

Discretionary Project General Application Form Packet

Form ID: PER-001

Thank you for developing in the unincorporated area of Sacramento County. Please read and review this entire packet carefully to ensure that your submission has all required information, supplemental applications, and exhibits. The length of the entitlement application process is largely dependent on the specifics of your project. Complete, professional, and thorough applications enable Planning staff to process the entitlement application more expeditiously.

This application is for most **Discretionary** projects, which are projects that require one or more entitlements. What entitlement you need is determined by the [Zoning Code](#) (SZC). If you are unsure of what entitlements you need or if you have any questions about the application process, please email SacPlan@saccounty.gov.

Application Instructions

All of the items listed on the application checklist on the following pages must be provided unless otherwise directed by County Staff.

- ✓ Please review the Submittal Instructions from our [Application Forms page](#) for more detailed and updated information.
- ✓ Email completed Application Form(s) and all required documents to Planning-Applications@saccounty.gov.
- ✓ **For initial submittal, please only submit materials electronically!** Please note that a later point in time when your application is undergoing processing, your project planner may require physical exhibits before your project is presented to a hearing body.
- ✓ All files must be submitted in PDF file format. Each component of your application must be saved as a separate PDF file.
- ✓ Each PDF file should be named with the project's name, then the type of exhibit: "*Project Name_FileType*".
- ✓ Submit each exhibit in full size (24" x 36") digital format¹

Advisories:

- **Supplemental Applications.** Additional Supplemental Application Forms, as provided on our [Application Forms page](#) may be required for certain entitlement requests.
- **Additional Design Review Application and Exhibits.** All projects, regardless of zoning district, that require discretionary entitlement(s) or approval(s) are subject to Discretionary Design Review, which requires additional applications and exhibits. For more information, review the [Design Review webpage](#).
- Please be advised that submittals with insufficient information will be considered incomplete and will be rejected.

¹ Should project exhibits include or be required to include information requiring the skills of a professional land surveyor or engineer (ex. contour lines, benchmark data, easement locations) the exhibit shall be stamped and signed consistent with the requirements of California Code of Regulations Section 411.

Part 1: Applications Checklist

Required Exhibits for All Projects

- ✓ Site Plan
 - Title, address, and assessor parcel number of the property
 - All property lines and easements (existing and proposed)
 - All existing and ultimate public rights-of-way including dimensions from the centerline
 - All existing and/or proposed structures
 - All access locations including garage and private driveways; (existing and proposed)
 - All site dimensions including parking lot planters, walks, etc.
 - Location, species and size of all existing trees (indicate trees to be removed)
 - All fences or walls including height (existing and proposed)
 - All loading and storage facilities, utilities, trash enclosures, transformers, etc.
 - A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification
 - A list of all service providers (water, sewer, school/park district, etc.)
 - Floodplain designation and finished floor elevation (if applicable).
- ✓ Floor Plans
 - Use for which each room is intended
 - Square footage of proposed structure separating habitable and non-habitable space
 - Square footage for each room.
- ✓ Colored Elevations
 - Slope of the property in relation to the proposed structure(s)
 - All sides of structures showing architectural features and access points (doors, windows etc.)
 - Roof pitch and height of plate line and peak
 - Paint color information in legend or in callouts.

Design Review Application Material

- ✓ Completed Design Review Supplemental (Narrative)
- ✓ Completed Design Guidelines Supplemental Form
- ✓ One Set of Context Drawings
- ✓ Colored Building Elevations
- ✓ Color and Materials Sample Board
(Electronic Format as PDF; Physical Board no larger than 11" x 17" may be required prior to project hearing).

Landscape Design Application Material

- ✓ Landscaped Site Plan with the following information:
 - Existing and proposed buildings
 - Streets with street names
 - Parking areas
 - Walkways
 - Fences and walls
 - Light fixtures
 - Transformers
 - Fire equipment
 - Monument signs
 - Trash enclosures
 - Site boundaries including property lines, right of way, and setbacks
- ✓ Planting layout showing:
 - tree symbols at $\frac{3}{4}$ mature sizes (not to exceed 30' – 35' diameter)
 - shrubs and groundcover areas including proposed lawn
 - water features
 - storm water quality features (storm water quality features may require cross sections)
 - A table or callouts indicating species of all existing trees
- ✓ A preliminary shade calculation in the County's format demonstrating compliance with County requirements
- ✓ The square footage of proposed landscape area
- ✓ Drawing to be on a title block with designer contact information
- ✓ Dimensions on all required planter widths (all required widths exclude curbs)
- ✓ Indication of surface types (turf, decomposed granite, concrete, asphalt, pervious pavers, etc.)
- ✓ Design statement and concept indicating knowledge of the following:
 - Water conservation goals
 - Development standards
 - Design guidelines
- ✓ Preliminary landscape grades, or indications of slopes
- ✓ A candidate plant list or legend of proposed trees and shrubs, including common and botanical name., and water use designation per the WUCOLS IV document

Tentative Maps Application Material

Submitted tentative maps shall include all of the following:

- ✓ Subdivision Name, Date, north arrow, scale, contour intervals, vicinity map showing roads, adjoining subdivision, creeks, railroads and other data sufficient to locate the subdivision
- ✓ Contact Information for Property Owner – Name, address and telephone number

- ✓ Contact Information of Applicant (If different than Property Owner)
- ✓ Name business address and telephone number of the Registered Engineer or Licensed Surveyor who prepared the tentative map
- ✓ A list of all service providers (water, sewer, school/park district, etc.)
- ✓ Private sewage disposal systems and water wells shall be shown on the map (if required)
- ✓ Proposed gross and net acreages and square footage of all new parcels
- ✓ Setbacks for buildable areas from easements/ultimate public right-of-ways
- ✓ Structures, fences, gates setbacks from easements/ultimate public right-of-ways
- ✓ All access locations including garage and private driveways (existing and proposed)
- ✓ Species, circumference and drip line of existing trees with a trunk diameter of four (4) inches or more. Any trees proposed to be removed shall be so indicated
- ✓ Location of existing structures shall be plotted on the map, labeled and identified (by type of structure), and structures to be removed shall be so marked
- ✓ Topographic data: generally two (2) foot contours except in floodplains where one (1) foot contours are required
- ✓ Proposed park and recreational sites, common areas, open space areas including method of ownership and management
- ✓ **FOR VESTING TENTATIVE MAPS ONLY:** Pursuant to Section 66452 of the Subdivision Map Act, the words "Vesting Tentative Map" shall be printed conspicuously on the face of the map.

By signing below, you acknowledge that the submitted application contains the required information as listed in Part 1 and that the application is complete.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Part 2: Application Request

Please select all requested entitlements. If you are unsure of what to choose, please verify with a planner before selecting the entitlements below. If a planner instructs you to apply for an entitlement not listed below, please attach related communications to this application.

Common Requests

- Conditional Use Permit (UPZ/UPP/UPB)
- Minor Use Permit (UPM)
- General Special Development Permit (SPZ/SPP/SPB)
- Minor Special Development Permit (SPM)
- Tentative Parcel Map (PMR)
- Tentative Subdivision Map (SDP)
- Vesting Tentative Subdivision Map (SVB)
- Tentative Parcel Map Time Extension (XPR)
- Tentative Subdivision Map Time Extension (XSP)
- General Plan Amendment (GPB)
 - Certain General Plan Amendments incur additional fees. Check if applicable:
 - Agricultural Designation to Urban Designation
 - Residential Designation to Commercial Designation
- Community Plan, Master Plan, or Specific Plan Amendment with Rezone (CZB)
- Rezone (RZB)
 - Select only if a Community Plan Amendment is not needed for the rezone.

Infrequent Requests

- Development Plan Review (PSS/PAP)
- Board Review for Split Zoned Boundary Line Adjustment (BLR-BLB)
- Williamson Act Recission and Readoption (BRB)
- Agricultural Lot Reduction (PMR-SPP-DRS)
- Variance (VAB)
- Tentative Parcel Map Resubmission (RPR)
- Tentative Subdivision Map Resubmission (RSP)
- Vesting Tentative Subdivision Map Resubmission (RVB)
- Zoning Ordinance Amendment (ZOB)
- Development Agreement (DGB)
- Development Agreement Amendment (DAB)
- Williamson Act Nonrenewal (ANS)
- Williamson Act Application (APB)
- Community Plan, Master Plan, or Specific Plan Amendment (CPB)
- Reclamation Plan (REB)

Amendments of Approved Active Entitlements

Are you amending an active entitlement, such as an existing conditional use permit?
Amendments are typically requested for expansions of existing uses or for amending conditions of approval. If **yes**, complete the following two questions:

Control Number of Existing Entitlement(s): _____

What does a Control Number look like? Prior to 2008, this number began with the year, followed by letters, then four numbers (ex: 1972-PMR-1022). After 2008, this number began with PLNP, followed by 5 numbers (ex: PLNP2010-00019).

What body approved of the existing entitlement(s)?

Planning Director Zoning Administrator Planning Commission Board of Supervisors

Part 3: Project and Contact Information:

Project Name: _____

Project Site Address(es): _____

Project Assessor Parcel Number(s): _____

Assessor Parcel Number (APN). To find the APN for your property, visit the Assessor’s Parcel Viewer at assessorparcelviewer.saccounty.gov.

Applicant Information:

Applicant Name (first and last name): _____

Applicant Company (if applicable): _____

Applicant Address (Street number, street name, city, and ZIP code):

Applicant Phone Number: _____

Applicant Email Address: _____

Owner or Agent of Owner’s Information:

Owner or Agent of Owner’s Name (first and last name): _____

Owner or Agent of Owner’s Company (if applicable): _____

Owner or Agent of Owner’s Address (Street number, street name, city, and ZIP code):

Owner or Agent of Owner’s Phone Number: _____

Owner or Agent of Owner’s Email Address: _____

Other Contact #1 Information (Optional):

Other Contact #1 Relation to Project: _____

Other Contact #1 Name (first and last name): _____

Other Contact #1 Company (if applicable): _____

Other Contact #1 Address (Street number, street name, city, and ZIP code):

Other Contact #1 Phone Number: _____

Other Contact #1 Email Address: _____

Other Contact #2 Information (Optional):

Other Contact #2 Relation to Project: _____

Other Contact #2 Name (first and last name): _____

Other Contact #2 Company (if applicable): _____

Other Contact #2 Address (Street number, street name, city, and ZIP code):

Other Contact #2 Phone Number: _____

Other Contact #2 Email Address: _____

Billing Party

Select **one** Billing Party:

- Applicant Owner or Agent of Owner Other Contact #1 Other Contact #2

Part 4: Legal Authority and Consent to File Application

An initial below indicates that you understand and agree to the item. **All statements must be initialed by the applicant (i.e. John Smith initials as JS). "X" marks are not acceptable.** If you do not understand an item, please ask the intake planner for an explanation.

- _____ I understand that if the initial entitlement fee is a deposit, actual costs will be based on set hourly rates and actual time and materials used. Please refer to the [Planning Fee Schedule](#) to determine if your selected entitlements will be subject to a flat fee or time and materials.
- _____ I understand that if actual costs exceed the amount of the deposit I will be billed for the additional costs based on time and materials used.
- _____ I understand that additional fees for the preparation of an environmental document, which is required pursuant to the California Environmental Quality Act (CEQA), may be required.
- _____ I understand that if necessary, I will receive a separate letter requesting a deposit for the environmental document. The typical range for an environmental document for small maps and use permits is **\$6,000 – \$12,000** depending on the specifics of the site and the complexity of the project. For projects with complex environmental issues the deposit amount could be substantially higher.
- _____ I agree to pay all fees required to complete processing of this application. I understand that my application will not be deemed complete until the environmental document deposit has been received.
- _____ I hereby give permission to County staff and other authorized personnel to conduct site inspections and post public notification signs on my property during the processing of this application. I consent to the posting of the address and contact information of all parties to this application on any website maintained by the County of Sacramento (the County).
- _____ I agree not to alter the physical condition of the property during the processing of this application; such as, but not limited to removing trees, constructing or demolishing structures, altering streams, and/or grading or filling. I understand that such alteration of the property may result in the imposition of criminal, civil or administrative fines or penalties, or delay or denial of the project.

_____ Applicant shall defend, indemnify and hold harmless the County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County or its agents, including consultants, officers or employees to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, including any claim for private attorney general fees claimed by or awarded to any party against the County, and shall also include the County's costs incurred in preparing the administrative record which are not paid by the petitioner. The County shall promptly notify the applicant of any claim, action or proceeding. Notwithstanding the foregoing, the County shall control the defense of any such claim, action or proceeding unless the settlement is approved by the applicant and that the applicant may act in its own stead as the real party in interest in any such claim, action or proceeding.

_____ I have checked the current Hazardous Waste and Substances Sites List (<https://www.envirostor.dtsc.ca.gov/public/>) pursuant to Government Code Section 65962.5(f). The proposed project site is not included on the most recent list.

_____ I understand that pursuant to State Fish and Games Code Section 711.4, a filing fee is required for all projects processed with a Negative Declaration or Environmental Impact Report unless it has been determined by the California Department of Fish and Wildlife (CDFW) that the project will have no effect on fish and wildlife. The fees are collected by the County Office of Planning and Environmental Review (PER) for payment to the State. I understand that I will be notified of the fee amount upon release of the environmental document for the project.

_____ I understand that all applicants are required to provide a Neighborhood Outreach Plan. I will include my neighborhood outreach plan in my Project Description.

_____ I hereby agree that any drainage studies and/or drainage models that are provided to the County as part of the technical studies for this entitlement process will be provided with a license or other satisfactory release allowing the County to duplicate, distribute, and/or publish the studies and models to the general public without restriction. I understand that failure to provide such license or release to the satisfaction of the County may result in comment that the study and or model is inadequate to support the entitlement request.

Part 5: Authorizations

Applications will **not be accepted** without signature(s) of legal property ownership or official agent / authority to file.

For a signature by an owner’s agent, an attached Letter of Authorization, Power of Attorney, or Contract to Purchase is required to be attached to this application. Signatures must either be electronic certified signatures (i.e. Adobe and DocuSign) or scanned wet signatures. Signatures using a cursive typeface are not acceptable.

The signature below signifies legal authority and consent to file an application in accordance with the information above and on the preceding pages. The signature also signifies that the submitted information and accompanying documents are true and accurate, and that the items initialed above have been read and agreed to.

Owner or Owner’s Agent’s Name: _____

Owner or Owner’s Agent’s Signature: _____ Date: _____

Owner #2’s Name (if applicable): _____

Owner #2’s Signature: _____ Date: _____

Owner #3’s Name (if applicable): _____

Owner #3’s Signature: _____ Date: _____

Part 6: Statement of County Responsibility

Please read the following statement outlining your responsibilities in the application hearing process.

An amendment to California Law (AB 884), adopted in 1977 and effective January 1, 1978, requires the County and all other jurisdictions in the state to take final action to approve or disapprove a request like yours within one year of the County's acceptance of your application as complete. In most cases, the County has approved requests like yours in significantly less time. However, the legislation now requires the County to "count down" the days so that requests are not inadvertently approved without approval by the Board of Supervisors or a designated body.

The law requires the County to inform you within 30 days after the application is submitted if your application is incomplete for our needs. If the application is complete and has all the information we need, the processing will be initiated immediately. If additional data is needed, a letter will be sent to you specifically stating the information needed. The staff will not certify that the application is complete until all the requested items have been submitted to the County and the required fees have been paid.

Your application will be heard in a public hearing. The County is required by law to notify all those property owners within 500 feet with a minimum of 30 property owners as shown on the latest assessment roll. This provides an opportunity for those most affected by a proposed use to provide input to the hearing body.

PLEASE BE ADVISED THAT THIS APPLICATION IS NOT APPROVED UNTIL THE ULTIMATE HEARING BODY HAS TAKEN ITS FINAL ACTION AND ALL APPEALS EXHAUSTED. ANY RECOMMENDATIONS OR COMMENTS BY STAFF OR ACTIONS BY INTERMEDIATE HEARING BODIES ARE ONLY ADVISORY AND SHOULD NOT BE RELIED ON FOR THE PURPOSES OF MAKING FINANCIAL COMMITMENTS.

Part 7: Project Narratives

For each requested narrative, attach additional pages as necessary.

Project Description

Provide a **Project Description**, which is a comprehensive explanation of the project/request. It should include background information, reasoning, the goal(s) of the project/request, and how the proposed project complies with County policies.

Justification

Provide a **Justification** sharing the “why” for your proposed project. This narrative may provide details on why the project is a benefit to the community.

Neighborhood Outreach Plan

Provide a Neighborhood Outreach Plan describing how neighboring property owners (those within a 500-foot radius of the project site) will be kept informed about the project and how community concerns will be addressed. As part of the entitlement process, PER staff notify property owners and tenants within a specified distance of the project boundaries of the project description and provide an opportunity for comment. Additionally, many entitlements are presented to the Community Planning Advisory Council (CPAC) for the area in which the project is located.