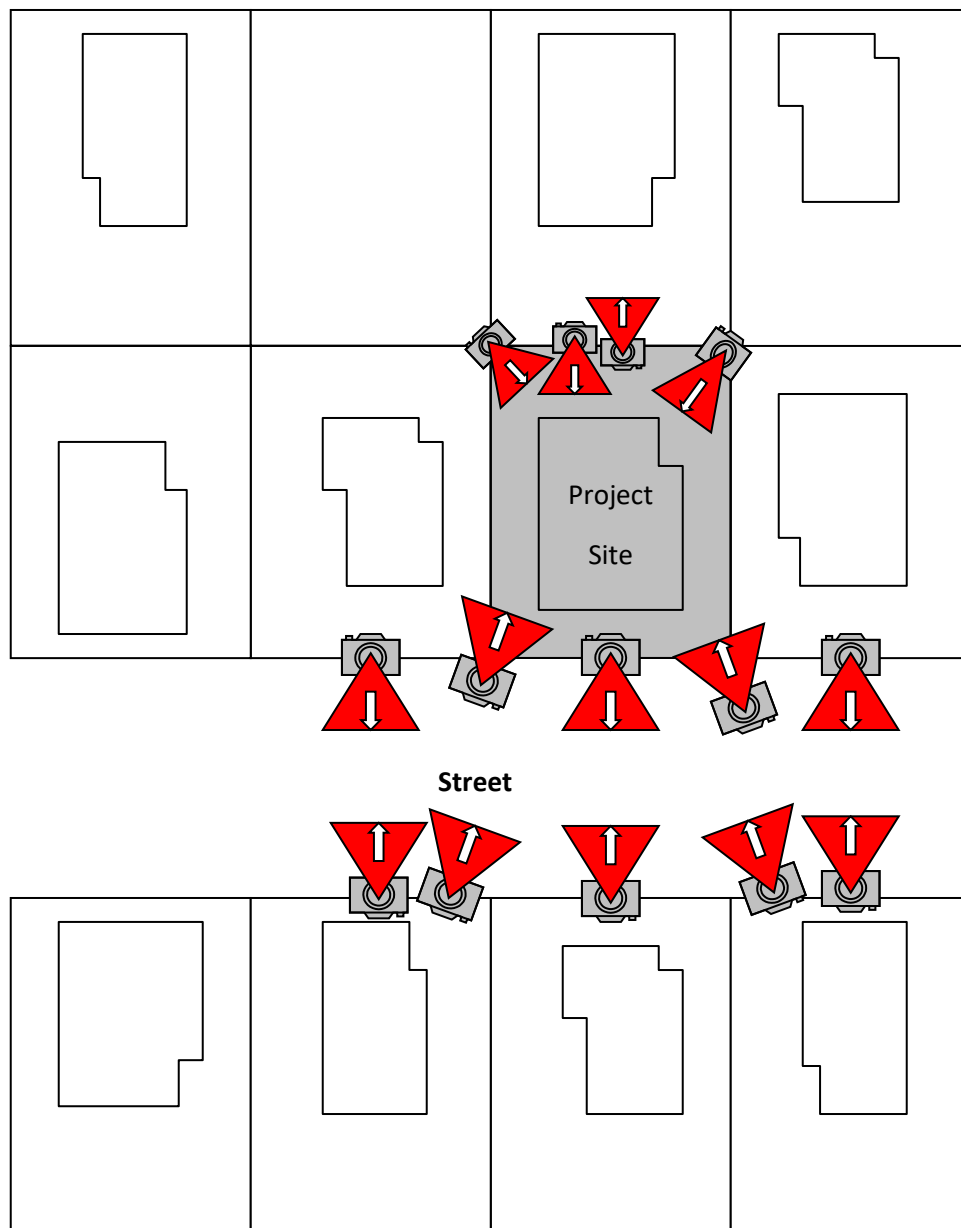
- _____ Impervious Surface: The conceptual drainage plan should also show the total area of new impervious surfaces (due to the cumulative area of impervious parking lots, building footprint, driveways, sidewalks, courtyards, etc.) Note: At this stage, only simple area measurements are required. If applicable, LID credits and BMP Sizing Calculations may be required later in the process.
- _____ Conceptual Landscape Design Plan: Using conceptual graphics, show hardscape elements such as patios, water features, decks, walls, and sidewalks; and softscape elements such as trees, shrubs, groundcover, turf and planter areas. Use conceptual graphics only. A detailed planting plan, grading plan, and irrigation plan will be required with Building plan check.
- _____ Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with [City Code Section 17.612.040](#).

Floor Plans must show:

- _____ All buildings under consideration. Although it is generally only the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.
- _____ A dimensioned floor plan for each level of the structure.
- _____ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.
- _____ Identification of all rooms.
- _____ Identification of all exterior landings at doors.
- _____ Indicate all walls, windows, doors, and ancillary structures proposed to be demolished.

Photo Instructions

Guidelines for photographing a project site



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

California Assembly Bill 1490 Extremely Affordable Adaptive Reuse Projects (Planning-Approval Only)

Application Form

☐ **New Application**

☐ **Modification of Approved Application**

(Applications seeking a modification under California Government Code 65913.12 of a previously approved application should complete only the fields proposed to be modified.)

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

Subject Site Information

Project Name:	_____
Site address or location of property:	_____
Assessor's Parcel Number(s):	_____
Total property size in acres (Gross/Net):	_____
Square feet if less than one (1) acre:	_____

Property Owner Information

Contact name:	_____		
Company name:	_____		
Mailing Address:	_____		
City:	State:	Zip:	
_____	_____	_____	
Phone:	Ext:	Fax:	_____
_____	_____	_____	_____
Email Address:	_____		

Applicant Information

Contact name:	_____		
Company name:	_____		
Mailing Address:	_____		
City:	State:	Zip:	
_____	_____	_____	
Phone:	Ext:	Fax:	_____
_____	_____	_____	_____
Email Address:	_____		

Staff Use Only (New Applications / Original Application for Modifications)

Date Filed: _____

Received By: _____

File Number: _____

Staff Use Only (Modification of Approved Application)

Date Filed: _____

Received By: _____

File Number: _____

Letter of Agency from Property Owner

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

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

Name of Applicant

to apply for an extremely affordable adaptive reuse project proposed for my property.

Signature of Property Owner

Date

Project Narrative

Please describe the scope of work being proposed for review:

Objective Requirements

The proposed development will be evaluated against the eligibility requirements, objective development standards, and the [Citywide Infill Housing Design Standards](#). If the project meets these requirements and standards, the planning application will be approved. If it does not, the application will be denied and the applicant may resubmit at any time, subject to the application requirements including additional fees for staff review.

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

Eligibility Requirements		Yes	No	N/A	Staff
1.	<p>Is the project a housing development project consisting of any of the following? <i>Check all that apply:</i></p> <p><input type="checkbox"/> Residential units only</p> <p><input type="checkbox"/> Mixed-use development with $\geq 2/3$ of the square footage designated for residential use <u>and no portion will be used for transient lodging (e.g. hotel, motel) except as specified in Gov. Code Sec. 65589.5(h)(2)</u></p> <p><input type="checkbox"/> Transitional housing</p> <p><input type="checkbox"/> Supportive housing</p> <p style="text-align: right;"><i>(Government Code Section 65913.12(b)(1))</i></p>				
2.	<p>Is the development an extremely affordable adaptive reuse project that meets <u>all</u> of the following requirements?</p> <p>The development is a multifamily housing development project. <i>Number of units proposed:</i> _____ <i>(Government Code Section 65913.12 (b)(1)(A))</i></p> <p>The development involves the retrofitting and repurposing of a residential building or commercial building that currently allows temporary dwelling or occupancy, to create new residential units. <i>Describe the existing or previous use of the building:</i></p> <p style="text-align: right;"><i>(Government Code Section 65913.12(b)(1)(A))</i></p> <p>The development will be entirely within the envelope of the existing building. <i>(Government Code Section 65913.12(b)(1)(A))</i></p> <p>The development meets <u>all</u> of the following affordability criteria:</p> <p>100% of units, excluding managers’ units, are be dedicated to lower income households at an affordable housing cost as defined in Health and Safety Code Section 50052.5 OR an affordable rent</p>				

Eligibility Requirements		Yes	No	N/A	Staff
2.	consistent with rent limits established by the California Tax Credit Allocation Committee .				
	≥50% of units are dedicated to very low-income households at an affordable housing cost as defined in Health and Safety Code Section 50052.5 <u>OR</u> an affordable rent consistent with rent limits established by the California Tax Credit Allocation Committee .				
	The units are subject to a recorded deed restriction for a period of 55 years (rental units) and 45 years (owner-occupied units). (Government Code Section 65913.12(b)(1)(A))				
3.	<p>Is the development proposed on a site that is an infill parcel that is either of the following? <i>Check all that apply:</i></p> <p><input type="checkbox"/> ≥75% of the perimeter of the perimeter of the site of the development adjoins parcels that are developed with urban uses. Parcels separated by a street or highway are considered adjoined.</p> <p><input type="checkbox"/> The parcel is within ½ mile of public transit. Public transit means a major transit stop, or site containing <u>any</u> of the following:</p> <p><input type="checkbox"/> An existing rail or bus rapid transit station.</p> <p><input type="checkbox"/> A ferry terminal served by either a bus or rail transit service.</p> <p><input type="checkbox"/> The intersection of two or more major bus routes with a frequency of 20 minutes or less during the morning an afternoon peak commute periods.</p> <p>(Government Code Section 65913.12(b)(1)(B))</p>				
4.	<p>Is the development proposed on a site <u>or</u> adjoined to any site where >1/3 of the square footage on the site is dedicated to industrial use?</p> <p>Industrial use means utilities, manufacturing, transportation storage and maintenance facilities, and warehousing uses, but does not include power substations or utility conveyances.</p> <p>Parcels only separated by a street or highway are considered adjoined.</p> <p>Dedicated to industrial use means <u>any</u> of the following.</p> <p><input type="checkbox"/> The square footage is currently used as an industrial use.</p> <p><input type="checkbox"/> The most recently permitted use of the square footage is an industrial use.</p> <p><input type="checkbox"/> The site was designated for industrial use in the 2035 General Plan.</p> <p>(Government Code Section 65913.12(b)(1)(C))</p>				

Eligibility Requirements		Yes	No	N/A	Staff
5.	Does the development eliminate any existing open space on the parcel? <i>Existing open space:</i> _____ sq. ft. <i>Proposed open space:</i> _____ sq. ft. (Government Code Section 65913.12(b)(1)(D))				
6.	For developments with ≥ 50 units, does the development provide onsite management services? <i>Describe the management services provided:</i> (Government Code Section 65913.12(b)(1)(E))				

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

Objective Development Standards		Yes	No	N/A	Staff
General Standards					
1.	Does the project comply with the <u>minimum</u> density and FAR requirements in the 2040 General Plan ? Extremely affordable adaptive reuse projects are not subject to <u>maximum</u> density or FAR requirements. <i>General Plan designation:</i> _____ <i>Minimum Density/FAR:</i> _____ <i>Project Density/FAR:</i> _____ (Government Code Section 65912.12(b)(3))				
2.	If a mixed-use project, are all proposed use(s) allowed by-right in the zone? <i>Proposed uses:</i> _____ _____ _____				
3.	Does the proposed development meet the applicable Citywide Infill Housing Design Standards ?				
4.	Does the proposed development comply with the applicable objective standards in City Code Title 17 Division VI: Architectural Design and Site Development Standards, Design Review Districts, Historic Preservation, and Registered House Plans ?				
5.	Do all bicycle racks and layouts meet the applicable City of Sacramento Bike Rack Design and Placement Design Standards ?				
6.	Do all driveways comply with the applicable objective standards in City Code Chapter 17.508 , including minimum width and location?				

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)	

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

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

Applicant Certification

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

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

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

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

1. Except as provided in paragraph 2, immediately below, I agree that in connection with any claim, action, or proceeding (collectively "claim") brought against the City of Sacramento and its City Council, agencies, commissions, boards, departments, officers, employees, and agents (collectively the "City") to attack, set aside, void, or annul any City action arising out of or in any way connected to the project, including any determination made pursuant to the California Environmental Quality Act, I will defend, indemnify, and hold harmless the City from and against all damages, costs, and attorneys' fees, excluding the City's staff attorneys' fees. I understand that the City, in its sole discretion, may decide to use outside counsel or its staff attorneys (or both) to defend the claim.
2. As a condition of a tentative, parcel, or final map application or approval, I agree to defend, indemnify, and hold harmless the City of Sacramento and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of a tentative, parcel, or final map by the City, advisory agency, appeal board, or legislative body concerning a subdivision, which is brought within the time period provided for in Government Code section 66499.37, from and against all damages, costs, and attorneys' fees. The City will promptly notify me of any such claim and will cooperate fully in the defense. The City, in its sole discretion, may elect to defend any such action with attorneys of its own choice and, in such case, shall bear its own attorneys' fees and costs and will defend the action in good faith.

Signature of Applicant

Date

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

FOR STAFF USE ONLY:

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

200-Year Flood Protection

FOR STAFF USE ONLY:

☐

The proposed project meets all Planning development standards and Planning design standards; therefore, this Planning application/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 of Decision

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 65913.12 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).