

**County of Sacramento**  
 Planning and Environmental Review (PER)  
 827 7<sup>th</sup> Street, Room 225  
 Sacramento, CA 95814  
 (916) 874-6141

For staff only	
Control No.	<input type="checkbox"/> PAMP <input type="checkbox"/> PERC

**PRE-APPLICATION MEETING APPLICATION FORM**

**Select Meeting Type:**

- Pre-Application Meeting (PAM) Multi-Department. This is a 45-minute meeting with representatives of Planning and Environmental Review (PER); Site Improvement and Permits (SIPS); Department of Water Resources, Sacramento Metropolitan Fire District, and the Department of Transportation (DOT) to review draft development proposals.
  - Fee \$1,423.29<sup>1</sup>
  - Meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Upon receipt of the below materials and confirmation of payment, staff will process the materials and schedule an appointment for the **earliest available** 45-minute time period. Appointment date is dependent on the number of completed PAMs already in the queue.
  
- PER Consultation (PERC) Planning and Environmental Review (PER) Division-only. This is a 45-minute meeting with a representative from PER. This meeting may be most appropriate for projects that will not require major off-site improvements or land use changes that do not include immediate development.
  - Fee \$704.33<sup>1</sup>
  - **Meetings are held every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month.** Appointment availability is dependent on number of completed PERCs already in the queue.

**Instructions to applicants**

- **Electronic Submittal** – Complete and email the application form below with attached exhibits to [planning-applications@saccounty.gov](mailto:planning-applications@saccounty.gov).
- **Mail or In Person Submittal** – Submit a flash drive of all exhibits, along with any supporting information, **saved as separate documents in PDF format**. Make check payable to Sacramento County (see fee above for meeting type).
- In order to provide adequate preparation, staff will not schedule appointments in the same week that the applicant submits the necessary fee and materials.

**Notes:**

- The level of review staff can provide is dependent on the detail of the project description and draft plans provided.
- If you are just needing general zoning information (allowed uses, setbacks, height restrictions, etc...) and **do not have a draft development plan** for us to review, your project may be too preliminary for a pre-application meeting. Please send your questions to [SacPlan@saccounty.gov](mailto:SacPlan@saccounty.gov) for a response.
- All appointments will be held virtually through the Microsoft Teams platform.

**APPLICANT INFORMATION:**

Name:		Company (if applicable):	
Address:			City:
State:	Zip	Phone No:	E-Mail:

<sup>1</sup> Current fee as of October 1, 2024. Please check the website for current fees at <https://planning.saccounty.gov/Pages/Planning-and-Environmental-Fees.aspx> or email [sacplan@saccounty.gov](mailto:sacplan@saccounty.gov).

# Pre-Application Meeting Form

## PROJECT INFORMATION:

Project Name:
Project Site Address:
Assessor Parcel Number(s):

In order to make the meeting beneficial to you (the applicant) please consider your reason for requesting this meeting when describing your project below. Questions to consider include:

- (A) Is your proposal permitted in the designated zone? Are you seeking to deviate from development standards (such as setbacks, height of building, parking requirements, monument signs, landscaping, etc.)?
- (B) Do you have questions about improvement plans (such as when to submit, what to submit, and fees). If yes, you need a PAM.
- (C) Do you have concerns about traffic, access and/or circulation? If yes, you need a PAM.
- (D) Do you have questions about the environmental (CEQA) process (additional fees that will be required and required technical studies, such as arborist reports, cultural resource inventory, noise analysis, wetland delineation, etc.)?
- (E) If there are alternative proposals, please answer A-D (as applicable) for each proposal.

## BRIEF DESCRIPTION OF PROJECT (attach additional pages if necessary)

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**APPLICANT SIGNATURE:** \_\_\_\_\_

## Department Use Only

Community:	Current Zoning:	General Plan:
Current Use of Property:	Date of Meeting:	Meeting Time: