

RECEIVED DATE	ROUTED DATE	ACCELA NO.	ECAPS NO.
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Development Engineering
 300 Richards Blvd., 3rd Floor
 Sacramento, CA 95811
 Phone: 916-808-8300
 Fax: 916-808-1984

MAJOR ENCROACHMENT PERMIT APPLICATION

CPC/RPC OFFSITE IMPROVEMENT PLAN SUBMITTAL

O W N E R	NAME(S) OF LEGAL OWNER(S)			BUSINESS NAME		
	POINT OF CONTACT NAME		PHONE	EMAIL		
	MAILING STREET ADDRESS					
	CITY	STATE	ZIP	RELATED BUILDING PERMITS (COM- / RES-)		
	<p>AUTHORIZATION & BILLING</p> <p>The information provided in this form shall serve to notify the City of Sacramento that I/we am/are the legal owner(s) of the property listed in this application and hereby authorize the project. I agree to take full financial responsibility for all costs accrued by the City for the overall daily management of my project, which ensures that all ordinances, standards, and permits are enforced. This may include and is not limited to: plan review and revisions, traffic control plans, SWPPP inspections, construction inspections, encroachment permits, traffic studies, call routes, monument verification inspections, and administrative support.</p> <p>I am aware that if I receive an invoice for my account, I will pay the unpaid balance. All payments are due upon receipt. If I feel that I have been invoiced in error, I will contact the City within 45 days. I understand that if I do not contact the City within 45 days, all charges are my financial responsibility. The City reserves the right to stop their work and my work on this project for unpaid balances and all charges must be paid prior to project approval. If I sell this property, I will disclose the terms of this statement and provide the City with new billing information. If I fail to do this, I will continue to be financially responsible for all costs related to this project. Any excess plan check and inspection fees will be refunded to me after completion of this project.</p>					
	Owner's Signature			Owner's Name		Date

C O N T A C T	POINT OF CONTACT NAME		PHONE	EMAIL		
	BUSINESS NAME				LICENSE NO.	
	MAILING STREET ADDRESS					
	CITY	STATE	ZIP	CONTACT TYPE		
<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER						

P R O J E C T	PROJECT NAME		PLANNING NUMBER	APPLICATION TYPE	
	SITE ADDRESS		ENGINEER'S ESTIMATE	<input type="checkbox"/> WITH FINAL MAP (RPC) <input type="checkbox"/> NO FINAL MAP (CPC)	
			INITIAL DEPOSIT		

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SUBMIT ELECTRONICALLY

Completed application packages can be emailed to DE@cityofsacramento.org. Digital versions (PDFs) can be provided. **NO HARD/PAPER COPIES ARE REQUIRED.**

Once deemed complete and generated in our system, an invoice will be provided with payment instructions (online via credit card or electronic check, or in person at our cashier.) Intake deposits are calculated using our [Online Plan Check Deposit Calculator](#).

For the submittal checklist below, initial each item being submitted OR mark the “N/A” field.

SUBMITTAL CHECKLIST	SUBMITTER INITIAL	N/A	CITY INITIAL	STANDARD REQUIREMENTS
				Improvement Plans (PDF) (22" x 34" on City Title Block)
				Engineer's Estimate
				Approved/Signed Planning Conditions (Record of Decision), or _____ (Initial) Concurrent Review (Offsites & Planning). Requires: <ul style="list-style-type: none"> • Approved Concurrent Review Form. See Note Below. • Draft Conditions of Approval (Public Works).
	SUBMITTER INITIAL	N/A	CITY INITIAL	REQUIRED IF APPLICABLE
				Approved Design Concept Report (DCR) (Required for Construction/Modification of Traffic Signals or Roundabouts), or _____ (Initial) Concurrent Review (Offsites and DCR). Requires Approved Concurrent Review Form . See Note Below.
				Mitigation Monitoring Plan
				Approved Tentative Map (Required for projects with Final Map)
				Street Name Approval request form with Exhibit. (When new streets need to be named in new subdivisions)
	SUBMITTER INITIAL	N/A	CITY INITIAL	INCLUDE IF AVAILABLE
				Soils report with R Values
				Seepage Study
				Approved Drainage Study / Water Study / Sewer Study
				Utility letters

CONCURRENT REVIEW FORMS

Concurrent review forms must already be signed by appropriate City Staff when this package is submitted. To coordinate signatures, please contact the following City Staff members:

- Offsites & Planning: Contact [Chad Copeman](#) (Development Engineering)
- DCR & Offsites OR DCR & Planning: Contact [Joseph Garcia-Long](#) (Traffic Engineering)