



**NON-ENTITLEMENT PLANNING REVIEW  
APPLICATION (Case Type: PLNR)**

**APPLICATION Select type of request:**

**Zoning Verification (Burn-down letter) or Eligible Facility Requests: 1.5 Hour Review**

- Requests for general zoning information such as Planning entitlement history of site, information on legality of use (i.e. permitted or non-conforming) and information on reconstruction if destroyed (burn-down-letter).
  - One application may include all contiguous parcels that are part of the same project, or up to two non-contiguous parcels where same information is being requested.
- Wireless Communication Facility (Cell Tower) Eligible Facilities Request.

**Planning Director Review or Miscellaneous Research Requests: 3 Hour Review**

- Accessory Dwelling Unit request for minor deviation to front yard or side street yard setback to allow for development of up to an 800 square foot (s.f.) ADU.
- Accessory Dwelling Unit review for roof pitch compatibility with primary dwelling to allow a 2 foot height increase (18 feet max to peak).
- Senate Bill 9 (SB-9) minor deviations to development standards to allow for development of up to an 800 s.f. primary or second primary dwelling (SDU) when not submitted as part of an Urban Lot Split application.
- Senate Bill 9 SB-9 "single-family zoning" eligibility review for properties located within a Special Planning Area (SPA) or Neighborhood Preservation Area (NPA) where there is not an underlying underlying Zone district [i.e. zone is listed as RMU versus RD5 (NPA)].
- Use or Definition not listed/Interpretations – Planning Director Determination (Pursuant to Sacramento County Zoning Code (SZC) Section 3.2.4.
- Buildability determination for nonconforming lots of record (SZC Section 1.9.2).
- Tentative Map expiration date research/extension eligibility.
- Miscellaneous Research Request for item not covered by other categories.

**Administrative Parking Reduction: 4 Hour Review**

- Minor Administrative Parking Reduction requests for existing or proposed sites with no prior planning entitlement/approval pursuant to SZC 5.9.5.C. Must include supplemental Parking Reduction Form. Parking reduction requests included as part of a non-discretionary design review or discretionary planning entitlement ( i.e. use permit, map) are exempt from this application.

## Substantial Compliance Determinations: 5 Hour Review

- Substantial Compliance requests for minor deviations to an approved Planning entitlement (discretionary, non-discretionary or administrative); provide related Planning Control No(s): \_\_\_\_\_, revised exhibit(s) as applicable and detailed description of requested change.
- Wireless Communication Facility (Cell Tower) Modification Substantial Compliance; provide related Planning Control No: \_\_\_\_\_

### Instructions:

1. Complete this application form.
2. Submit this application using one of the following options:
  - Submit electronically via email to [Planning-Applications@saccounty.gov](mailto:Planning-Applications@saccounty.gov)
  - Submit in-person at the Downtown Business Assistance Center (BAC); for PER's BAC hours and/or to make an appointment, refer to the [Planning Counter Services webpage](#).
  - Submit via mail to:

Planning and Environmental Review  
Attention: Planner of the Day  
827 7th Street, Room 225  
Sacramento, CA 95814

3. Pay fees. Fees are non-refundable and are as follows:

# Hours	Base Rate	IT fee (4.5%)	Total
1.5	\$237	10.66	\$247.67
2	\$316	14.22	\$330.22
3	\$474	21.33	\$495.33
4	\$632	28.44	\$660.44
5	\$790	35.55	\$825.55

\*The fees listed above are intended to cover the typical processing time for each type of request. However, some requests such as general research or substantial compliance determinations can be rather extensive. If additional time is required to complete the request, applicant will be informed after initial review by Lead Planner and supplemental fees will be requested on a \$165.11 per hour basis (Planning Review Fee; PRF) <sup>1</sup>.

*This application is not for review of draft development plans. For review of a draft development proposal please complete and submit a [Pre-Application Meeting Application Form](#).*

### Part A. Applicant Contact Information

Applicant Name:
Organization Name:

<sup>1</sup> Current fees as of October 1, 2024. Please see [PER Fees webpage](#) or call (916)874-6141.

Mailing Address:		
City:	State:	Zip:
Email:		Phone Number:

**Part B. Project Information**

Project Name:
Short Project Description/Request:
Site Address:
Assessor's Parcel Number (APN):

**Part C. Property Owner's Authorization – SUBSTANTIAL COMPLIANCE APPLICATIONS ONLY**

Owner/Agents* Name:
Signature:

\*Must Attach Evidence (Contract to Purchase, Letter of Authorization, Power of Attorney)

**Part D. Description of Request**

Attach supplemental information or additional pages if necessary.