

California Assembly Bill 507

Adaptive Reuse Projects - “Office to Housing Conversion Act”

Administrative Permit Planning Application

(Government Code Section 65658)

Overview: The purpose of this application is to implement California Government Code 65658-65658.16 (AB 507, also called the Office to Housing Conversion Act) through a ministerial application review process. This application identifies the information required to evaluate each application as well as a summary of applicable standards.

What is an adaptive reuse project?: An adaptive reuse project is defined as retrofitting or repurposing an existing building to create new residential or mixed-uses including office conversion projects. Projects must meet site specifications, historic preservation requirements for buildings over 50 years old, and affordability requirements, as well as comply with prevailing wage (for construction workers). Adaptive reuse projects are permitted by-right in many of the City’s zoning districts.



Note: The following processes must be completed *before* submitting an application for AB 507 adaptive reuse if the project is either of the following:

SB 330 preliminary application - for structures more than 50 years old and not listed on a historic register.

SB 35 preliminary application – for projects involving new construction on adjacent portions of the site.

Submittal requirements for each of these application types can be found in the respective form. Once completed, submit alongside this application.

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 first review for completeness. If required 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. Government Code Section 65658.8 requires that complete applications are approved or denied within 60 days for projects containing 150 or fewer dwelling units, or within 90 days for projects containing more than 150 dwelling units.

How to ask questions: All questions before and during the submittal process can be directed to planning@cityofsacramento.org, or by visiting the public counter in person through a scheduled appointment. In-person appointments can be scheduled through the [Appointment Scheduling](#) website.

Application Submittal Requirements

Applications shall include the following to be considered complete:

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

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

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

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. Plan exhibit requirements

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.

Landscape plans shall include:

☐

Existing conditions including location of all underground utilities, property lines, and easements; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.

☐

Existing trees, labeled with species and diameter at standard height (DSH). Indicate whether each tree will remain or be removed.

☐

Table calculating existing and new impervious surface areas in square feet (including parking lots, building footprint, driveways, sidewalks, courtyards, etc.)

☐

Preliminary drainage plan showing how on-site drainage will be managed, including surface and underground drains, drainage courses, and how off-site impacts will be avoided. Show any low-impact design (LID) features such as retention basins, bioswales, pervious paving, etc.

☐

Hardscape elements (e.g. patios, water features, decks, walls, and sidewalks) and softscape elements (e.g. trees, shrubs, groundcover, turf and planter areas). Identify these elements on the plans or via legend. Applicable standards are at [City Code Chapter 17.612](#).

☐

Preliminary plant list identifying the proposed species and number of trees, shrubs, groundcover, and turf plants to be installed. Plants identified in this list should correspond to appropriate symbols on the conceptual planting plan. Indicate whether plants are low, medium, or high water use.

☐

If proposed, preliminary irrigation plan indicating drip or spray irrigation and location of irrigation system controls and related equipment screening.

☐

For Preservation projects: show existing and new construction or excavation, including retaining walls, fencing, driveways, grade changes, or changes to other physical features. If planting elements are identified as significant features of the historic property, show those existing features and any proposals for removal, relocation, or replacement. Preservation staff may require a full set of detailed landscape plans for historic properties with significant site or landscape features, or where excavation and grading could impact cultural resources.

VI. Eligibility Checklist

Review the subject site for compliance with the eligibility criteria below. Answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. For a site to be eligible, it must have only ‘green’ cell entries in the right-hand columns.

A. Eligibility		Yes	No	N/A
1.	Is the development proposed in an existing building or structure that is eligible for an ‘adaptive reuse project,’ as that term is defined in Government Code section 65658.1(a)? <u>Note:</u> ‘Adaptive reuse’ excludes: • Sites zoned for industrial use where residential is not permitted • Buildings containing hotel/motel use that has been active in the last 5 years	☐	☐	☐
2.	Does at least 75% of the site’s perimeter adjoin parcels that are developed with urban uses? Parcels separated only by a street, highway, or other right-of-way are considered adjoined. <u>Note:</u> the submitted site plan shall show adjoining parcels to demonstrate compliance with this requirement. <i>Government Code sec. 65658.5(b)(1)(B)</i>	☐	☐	☐
3.	Is the project site 20 acres or less? <i>Area of project site: _____ acres</i> <i>Government Code sec. 65658.5(b)(7)</i>	☐	☐	☐
4.	The site is in any zoning district <u>except</u> MIP (Manufacturing – Industrial Park Zone). <i>Zoning district: _____</i> <i>Government Code sec. 65658.5(a)(2)</i>	☐	☐	☐

VII. Objective Standards Checklists

Review the subject site for compliance with the eligibility criteria below. 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.

All projects: complete **Table B and Table D**.

Projects involving new construction on an adjacent part of the site: complete **Table B, Table C, and Table D**.

In addition, for sites within a historic district, complete **Table E**.

B. Objective Design & Development Standards: The city shall not enforce any standards that would require alteration of the existing building envelope unless required by the building code.		Yes	No	N/A
AB 507 – specific standards				
5.	Is the building where the adaptive reuse development is proposed less than 50 years old? <i>Year built:</i> _____  Note: For projects that answer “yes,” the applicant must submit an SB 330 preliminary application (form CDD-0425) and complete the process described there <i>before</i> submitting this application form. <i>Government Code sec. 65658.5(b)(2)(A)</i> If the answer to question 5 is “no,” the project must comply with one of the following: ☐ The building is a listed historic resource, or the city has determined that the site is a historic resource upon completing a historic resource determination, and <u>the adaptive reuse project will comply with the applicable requirements of Government Code 65658.7.</u> ☐ The city has determined that the building <u>is not</u> a historic resource upon completing a historic resource determination. <i>Government Code sec. 65658.5(b)(2)(B) & (C)</i>	☐	☐	☐
6.	If the development includes mixed uses, is at least one-half of the square footage dedicated to residential uses? This does not include underground space, including basements or underground parking garages. Note: for residential-only projects, mark “N/A.” <i>Government Code sec. 65658.5(b)(4)</i>	☐	☐	☐
7.	Are all proposed non-residential land uses permitted by-right in the zoning district? <i>List proposed non-residential use(s):</i> _____ Note: for residential-only projects, mark “N/A.” <i>Government Code sec. 65658.5(a)(1)(A)</i>	☐	☐	☐
8.	Does the development include any rooftop structures that exceed the height limit of the zone? <i>Government Code sec. 65658.5(c)</i>	☐	☐	☐

B. Objective Design & Development Standards: The city shall not enforce any standards that would require alteration of the existing building envelope unless required by the building code.		Yes	No	N/A
	If the answer to question 8 is "yes," are such structures limited to one story and used for shared amenities or equipment, such as shared cooking facilities, exercise facilities, common area lounges, or mechanical and stair penthouse facilities? ☒ Yes ☐ No			
9.	Is the site subject to a conservation easement? <u>Note:</u> The development shall not violate the terms of any conservation easement on the site. <i>Government Code sec. 65658.5(e)</i>	☐	☐	☐
Affordability				
10.	If the development is for rental housing, does it include one of the following? ☐ 8% of the units for very low-income households and 5% of the units for extremely low-income households; or ☐ 15% of the units for lower income households, <u>Note:</u> For owner-occupied (for-sale) housing development, mark "N/A" and skip to question 12. <i>Government Code sec. 65658.5(b)(3)(A)(i)</i>	☐	☐	☐
11.	If the answer to question 10 is "yes," does the applicant agree to the continued affordability of all affordable rental units described above through a recorded affordability restriction for a term of 55 years? Rents shall be set at an affordable rent as defined in section 50053 of the health and safety code. <i>Government Code sec. 65658.5(b)(3)(A)(ii)</i>	☐	☐	☐
12.	If the development is a for-sale housing development, does it include one of the following? ☐ 30% of the units offered at an affordable housing cost, as defined in section 5002.5 of the health and safety code, to moderate-income households; or ☐ 15% of the units offered at an affordable housing cost, as defined in section 5002.5 of the health and safety code, to lower income households. <u>Note:</u> For rental housing development, mark "N/A" and skip to question 14. <i>Government Code sec. 65658.5(b)(3)(B)(i)</i>	☐	☐	☐
13.	If the answer to question 12 is "yes," does the applicant agree to the continued affordability of all affordable ownership units through a recorded affordability restriction for a term of 45 years? <i>Government Code sec. 65658.5(b)(3)(B)(ii)</i>	☐	☐	☐
14.	Do the affordable units have the same bedroom and bathroom count ratio as the market rate units? <i>Government Code sec. 65658.5(b)(3)(D)</i>	☐	☐	☐
15.	Are the affordable units equitably distributed within the development, and do	☐	☐	☐

B. Objective Design & Development Standards: The city shall not enforce any standards that would require alteration of the existing building envelope unless required by the building code.		Yes	No	N/A
	they have the same type or quality of appliances, fixtures, and finishes as the market rate units? <i>Government Code sec. 65658.5(b)(3)(D)</i>			
General standards				
16.	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>Proposed density/FAR:</i> _____ Does the project include a proposal for a density bonus? ☐ Yes ☐ No	☐	☐	☐
17.	Does the site have a zoning designation that allows residential development at the proposed density? <i>Zoning designation:</i> _____ <i>Allowed density:</i> _____ <i>Proposed density:</i> _____	☐	☐	☐
18.	Are all proposed uses(s) allowed by right in the zone? <i>Proposed uses:</i> _____	☐	☐	☐
19.	Does the proposed development meet the applicable Citywide Infill Housing Design Standards outlined in Table D below?	☐	☐	☐
20.	Do all roof structures comply with the requirements in City Code Section 17.600.145 ? <i>Roof structures/height:</i> _____ <i>feet</i> Note: For projects that do not change the roof form, mark "N/A."	☐	☐	☐
21.	If the site is less than five acres in size, is all development set back a minimum of <u>20 feet</u> from the landside toe of any flood control levee? If five acres in size or greater, is all development set back a minimum of <u>50 feet</u> ? <i>Size of development site:</i> _____	☐	☐	☐
22.	Does the development meet open space requirements for multi-unit dwellings? (City Code section 17.600.135 unless specified in a special planning district) <i>Open space provided:</i> _____	☐	☐	☐
23.	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 ? Note: for residential-only projects, mark "N/A."	☐	☐	☐
24.	If located within 1/4-mile of a light rail transit station, does the site development meet the standards in City Code section 17.600.160 ?	☐	☐	☐

B. Objective Design & Development Standards: The city shall not enforce any standards that would require alteration of the existing building envelope unless required by the building code.		Yes	No	N/A
	<u>Note:</u> If located more than 1/4-mile from a light rail station, mark "N/A."			
25.	Is all mechanical equipment screened from view from adjacent streets and public areas, as required by City Code section 17.600.165 ?	☐	☐	☐
Parking and maneuvering				
26.	Does the project conform to applicable vehicle and bicycle parking requirements? (See City Code chapter 17.608)	☐	☐	☐
27.	Does the site plan/floor plan depict the location of the required minimum amount of short-term and long-term bicycle parking? (Table 17.608.030.C and 17.608.040.N) <i>Minimum required bicycle parking:</i> _____ <i>Parking provided:</i> _____	☐	☐	☐
28.	Do all bicycle racks and layouts meet the applicable City of Sacramento Bike Rack Design and Placement Design Standards ?	☐	☐	☐
29.	Do all driveways comply with the applicable objective standards in City Code chapter 17.508 , including minimum width and location?	☐	☐	☐
30.	Do all parking spaces comply with parking facility standards, including the location of parking, minimum width, length, maneuvering, ratio of compact spaces, and overhang into planter areas? (See City Code section 17.608.040) <i># of compact spaces:</i> _____ <i>Compact spaces as a % of total:</i> _____%	☐	☐	☐
31.	Does exterior lighting in vehicle and bike parking areas comply with the requirements in City Code section 17.608.040.I ?	☐	☐	☐
32.	Do all required loading and unloading areas meet the requirements of City Code section 17.608.050 ?	☐	☐	☐
Landscaping and Paving				
33.	Do all dwellings meet the applicable landscaping requirements in City Code section 17.612.010.A ?	☐	☐	☐
34.	Does the site comply with the landscape planter requirement for multi-unit or mixed-use development in City Code section 17.612.010.B ?	☐	☐	☐
35.	Does the site meet paving requirements in City Code section 17.612.020 ?	☐	☐	☐
36.	Does the site plan show the minimum walkway width and comply with other site requirements in City Code section 17.612.030 ?	☐	☐	☐
37.	Does the landscape plan demonstrate compliance with the tree shading requirements for parking lots of City Code section 17.612.040 ?	☐	☐	☐
Recycling and Solid Waste				
38.	Does the site plan depict adequate area to meet the required recycling and solid	☐	☐	☐

B. Objective Design & Development Standards: The city shall not enforce any standards that would require alteration of the existing building envelope unless required by the building code.		Yes	No	N/A
	waste volume requirements of City Code section 17.616.030 ?			
39.	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				
40.	Does the project meet the applicable wall and fence requirements in City Code section 17.620.110 ?	☐	☐	☐
41.	If gates are proposed, does the site plan demonstrate compliance with design and operations requirements in City Code article II. Gated Developments ?	☐	☐	☐
42.	If provided, do sound walls comply with the development standards in City Code section 17.620.320 ?	☐	☐	☐
43.	Do all accessory structures, such as carports, garages, patios, and other enclosed structures meet the development standards in City Code chapter 17.624 ?	☐	☐	☐

C. Additional requirements for projects involving new construction		Yes	No	N/A
Adaptive reuse projects may include new residential or mixed-use structures on undeveloped areas or parking areas on the same or adjacent lot. The new adjacent portion of the project shall comply with the following:				
44.	The applicant has submitted a notice of intent pursuant to 65913.4(b) (commonly referred to as SB 35) and engaged in/completed the tribal consultation process described therein. The SB 35 notice of intent (form CDD-0429) can be found at Planning Forms.  Note: The SB 35 notice of intent must be submitted and completed before submitting this application form. Submit the processed form with this application. <i>Government Code sec. 65658.6(a)(5)</i>	☐	☐	☐
45.	The adjacent portion of the development complies with one of the following sets of labor standards for construction workers: ☐ The requirements of paragraphs (5) and (8) of Government Code section 65913.4 (SB 35). ☐ The requirements of the Affordable Housing and High Road Jobs Act of 2022 (beginning with section 65912.100). ☐ The requirements of the Middle Class housing Act of 2022 (section 65852.24). <i>Government Code sec. 65658.6(a)(1)</i>	☐	☐	☐

C. Additional requirements for projects involving new construction		Yes	No	N/A
46.	Is the adjacent development located on a site within any of the following areas, or on a site containing any of the following? • Prime farmland (see https://maps.conservation.ca.gov/agriculture) • Designation as a hazardous waste site, unless Government Code Section 65913.4(a)(6)(E) applies (see https://geotracker.waterboards.ca.gov/ and https://www.envirostor.dtsc.ca.gov/public/) • An existing mobile home park (see State Housing and Community Development Query) • Conservation areas/easements or protected species (see https://www.conservation.ca.gov/dlrp/fmmp and https://wildlife.ca.gov/conservation/cesa) • Land identified for conservation (see https://www.fws.gov/sacramento/es/HabitatConservation-Plans/) • Wetlands (see https://www.fws.gov/wetlands/data/mapper.html) • A floodplain or floodway (see https://msc.fema.gov/portal/home) <i>Government Code sec. 65658.6(a)(3)</i>	☐	☐	☐
47.	Does the adjacent portion of the development require demolition of any of the following types of housing? ☐ Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income. ☐ Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power. ☐ Housing that has been occupied by a tenant within the past 10 years. <i>Government Code sec. 65658.6(a)(4) and 65913.4(a)(7)(A)</i>	☐	☐	☐
48.	Does the adjacent portion of the development require the demolition of a historic structure listed on a local, state, or federal register? <i>Government Code sec. 65658.6(a)(4) and 65913.4(a)(7)(C)</i>	☐	☐	☐
49.	Is the adjacent portion of the development located on a site that was occupied by tenants and demolished in the past 10 years? <i>Government Code sec. 65658.6(a)(4) and 65913.4(a)(7)(B)</i>	☐	☐	☐
50.	Is the adjacent portion of the development located on a site containing housing units that are occupied by tenants, and units at the property were offered for sale to the general public by the subdivider or subsequent owner of the property? <i>Government Code sec. 65658.6(a)(4) and 65913.4(a)(7)(D)</i>	☐	☐	☐
51.	Is any existing open space on the project site listed as a historic resource? <i>Government Code sec. 65658.6(a)(6)</i>	☐	☐	☐

C. Additional requirements for projects involving new construction		Yes	No	N/A
52.	Does the development meet the lot coverage requirement of the zone? <i>Maximum lot coverage:</i> _____ <i>Proposed lot coverage:</i> _____	☐	☐	☐
53.	Are all new structures at or below the height limit of the zone? <i>Maximum height of zoning district:</i> _____ <i>Proposed maximum height:</i> _____	☐	☐	☐
54.	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> _____	☐	☐	☐

D. 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.	☐	☐	☐

D. Citywide Infill Housing Design Standards				
		Yes	No	N/A
3-2	Site plans shall have a variation in both the street patterns and the siting of structures so that the appearance of the streetscape is not repetitive. Continuous lines of buildings with the same setback are not allowed. If there is more than one building adjacent to the same street frontage, those buildings shall have different setbacks from the street.	☐	☐	☐
3-3	Individual buildings shall be designed with an articulated front; wall surfaces offset by at least 12", bays, if provided, with a projection of at least 24" and porches closer to the street than recessed garages.	☐	☐	☐
4 Vehicle Circulation / Parking				
4-1	Surface parking lots and garages shall be located to the side or rear of buildings or in basements and not adjacent to public roadways.	☐	☐	☐
4-2	Landscaping a minimum width of 6' clear and walkways a minimum of 4' wide shall be provided between buildings and paved parking areas. Parking directly against buildings is not allowed.	☐	☐	☐
4-3	Parking fields are to be constructed as small lots no larger than 50 cars per individual lot and may be interconnected by drive aisles if separated by landscaped medians not less than 10' in width and planted with trees and landscaping.	☐	☐	☐
4-4	Covered parking may be provided but it shall not interfere with pedestrian access or access to interior common spaces.	☐	☐	☐
5 Garages / Carports				
5-1	Carport roofs shall match the materials and colors of the structures. If carport roofs are flat or need to vary from the design of adjacent buildings, they shall be located interior to the site and shielded from street views.	☐	☐	☐
5-2	Setbacks of garages shall be varied by at least 2 feet between buildings to avoid a singular line of garage walls. Garage entrance shall be on the side or the rear if feasible.	☐	☐	☐
5-3	Rows of garages or carports around the perimeter of a development are not allowed adjacent to any public street.	☐	☐	☐
6 Pedestrian Circulation				
6-1	Pedestrian walkways and paths of travel shall not be combined with, or be a part of driveways unless textures, patterns, and colors are provided to designate pedestrian crossing areas and entries. Pedestrian walkways adjacent to parking areas and driveways shall have a minimum grade separation of 6".	☐	☐	☐
6-2	Pedestrian pathways shall include landscaping. Amenities such as trellises and benches shall be provided on any pedestrian path longer than 200 feet.	☐	☐	☐
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.	☐	☐	☐

D. Citywide Infill Housing Design Standards				
		Yes	No	N/A
7-2	Common facilities that are located on the ground level such as recreation rooms, and laundry and mail areas shall be located adjacent to any ground level common open space and connected by pedestrian ways a minimum of 4 feet wide.	☐	☐	☐
8 Landscaping				
8-1	Exterior spaces shall be designed to provide a path of travel to the public street with landscape that includes trees and ground plants.	☐	☐	☐
8-2	Street-facing elevations, if provided with a setback, shall be designed with landscaping adjacent to their foundation or porch face.	☐	☐	☐
8-3	Landscaping and/or architectural treatments shall be provided to screen views of service elements that include storage areas, trash enclosures, mechanical equipment, transformers, HVAC and other similar elements. Screening shall be either landscaping a minimum of 3 feet high or architectural screens designed to match building features.	☐	☐	☐
8-4	Unpaved areas shall be planted with irrigated plant materials.	☐	☐	☐
8-5	Architectural features: trellises, arbors, and perimeter garden walls are required to match the building design materials.	☐	☐	☐
8-6	All mature landscaping shall follow the two-foot, six-foot rule. All landscaping shall be ground cover, two feet or less and lower tree canopies of mature trees shall be above six feet.	☐	☐	☐
8-7	CPTED standards for landscaping shall be followed. Exterior lighting shall be designed in coordination with the landscaping plan to minimize interference between the light standards and required illumination and the landscape trees and required shading.	☐	☐	☐
8-8	Only deciduous shade trees are permitted around the east, west and south sides of residences to help reduce cooling loads during the summer and allow solar gain during the winter months.	☐	☐	☐
8-9	Trees shall be planted in the setbacks and common areas at intervals appropriate to the full spread of the mature trees as determined by the Department of Public Works Urban Forestry section.	☐	☐	☐
8-10	Plant species shall be suitable for the Sacramento climate. Low-water landscaping materials are required. All new landscaping shall comply with the City of Sacramento Water Conservation Ordinance (15.92).	☐	☐	☐
8-11	All planting areas, including those designed to accommodate the 2-foot overhang on parking spaces, shall be landscaped with groundcover or other planting materials.	☐	☐	☐
8-12	Landscaping shall not impede access to fire hydrant connections.	☐	☐	☐
9 Irrigation				
9-1	An automated irrigation system shall be installed to provide coverage of all irrigated landscaped areas.	☐	☐	☐

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

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

D. Citywide Infill Housing Design Standards				
		Yes	No	N/A
14-4	Trash enclosures are required to be constructed of concrete block. Split face block, brick, stucco or similar quality materials are allowed. The use of unsurfaced concrete block is not allowed.	☐	☐	☐
14-5	Landscaping is required at the solid walls of any trash enclosures for screening.	☐	☐	☐
14-6	Trash enclosures that include a roof shall have a roof that matches the building design.	☐	☐	☐
15 Fencing / Walls				
15-1	Sound walls, masonry walls or fences shall be designed with changes in plane, height, material or material texture. Masonry walls shall change material, plane, or height every 100 feet. Fences shall have masonry columns every 40 feet. Tubular iron architectural fencing may be continuous in height and material.	☐	☐	☐
15-2	Gating shall be the same style of the fencing.	☐	☐	☐
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.	☐	☐	☐

D. Citywide Infill Housing Design Standards				
		Yes	No	N/A
17-2	Duplex and multi-unit projects shall be designed to respect the privacy of surrounding uses. Upper story views into adjacent yards are to be screened or blocked. Site buildings and add screening features to reduce encroachment on the privacy of adjacent residences. Windows shall be offset between buildings, and patios and balconies shall be screened from adjacent units.	☐	☐	☐
18 Scale / Massing / Articulation				
18-1	Facades longer than 100 feet shall be designed with surface and height breaks of at least two feet in height or two feet in depth.	☐	☐	☐
18-2	Elevations visible from streets shall contain features to provide visual interest, including wall or window bays, porches with posts or columns, dormers, gable roof elements, wainscoting in a material different from the wall material, shutters, or window boxes.	☐	☐	☐
18-3	Townhouse or rowhouse units shall have varying front setbacks of no less than two feet and shall provide staggered roof planes related to the wall plane breaks.	☐	☐	☐
18-4	Elements such as roof dormers, hips, gables, balconies, wall projections and porches are required to break up the mass of building facades. Not less than 40% of the length of a building façade shall be treated with such elements. End units shall have the same design elements as front facades. Unarticulated and windowless walls are not allowed.	☐	☐	☐
19 Facades / Entries				
19-1	Upper story windows shall be recessed from the wall surface by a minimum 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.	☐	☐	☐

D. Citywide Infill Housing Design Standards				
		Yes	No	N/A
21-2	Mixed-use buildings shall be designed with commercial storefronts on the ground floor and residential units above or live-work residential units on the ground floor.	☐	☐	☐
21-3	The street corners of corner sites shall include buildings, public plazas, or open space areas.	☐	☐	☐
22 Building Design				
22-1	Building materials of different type or form shall be used to differentiate building planes.	☐	☐	☐
23 Windows / Entries				
23-1	At mixed-use buildings, entrances to residential, office or other upper story uses shall be clearly distinguishable in form and location from retail entrances.	☐	☐	☐
23-2	Doors at retail storefronts shall be provided with clear glazing.	☐	☐	☐
23-3	Service or employee doors that are visible from public streets or walkways shall be glazed with translucent glazing.	☐	☐	☐
23-4	Upper story windows shall be recessed from the wall surface by a minimum of 2".	☐	☐	☐
23-5	Commercial storefronts where provided and unless required by specific area design standards, provide shall have clear, street-oriented display windows a minimum of 50% of the street frontage. These windows shall provide visual access to the inside of the buildings.	☐	☐	☐
23-6	Ground floor retail windows shall be of a storefront design and shall be larger in proportion than upper floor residential windows.	☐	☐	☐
24 Horizontal and Vertical Mixed-Use				
24-1	Buildings shall be arranged with open space and walks connecting directly with both residential and commercial uses.	☐	☐	☐
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.	☐	☐	☐

E. 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 <u>additions to contributing resources?</u> See Section 25 of the Infill Housing Design Standards .	☐	☐	☐

E. Additional Design Standards for Historic Districts

Refer to the adopted [Historic District Design Standards](#) to answer the following questions.

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

2021-2029 Housing Element

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

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

VIII. Color Photographs

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

IX. Applicant certifications

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.

1. Historic resource affidavit: The project complies with either of the following:

- ☐ The United States Secretary of the Interior's Standards for Rehabilitation, as found in Part 67 of Title 36 of the Code of Federal Regulations, for the preservation of exterior facades of a building or structure that face a street, interior facades of a building or structure that face a courtyard, and interior spaces of a building or structure that are publicly accessible and character defining, including ground floor lobbies. Exterior facades that do not face a street, interior facades that do not face a courtyard, and interior spaces that are not publicly accessible and character defining may be modified without regard to the United States Secretary of the Interior's Standards for Rehabilitation.
- ☐ The project is awarded federal historic rehabilitation tax credits pursuant to Section 47 of the Internal Revenue Code, or state historic rehabilitation tax credits pursuant to Section 17053.91 or 23691 of the Revenue and Taxation Code.

2. I understand that, if my project includes new construction on adjacent portions of the site pursuant to Government Code section 56658.6, the following requirements of State Law apply and I agree each statement is true and correct:

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

3. 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