



# ELVERTA SPECIFIC PLAN

## CONSISTENCY WORKBOOK GUIDELINES

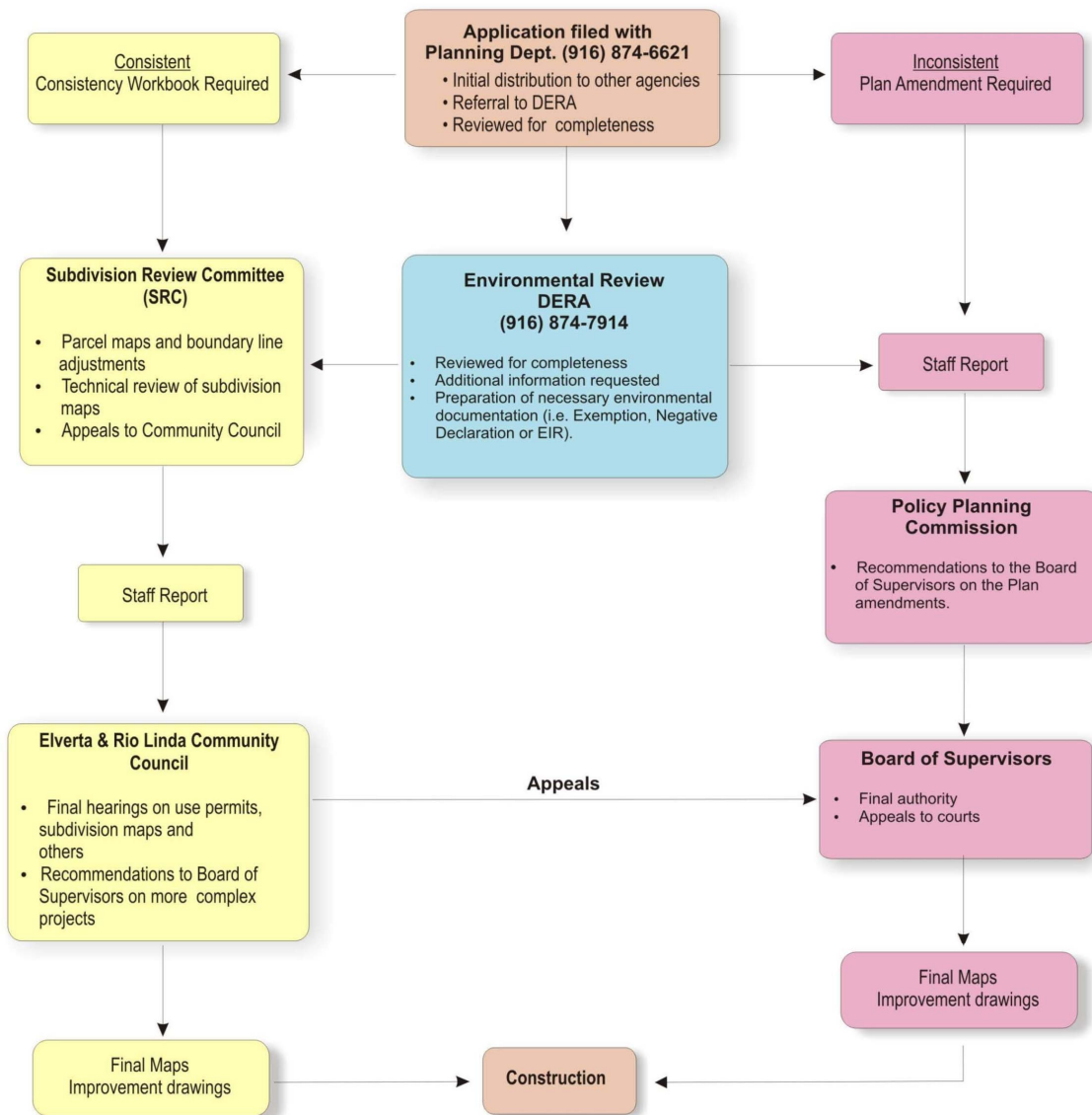
For Builders, Developers and Homeowners

County of Sacramento  
Planning and Community  
Development Department

827 7th Street, Room 230  
Sacramento, CA 95814  
(916) 874-6141



# ELVERTA SPECIFIC PLAN PROCESSING REQUIREMENTS



- County Application Form  
<http://www.planning.saccounty.net/forms/docs/New-Application.doc>
- County Application Checklist  
<http://www.planning.saccounty.net/forms/docs/pdf/App-Submit-CD-Req-Instr-0207.pdf>
- Pre-application Meeting Form  
<http://www.planning.saccounty.net/forms/docs/pdf/preapplication.pdf>
- Elverta Specific Plan Conformance Document (See Guidelines)
- Others – See County Planning Staff

# **ELVERTA SPECIFIC PLAN CONFORMANCE REQUIREMENTS**

All new projects within the Elverta Specific Plan must submit a package demonstrating how the project conforms to each applicable section of the Specific Plan including but not limited to Section 3: Land Use Plan, Section 4: Circulation, Section 8: Community Design and Section 9: Holding Capacity. County staff will review each submittal and advise the applicant within 30 days of it's determination of completeness.

The consistency document will be used by staff in developing its recommendation to the appropriate approving body (see processing flow chart on back cover). These requirements are above and beyond any submittals required by the county as part of the normal entitlement application.

*At a minimum, conformance documents shall include the following materials.*

## **1. PROJECT LOCATION MAP**

Identify where in the Specific Plan area the planned project lies. A good place to start is the APN map on page 133 of the Specific Plan which can be used as a base map (downloadable off of the County Planning Department site).

## **2. SPECIFIC PLAN LAND USE DESIGNATION**

Identify what approved specific plan land use designation(s) applies to the property. A good place to start is the Land Use Plan map on page 29 of the Specific Plan which can also be used as a base map (downloadable off of the County Planning Department web site).

## **3. ASSESSOR PARCEL NUMBERS**

Identify the APN numbers associated with the planned projects parcel(s). A good place to start is the APN map on page 133 of the Specific Plan which can be used as a base map. Another source is the preliminary title report or a tax bill.

## **4. ASSOCIATED SPECIFIC PLAN DWELLING UNIT ALLOCATION**

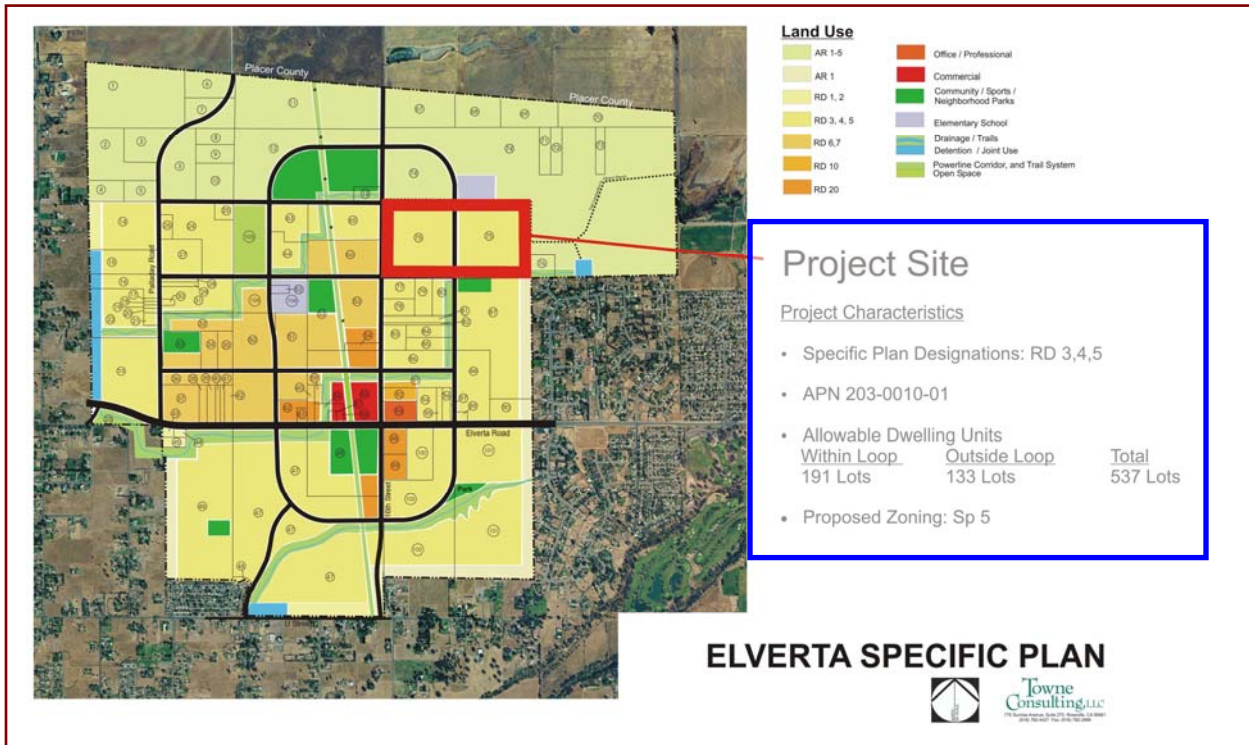
Dwelling units have been allocated for each Assessor Parcel Number (APN) within the boundaries of the Specific Plan. This system of unit allocation is blind towards parcel ownership representing an equitable distribution of density throughout the plan area.

The maximum number of dwelling units allocated to each APN is delineated in Table 9.1 on pages 134-139 of the Specific Plan and keyed to Figure 9.1 on page 133.

Review the map and table to determine the base residential allocation associated with the parcel(s). Residential allocations have been calculated for land use designations associated with AR 1-5 and RD 2-20.

This base allocation may be altered if:

- You are seeking a density transfer as per Section 10.7 of the Specific Plan on page 147;
- You are entitled to a density bonus through the implementation of the energy efficiency component (Section 6.4, pages 73-76 and Appendix C) and Article 6 Section 110-65(b) of the Sacramento County Zoning Code; or
- You are entitled to a density bonus by providing affordable housing above that required as per Section 3.3, pages 32-34 and Appendix A as well as those allowed by state law.



This exhibit includes all of the information required in Items 1-5. The APN map used as a base in this example can be downloaded from the County's web site.

Download link: <http://www.planning.saccounty.net/specific/elverta/elverta.html>



## 5. EXISTING PLANNED ZONING CATEGORY

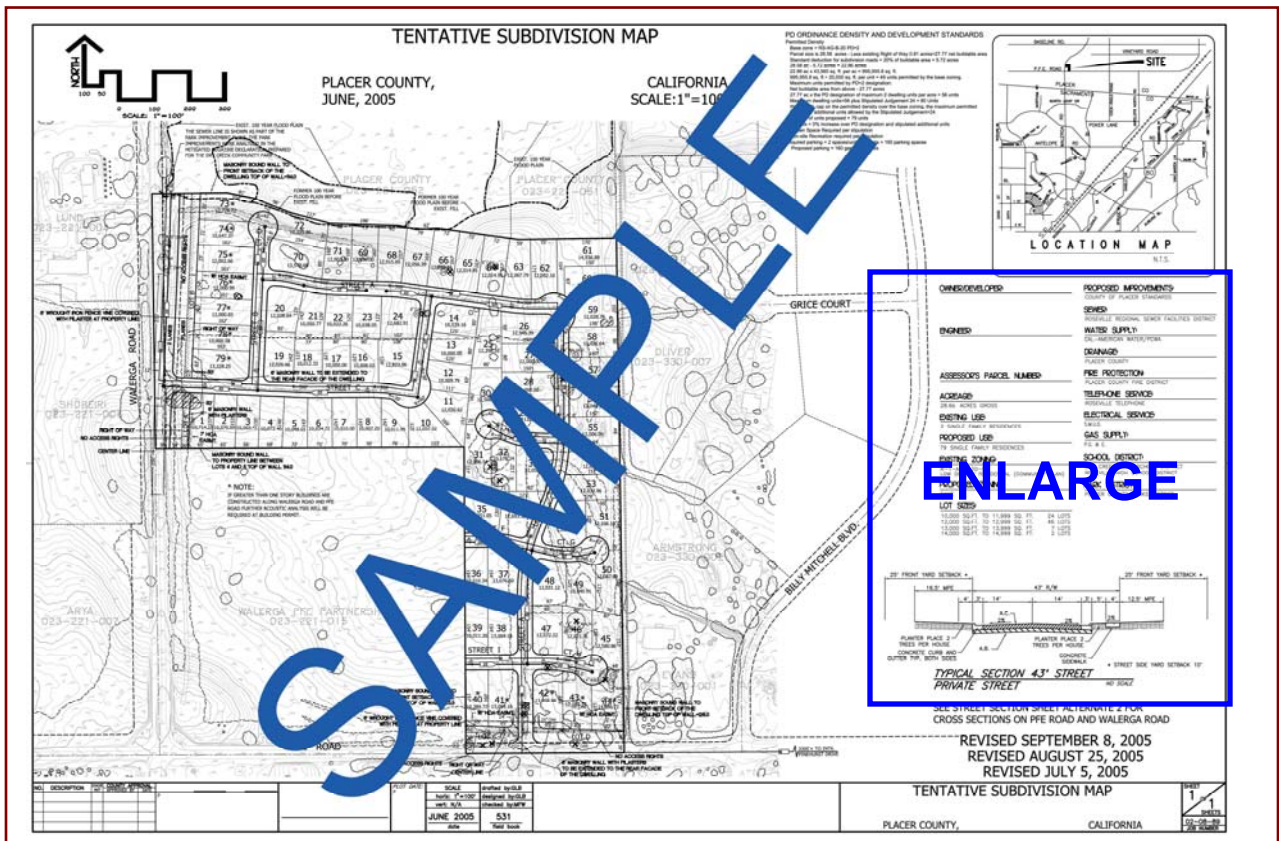
Portions of the Specific Plan have been rezoned in accord with approved land use designations. Areas that have not been will require a zone change followed by maps and other required permits. Check with the County Planning Department to determine the status of a given parcel.

The Specific Plan allows the use either existing county zoning regulations, the newly created SP Development Standards (Section 3.5 pages 34-41) or other county residential design standards and guidelines as they are developed and adopted. The intent behind this flexibility is to allow for product diversity through innovation.

Review the zoning categories that are compatible with the designated Specific Plan land use category and select the one that best meets the needs of the project. Identify the development standards associated with the chosen designation and illustrate how they work in concert with the design guidelines.

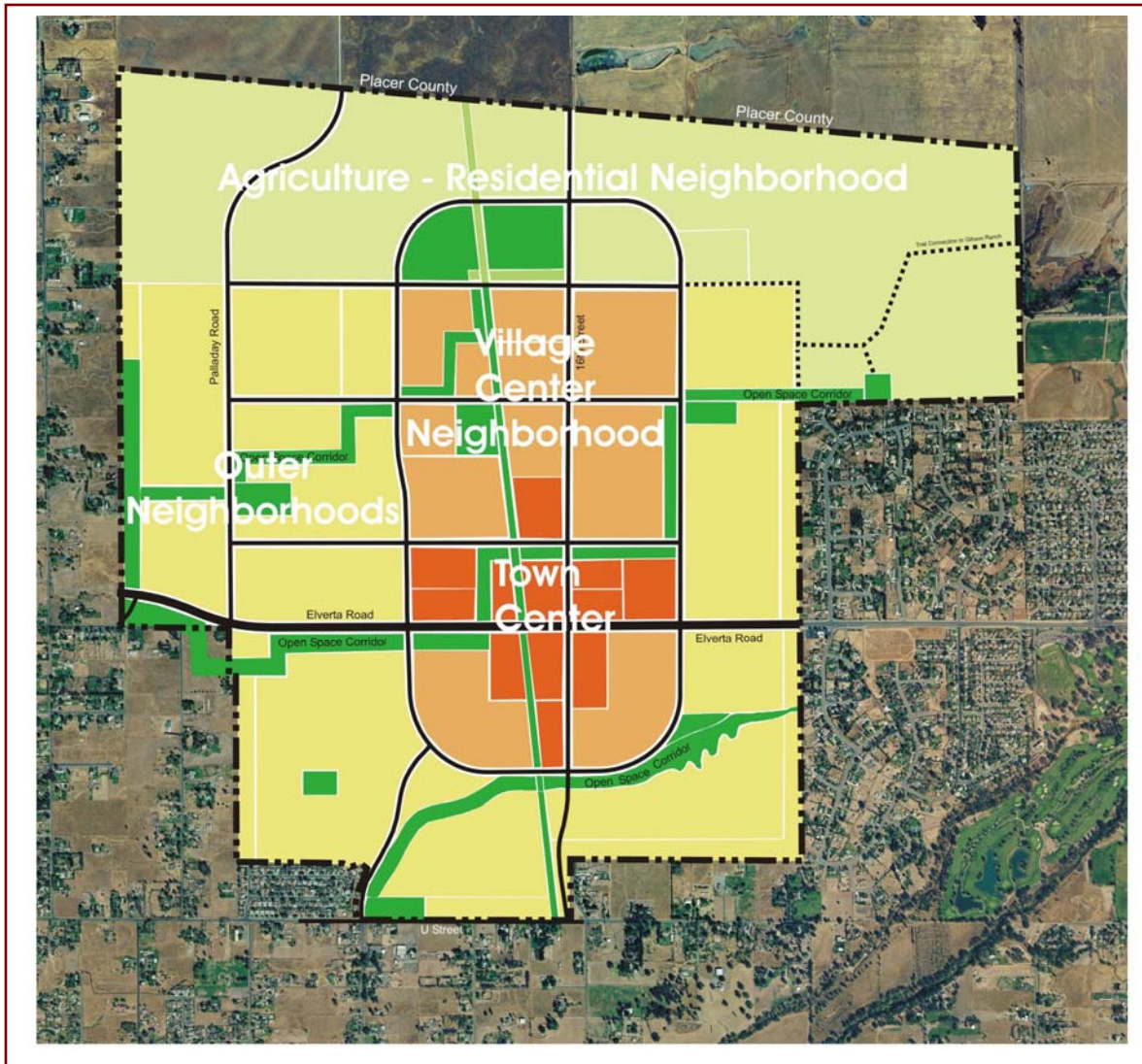
## 6. SITE PLAN OR TENTATIVE MAP

Provide a copy of the site plan or tentative map (reduced with full sized attached) and a legible statistical summary of planned activities. Provide a statistical summary of all planned development activities.



## 7. CONFORMANCE WITH DISTRICT DESIGN GUIDELINES / PLANNED DEVELOPMENT STANDARDS

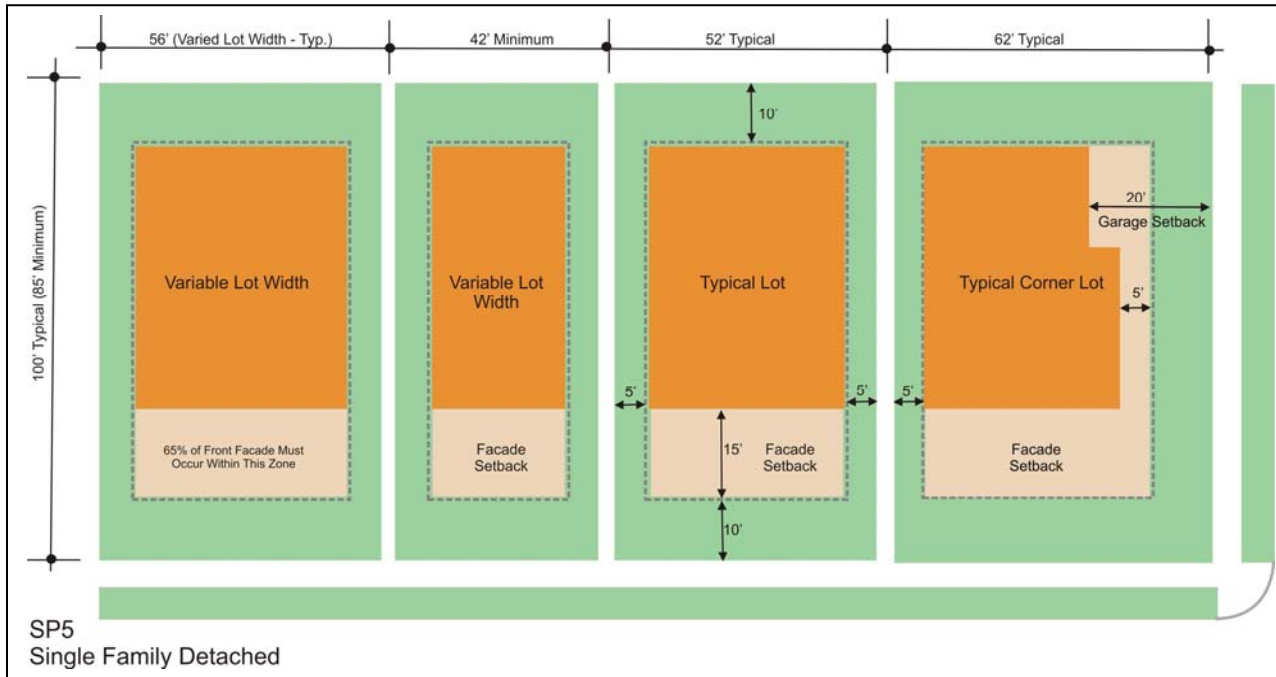
Identify the District that the proposed project falls within (look at Figure 3.2 on page 30 of the Specific Plan) and review all of the guidelines associated with it in Section 8. Write out each guideline and illustrate through text and graphics how the proposed project implements each one. If a guideline is not applicable, say so.



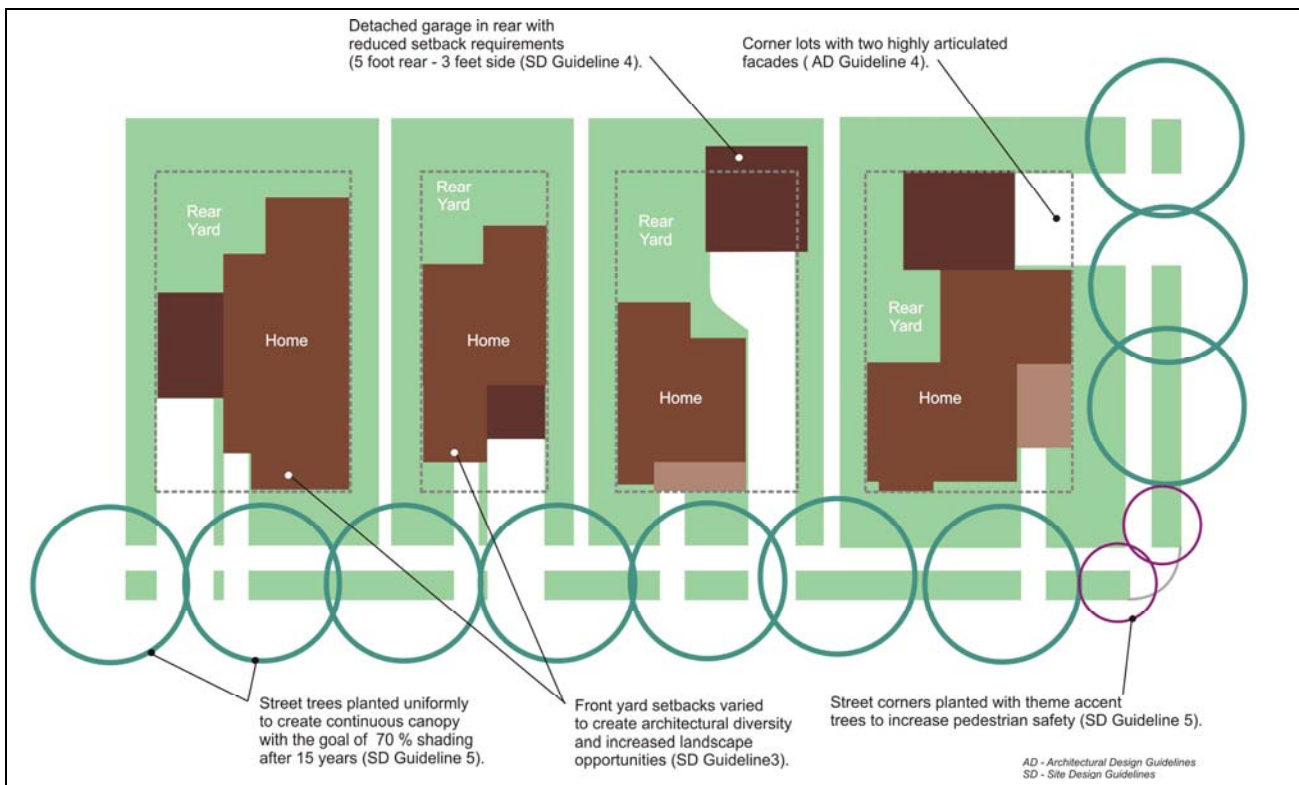
Illustrate how the design conforms to standards and guidelines in terms of setbacks, block length, connectivity, lot widths, garage variations, front setback variations and others. Relevant Specific Plan sections to review in detail include:

- Section 3, pages 34-41;
- Section 4 Figures 4.1-4.4.2 on pages 44-53; and all of
- Sections 8.0

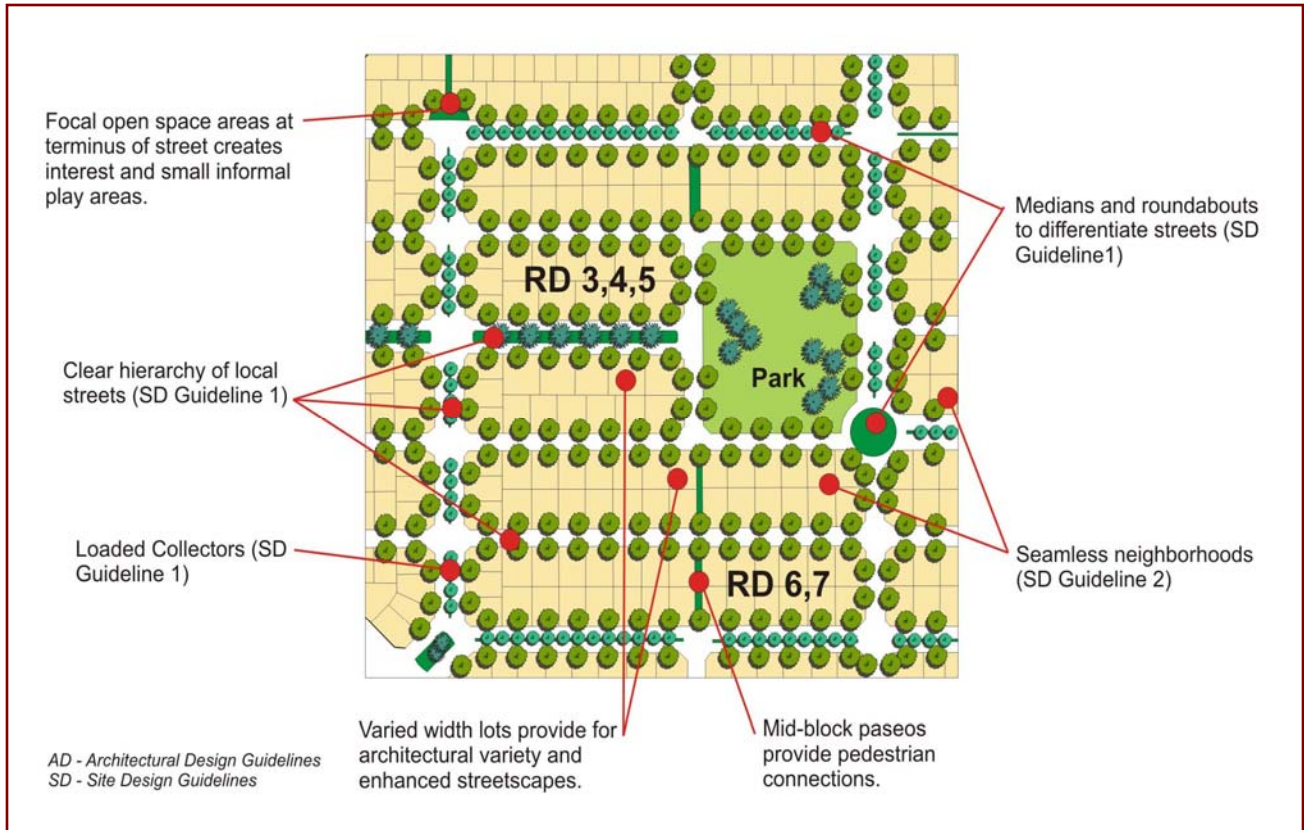
Sample conformance exhibits include the following:



The exhibit above illustrates planned development standards including setbacks, varying lot widths, lot depth and corner lot treatments. The exhibit below takes the layout one set further applying the design guidelines associated with the applicable district. Guideline reference numbers are included.







The exhibit above takes a slice of the overall development proposal and illustrates at the neighborhood level how the plan implements the design guidelines. The exhibit need not be in an illustrative format but does need to show enough character to show intent. If architecture is a part of the submittal, do the same with the prototypical elevations (below).





## **8. AQ 15 IMPLEMENTATION**

The Sacramento County General Plan includes a policy (AQ-15) designed to reduce by at least 15 percent air pollution emissions resulting from new development. The Elverta Specific Plan has been designed to implement this policy through land use and circulation features at the community level. As such, some of these policies will not be applicable at the neighborhood or tract level. Others such as P27 (multiple and grid routing –connectivity) and PXX (70% street tree shading requirement) are specifically neighborhood oriented. The same exhibits used to show how the project implements the design guidelines can be used to show conformance with AQ15 policies.

Review each policy and determine its applicability. Illustrate through text and graphics how the proposed project implements each applicable policy.

## **9. ENERGY EFFICIENCY COMPONENT (OPTIONAL)**

It is the intent of the Elverta Specific Plan to promote energy efficient homes with a goal of achieving a 25% reduction in total energy above that required by Title 24, benchmarked to 2007 standards. To achieve this goal, the Specific Plan provides a series of guidelines and techniques that builders may employ in the design of individual neighborhoods that, when combined, can meet the desired goal.

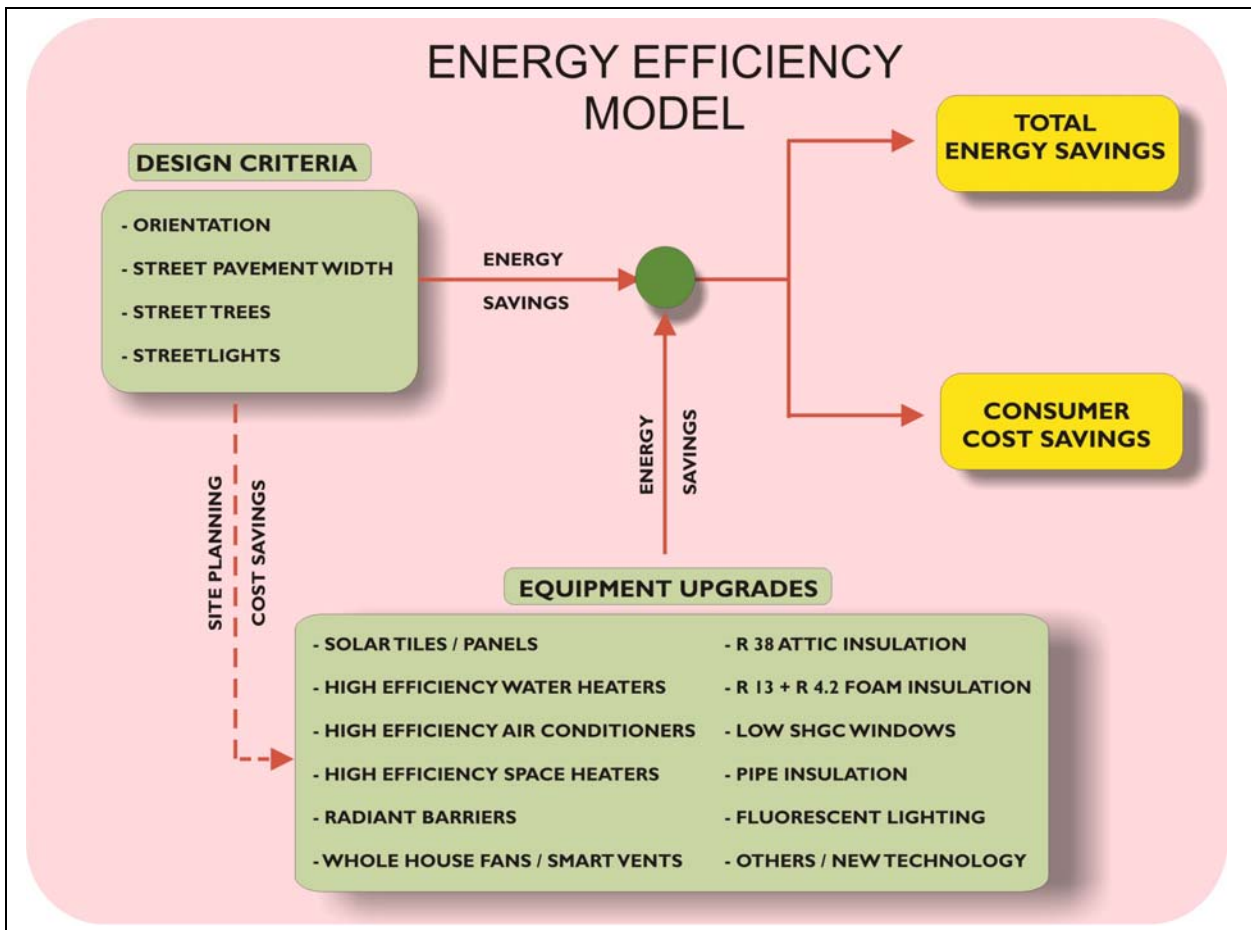
The Energy Efficiency Model associated with the Elverta Specific Plan begins with the planning and design of individual neighborhoods. Factors such as orientation, street patterns, street widths and associated landscape elements all play a part in minimizing the heat load associated with a given neighborhood. By minimizing or reducing the heat load at the neighborhood level, individual homes are moderated and HVAC systems don't have to work as hard to do the job requiring less energy. The use of these site planning techniques will not only help to reduce individual building needs for cooling but will also begin to reduce site development costs through the use of reduced street sections (pavement reduction) and the smart placement of streetlights. Site development cost savings are intended to be put back into additional street trees and in more efficient equipment within individual homes with a zero net financial impact to the builders.

Builders choosing to develop energy-efficient neighborhoods must demonstrate as part of their Tentative Map submittal that they are meeting the 25% goal in order to employ some of the site planning modifications offered by the Specific Plan such as reduced pavement widths and modified streetlight placement

All applicants implementing the energy efficiency component of the Elverta Specific Plan will be required to submit a complete analysis of their proposal, prepared by a qualified third party demonstrating compliance with the set standard of 25% above Title 24 benchmarked to 2007 standards. These energy

efficiency calculations will be required as part of the Tentative Map submittal and will become map conditions for neighborhoods requesting reduced street widths and other site plan and standard plan modifications. Verification of compliance will be required prior to the issuance of certificates of occupancy.

Design the plan to reach the energy efficiency goal through a combination site planning and building design techniques. As part of the submittal to the County, have a third party consulting engineering firm specializing in energy and energy efficiency quantitatively demonstrate that the plan will meet the goal of 25% above Title 24, benchmarked to 2007 standards. The goal and associated development standards will become conditions of approval that will need to be verified again by a third party consultant on a prototypical production unit before certificates of occupancy will be granted.



*The Energy Efficiency Model is intended to pay for itself by using reduced site development costs (reduced street widths, streetlight requirements) as a means of offsetting any increase in costs associated with equipment upgrades; the combination of which produces the energy savings. An additional benefit of applying the Energy Efficiency Model is a neighborhood that meets most if not all of the design guidelines for a given district. Benefits include a better designed neighborhood and reduced consumer utility bills.*

## **10. AFFORDABLE HOUSING PLAN (AHP)**

All applicants must comply with the affordable housing requirements of the Specific Plan by illustrating how the project implements both its rental and for-sale components.

Unless the project has a dedication component (minimum of 4 useable acres), applicants will be required to purchase credits from individuals or groups that have previously dedicated land to SHRA, had that land approved by SHRA for dedication and had affordable housing credits granted as part of that dedication. If credits are not available, the applicant may seek redress by satisfying the requirement outside the boundaries of the Specific Plan as per Section 2.0 on page 3 of the Elverta Specific Plan AHP (Appendix A).

To show compliance with the on-site building component, applicants need to graphically depict which lots are planned to be offered as for-sale affordable housing units to low income households and the percentage of units being offered versus the total number of units being built. This percentage is based upon total build-out of the project.

Obtain a simple template from SHRA, fill it out accordingly and attach it as an exhibit to the compliance document. Show on the Tentative Map the locations planned for the on-site building requirement.

## **11. FINANCING PLAN**

Prepare a complete list of all fees required as specified in the approved Public Facilities Financing Plan. Fees and fee payment need to be tied to activities and timing.

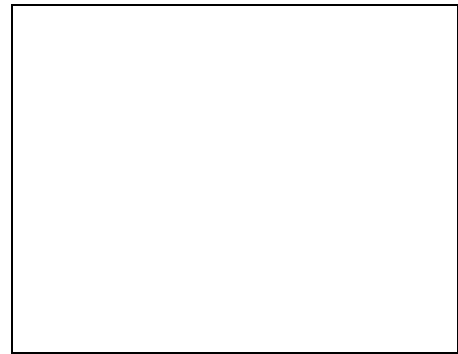
## **12. Other**

Depending upon the type of project and its location within the Specific Plan, the County may have additional submittal requirements. Please confer with Planning Staff to determine if any additional conformance components will be required.





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**Planning Application Form  
 Cover Sheet**

Hyperlink to direction: [instructions.doc](#)

This application form is required as part of any planning development request. Other required items are indicated on the accompanying instructions and checklists. It is the applicant's responsibility to ensure that application packages are complete and accurate. **PLEASE CALL (916) 874-6141 TO SCHEDULE AN APPOINTMENT TO FILE.**

**Application Requests** (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> General Plan Amendment    | <input type="checkbox"/> Community Plan Amendment    | <input type="checkbox"/> Rezone                     |
| <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Tentative Parcel Map        | <input type="checkbox"/> Affordable Housing Plan    |
| <input type="checkbox"/> Variance                  | <input type="checkbox"/> Special Review of Parking   | <input type="checkbox"/> Special Development Permit |
| <input type="checkbox"/> Exception                 | <input type="checkbox"/> Design Review               | <input type="checkbox"/> Development Plan Review    |
| <input type="checkbox"/> Use Permit                | <input type="checkbox"/> Certification of compliance | <input type="checkbox"/> Other                      |

(Select Final Hearing Body)

- This request is part of pending, or approved application Control #

|                             |                             |  |
|-----------------------------|-----------------------------|--|
| Site address:               | Assessor's Parcel Number(s) |  |
| Project Name:               |                             |  |
| Gross Acres:        ± acres |                             |  |

**Contact Information**

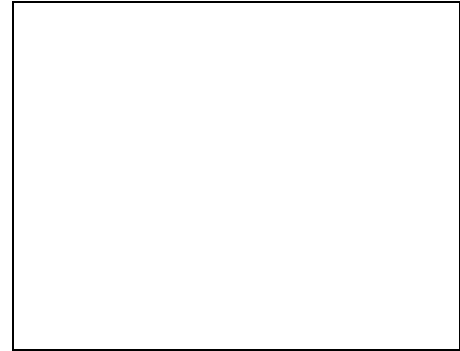
|           |            |        |          |        |
|-----------|------------|--------|----------|--------|
| Applicant | Name:      |        | Contact: |        |
|           | Address:   |        |          | City:  |
|           | State/Zip: | Email: |          | Phone: |
| Owner     | Name:      |        | Contact: |        |
|           | Address:   |        |          | City:  |
|           | State/Zip: | Email: |          | Phone: |
| Other     | Name:      |        | Contact: |        |
|           | Address:   |        |          | City:  |
|           | State/Zip: | Email: |          | Phone: |

- Engineer       Architect       Developer       Owner

|       |            |        |          |        |
|-------|------------|--------|----------|--------|
| Other | Name:      |        | Contact: |        |
|       | Address:   |        |          | City:  |
|       | State/Zip: | Email: |          | Phone: |

- Engineer       Architect       Developer       Owner

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### Legal Authority and Consent to File Application

Hyperlink to direction: [instructions.doc](#)

The submitted information and accompanying documents are true and accurate to the best of my knowledge. I agree to pay all fees required to complete processing of this application. **The cost for preparation of environmental documents pursuant to CEQA will be billed separately based on set hourly rates and actual time and materials used.**

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 my address and contact information and the address and contact information of all parties to this application on any website maintained by the County of Sacramento. I also agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and 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 Sacramento County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County of Sacramento 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, attorneys 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. 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.

The subject property is on the Hazardous Waste and Substances Site List developed pursuant to AB3750

Yes  No [www.envirostor.dtsc.ca.gov/public/](http://www.envirostor.dtsc.ca.gov/public/)

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE(S) OF LEGAL OWNERSHIP OR OFFICIAL AGENT. AUTHORITY TO FILE** (check one)

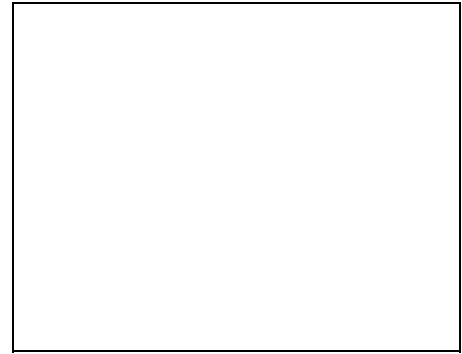
Ownership  Contract to Purchase\*  Letter of Authorization\*  Power of Attorney\*

\* Must Attach Evidence

|                      |       |
|----------------------|-------|
| Owners/Agents* Name: |       |
| Signature:           | Date: |
| Owners Name:         |       |
| Signature:           | Date: |
| Owners Name:         |       |
| Signature:           | Date: |



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## Statement of Applicant Responsibility

[Hyperlink to direction: instructions.doc](#)

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 of Sacramento 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 Sacramento 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 the applications completed until all the requested items have been submitted to the County and the required fees have been paid.

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.

Your application will be heard in a public hearing, and it is important that a reasonable effort be made to advise your neighbors or adjoining property owners (those within 500 feet of your property) of the time and date that your application will be heard. This provides an opportunity for those most affected by a proposed use to provide input to the hearing body. The County is required by law to notify all those property owners within 500 feet that are shown on the latest assessment roll. It is the responsibility of the applicant to contact the Assessor's Office and list the names and addresses on a form that is attached to the application. Following is a statement for the applicant to read and sign.

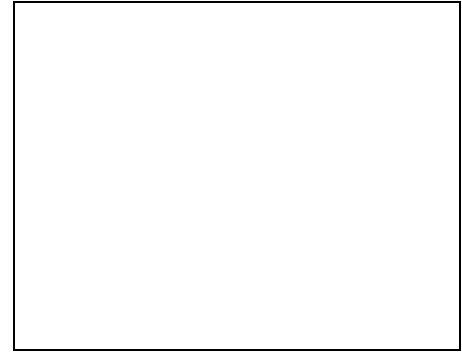
I understand that it is my responsibility to pay the entire filing fees at time of submittal. Also, the application is not considered complete until the total Planning Department fees have been collected.

I understand that it is my responsibility to prepare a 500-foot radius map as described on the "Instructions to Applicant" sheet, to list all the parcel numbers within the 500-foot radius, and to record the name and address (including zip codes) of the property owners of all parcels. I certify that a) the property owner's list is complete and accurate as shown on the latest assessment roll in the County Assessor's Office, and b) I have read and understand the above information regarding application processing.

My mailing list includes a total of \_\_\_\_\_ pages and \_\_\_\_\_ property owners.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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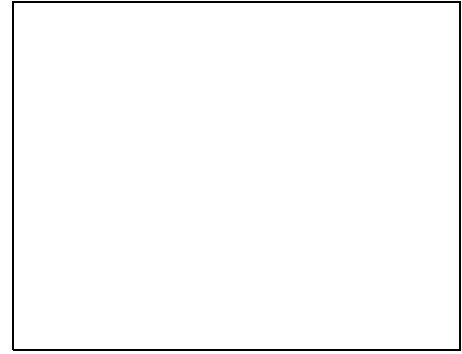
### **Additional**

Hyperlink to direction: [instructions.doc](#)

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- I have contacted the Sacramento County Department of Water Resources division of Storm Water Quality at (916) 874-1353 to determine if my project requires Source Controls, Runoff Reduction Measures, or Treatment Controls. ***These requirements can dramatically change a project so early consultation is highly recommended.***
  
- 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 Game that the project will have no effect on fish and wildlife. The fees are collected by the Sacramento County Department of Environmental Review and Assessment 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. To avoid this fee I understand I must complete a NO Effect Determination Form with the California State Department of Fish and Game. ***Contact DERA for more information.***
  
- I understand that all applicants are required to provide a Neighborhood Outreach Plan. I will include my neighborhood out reach plan in my Justification Statement. Contact the Sacramento County Department of Neighborhood Services for more information 10425 Norden Ave Sacramento, CA 95655 Phone: (916) 231-0038 [www.dns.saccounty.net](http://www.dns.saccounty.net)

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**Justification Statement**  
**Neighborhood Outreach Plan**

Hyperlink to direction: [instructions.doc](#)

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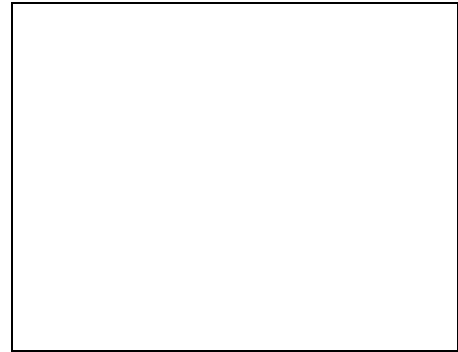
The Justification Statement is a comprehensive explanation of the applicant's project/ request. It should include background information, reasoning and the goal(s) of the project/ request. The Neighborhood Outreach Plan describes how the applicant plans to inform the neighbors (owners within the 500 foot radius map) about the project and address community concerns. Please see direction for more information.

Justification Statement

Neighborhood Outreach Plan



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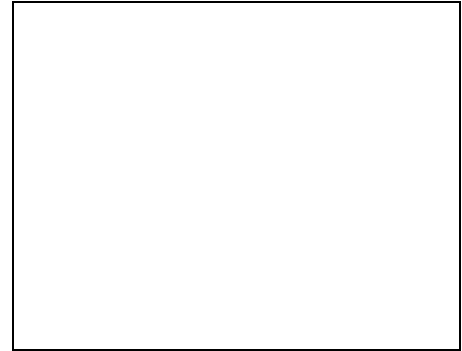
**Rezone Application**

Hyperlink to direction: [instructions.doc](#)

|  |                                     |  |                         |
|--|-------------------------------------|--|-------------------------|
| <b>General Plan Amendments</b>               |                                     | Entire parcel(s) to be rezoned? <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |
| (Existing General Plan Designation)          | (Existing General Plan Designation) | Gross Acres being rezoned  | ± acres                 |
| (Proposed General Plan Designation)          | (Proposed General Plan Designation) |  |                         |
| <b>Community Plan Amendments and Rezones</b> |                                     |  |                         |
| (Existing Zone)                              | Density (Preposed Zone)             | Density (Preposed Zone)  | Density (Preposed Zone) |
| Density                                      |                                     |  |                         |

Description of existing zoning and any proposed zoning changes and of existing and proposed uses of the property;

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## **Design Review Narrative**

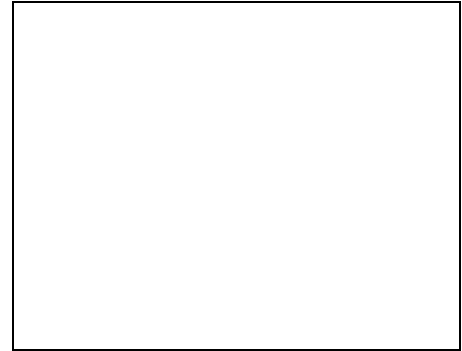
Hyperlink to direction: [instructions.doc](#)

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The Design Review Narrative is an explanation of how the proposed project meets the Community's Design Guidelines.

## Design Review Narrative

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Planning and Community Development Department  
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## **Variance Supplemental Application Form**

Hyperlink to direction: [instructions.doc](#)

In order for a Variance to be granted, mandatory findings must be made. To assist in understanding why a Variance is necessary for your project, please describe below how your project qualifies under the following findings. Variances shall not be granted for authorized uses or activities which are not otherwise expressly authorized by the Zoning regulation governing the parcel.

Finding 110-20 (a):        Because of special circumstances peculiar to the subject property, including size, shape, topography, location or surroundings; or because of the location of Heritage or Land Mark Trees as defined and regulated by Chapter 19.04 of the Sacramento County Code the strict application of the requirements of this Code would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.

DESCRIBE WHAT SPECIAL CIRCUMSTANCES ARE APPLICABLE TO THE PROPERTY THAT PREVENT CONFORMANCE TO PERTINENT ZONING REGULATIONS:

Finding 110-20 (b):        The grant of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated. (Special circumstances particular to subject property are leading the property owner to be deprived of privileges).

DESCRIBE WHY GRANTING A VARIANCE WOULD NOT BE A SPECIAL PRIVILEGE:



## **APPLICATION CHECKLIST**

### **Application Packet**

- Application form (required)
- Justification form (required)
- Statement of Responsibility (required)
- Design Narrative (1 copy project specific)
- Variance supplemental application (1 copy project specific)

### **Mailing labels** (See instructions)

- Mailing labels in Excel file or Word file (required)

### **Exhibits** (Plus one reduced copy of each)

- 500 foot radius map (required)
- Site plan (10 copies required for all applications except tentative parcel maps and tentative subdivision maps)
- Tentative Parcel Map (25 copies when creating < 5 lots)
- Tentative Subdivision Map (35 copies when creating  $\geq 5$  lots)
- Rezone, Community & General Plan Amendments exhibits (10 copies each)
- Design/Development Plan Review (See project specific)
- Floor plans (10 copies)
- Elevations (10 copies)
- Landscape plans (10 copies)
- Signage plans (10 copies project specific)
- Topographic Map (10 copies if inside 100 -year floodplain)
- Photo Simulations (2 copies cell sites)
- Existing/ Proposed Coverage Maps (1 copy cell sites)
- Grading Plans (2 copies)

### **Proof of Stormwater Quality Program Review**

- “Not Applicable” determination or completed Stormwater Quality Compliance Form (1 copy)

### **Affordable Housing Plan**

- Affordable Housing Plan (5 copies see project specific)

### **Technical Report**

- See Specific Items

### **Digital Copies of Application Submittal**

- See CD Requirements

PLEASE REFERENCE INSTRUCTIONS FOR MORE INFORMATION, OR CALL (916) 874-6141

**ADDITIONAL PROJECT SPECIFIC ITEMS**

(Not required for all projects)

**Affordable Housing Plan** (Required for all projects with 5 or more residential units. Contact Sacramento Housing & Redevelopment Agency for information on how to complete form (916) 440-1399 www.shra.org)

**Variance Supplemental Application** (must accompany variance request)

**Design Review** (Required for all Commercial, Multifamily, Institutional, and Industrial development projects. Design Review Guidelines available on planning website)

**Development Plan Review** (Required for Redevelopment Areas & Parkway Corridors and some NPA & SPA zoned projects)

**Design Review/ Development Plan Review Required Exhibits**

In addition to the regularly required exhibits (1 copy of each)

- Design Narrative
- Context board
- Color Landscape plans
- Project Cross Section
- Materials sample board
- Color building elevations
- 3-D Representation

Context Board = Site plan and color photos of the subject property and the surrounding area.

Materials Sample Board = Identifies the proposed exterior finish, roofing material and color of the building(s). No larger than 8.5" X 11"

**Technical Reports**

- Collocation analysis (1 copy on cell site projects)
- Arborist reports (2 copies when multiple/ Oak trees on site, or are being removed)
- Geotechnical Report (1 copy)
- Any other reports or studies deemed necessary by County staff (1 copy)

**CD REQUIREMENTS FOR APPLICATIONS**

Word file labeled **Application** including the following documents

Application form from template (required)

Excel/ Word file labeled **Mailing labels**

Mailing labels in Excel file or Word file (required)

PDF file labeled **Exhibits**

Include **ALL FULL SIZED** exhibits related to project. Please organize exhibits with site plan/ tentative maps first

Word file labeled **Affordable housing** (if applicable)

Projects with five or more residential units

PDF file labeled **Technical Reports** (if applicable)

Any other reports or studies done related to the project

## County of Sacramento Planning Application Instructions

**Please make an appointment to file your planning application. Call (916) 874-6141.**

**Note: These instructions will soon incorporate links to a protected writable Word-based Application Packet, Exhibit Examples, and Design Review Program Submittal Requirements.**

These instructions are designed to help applicants prepare complete applications. In order to improve the chances of a complete application and better understanding of the planning process, a preliminary review with staff is suggested prior to a formal application submittal.

For complex applications, staff highly recommends a pre-application meeting. Pre-application meetings can be scheduled at our public counter located at 827 7<sup>th</sup> street in downtown Sacramento. For general inquiries the public counter staff can be reached at (916) 874-6221. For information regarding the development policies of reviewing agencies (Department of Transportation, Sacramento Metropolitan Fire District) please see attached Contact List

### **Filing Fees**

#### **Planning Processing Fees**

Please contact planning staff for current fees. The total fee will be collected at the time of submittal. These fees cover the Planning Department's entire process, including all public hearings. However, if additional entitlements are necessary following initial review, additional fees may be required. These fees also include the costs of the Department of Environmental Review and Assessment (DERA) issuing an exception from the requirements of the California Environmental Quality Act (CEQA).

#### **Environmental Review Fees**

If DERA determines that a project is not exempt from CEQA and will require an Initial Study (Negative Declaration) or an Environmental Impact Report, additional fees will be billed by DERA on a time and materials basis after preparation of that document. For more information please contact DERA at (916) 874-7914.

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 Game (CDFG) that the project will have no effect on fish and wildlife. The fees are collected by DERA for payment to the State. You will be notified of the fee amount upon release of the environmental document for your project. Contact DERA for fee information.

In the event that you believe your project will have no effect on fish and wildlife, you should contact CDFG directly at (916) 651-0603 to obtain a determination from CDFG as to whether the project will meet the "no effect" standard. If CDFG determines that a project will have no effect on fish and wildlife, they will provide you with documentation of exemption from the filing fee requirement, which should be submitted to DERA in lieu of the required fees.

Fees related to DERA and CDFG review must be paid prior to any public hearings on the project. Pursuant to the Board of Supervisors' "Procedures for Preparation and Processing of Environmental Documents" applicants are responsible for 100% of the costs of compliance with CEQA. All checks are to be made payable to "Sacramento County".

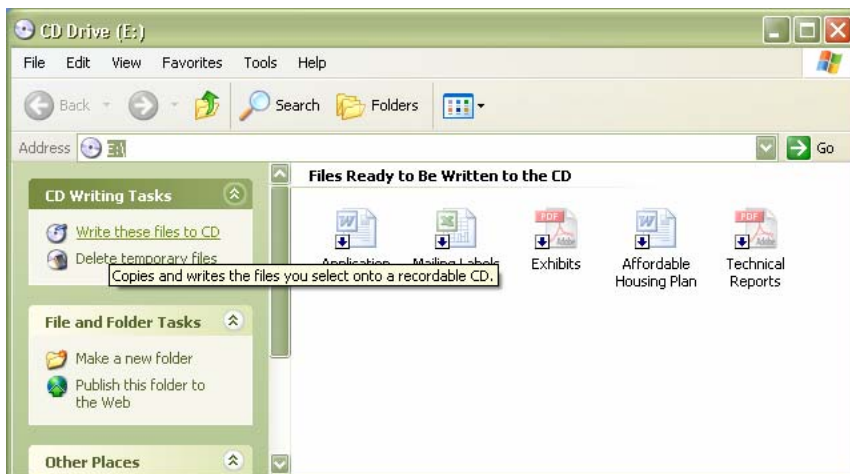
### **CD Requirements for application**

All planning entitlement applications, except applications for Temporary Use Permits and Certificates of Non-Conforming Use, shall include an electronic copy on a CD-ROM. The electronic copy shall include each document and exhibit that is included in the planning entitlement application, and any subsequent revision or supplemental information submitted in conjunction with the application. In addition, for all exhibits, illustrations and maps shall be required full size (i.e., same size as that of the paper exhibits that accompany the application) in Adobe's Portable Document Format (PDF).

#### **Required Format and Labeling**

- Word file labeled **Application** including the following documents
  - Application Packet from the template and any other supporting information(required)
- Excel/ Word file labeled **Mailing labels**
  - Mailing labels in Excel file or Word file (required)
- PDF file labeled **Exhibits**
  - Include **ALL FULL SIZED** exhibits related to project. Please organize exhibits placing site plans or tentative maps first.
- Word file labeled **Affordable housing** (if applicable)
  - Projects with five or more residential units
- PDF file labeled **Technical Reports** (if applicable)
  - Any other reports or studies done related to project

- 1) Insert blank CD in to disc drive.
- 2) Drag and drop all files in proper format.
- 3) Select "write these files to CD" in the upper left hand corner.



Why is this information necessary? The Planning Department is working to improve communications with the public and service providers by making planning entitlement applications available electronically. It is hoped that this method of communication will enhance community awareness of pending development proposals, and reduce the number of paper copies that need to be distributed to service provider agencies for their review and comments.

### **Application Packet**

The application packet can be found on the Sacramento County Planning web page [www.saccounty.net/planning/forms.html](http://www.saccounty.net/planning/forms.html).

### **Application Packet Components: (Required)**

Application Form

Legal Authority & Consent to File Form

Statement of Applicant Responsibility

Justification Statement

### **(The following are required for some applications.)**

Design Review Narrative

Variance Supplemental Application

Rezone Supplemental Application

### **Steps for filling out Application Packet:**

1. Select all entitlements associated with the proposed project. An Entitlement is the type of approval needed. For example a USE PERMIT to allow a second home on your property.
2. Fill in all relevant information in the spaces provided. In the Contact Information the Applicant is defined as the person/company that is going to be the primary contact regarding the processing of the application.
3. The property owner **must** sign the Legal Authority & Consent to file form and the applicant must sign the Statement of Applicant Responsibility.
4. The Justification Statement is a description of the project. It should include goals and objective of the project, and any other background information you feel is significant.
5. A Neighborhood outreach plan should address how you plan to inform and receive feedback from the owners within a 500 foot radius of the subject property. For example, detailed letters, hold an open house at the property, or go door to door.

### **Proof of Stormwater Quality Program Preliminary Compliance**

All applicants with proposals that include development must contact the Sacramento County Department of Water Resources Stormwater Quality Division at (916) 874-1321 or [fadld@saccounty.net](mailto:fadld@saccounty.net) prior to application submittal. Stormwater Quality Division staff will determine whether the project is eligible for a “Not Applicable” determination or will provide instructions for completing a Preliminary Stormwater Quality Compliance Form. Applicants must provide written proof of the “Not Applicable” determination or a copy of a completed Compliance Form. More information is available at <http://www.sactostormwater.org/newdevelopment.asp>. *These requirements can dramatically change a project so early consultation is highly recommended.*



**Affordable Housing:** (Submit five (5) copies)

An affordable housing plan is required for any project that has five (5) or more residential units. The Sacramento Housing & Redevelopment Agency (SHRA) has developed Affordable Housing Plan templates that an applicant completes and submits with their planning application. To discuss your options or to request an affordable housing template, please contact SHRA at (916) 440-1328 or go to [www.shra.org](http://www.shra.org).

**500-Foot Radius Land Use Map:** (Submit two (2) copies)

1. Prepare a map showing all parcel(s) included in your application and all the other properties located within a radius of 500 feet from the included parcel(s) boundaries.
2. Draw map to scale. Show all streets, highways, railroads etc.
3. Identify each parcel by Assessor's Parcel Number.
4. Identify the present uses of the properties within the 500 foot radius by using these codes:  
1F = Single family      MF = Multi Family  
C = Commercial        I = industrial  
A = Agricultural        Vac = Vacant

**Property Owner Mailing List:** (Submit one (1) set if on Avery 5160 labels or equivalent, and 4 set if on different type of labels)

1. This list should include all the Assessor Parcel Numbers, names and mailing addresses of the owners of record for all properties within the 500 foot radius. (Note this is not necessarily the property address.) Owner information is available at the Sacramento County Assessor's Office at 3701 Power Inn Rd., Suite 3000 Sacramento, CA 95826 Phone: (916) 875-0700.
2. A minimum of ten (10) different property owners are required. If less than ten (10) different property owners are within a 500 foot radius from the subject site, add the closest property owners beyond the 500 foot radius.
3. An incomplete or inaccurate mailing list may delay the processing of your application.

**Exhibits**

While it is not necessary for a professional to prepare your plans, it is necessary that the plans conform to accepted architectural standards. This means that the plans must be neatly drawn using ruled lines; that all dimensions be shown; that the plans be drawn to scale and that the scale be noted on the plans; that all improvements (existing and proposed) be clearly labeled; and that the plans be prepared in such a manner that a clear, understandable "picture" of the proposed project is easily seen.

1. Submit ten (10) sets of all exhibits except Tentive Parcel Maps (submit 25 copies) and Tentative Subdivision Maps (submit 35 copies).
2. Submit exhibits individually folded to 8-1/2"x11".
3. Submit one (1) 8-1/2"x11" reduction of each exhibit.

**SITE PLANS:** Proposed site plans shall contain the following minimal information:

- Title and address of the project.
- All property lines and easements (existing and proposed).
- All public right-of-ways.
- All existing and/or proposed structures.

- North arrow.
- Scale of the drawing.
- Date of the drawing.
- 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.
- 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, etc.).
- Floodplain designation and finished floor elevation (if in designated flood area).

**GENERAL PLAN COMMUNITY PLAN AMMENDMENT AND OR REZONE EXHIBIT:**  
 Rezone exhibits must show:

- The subject property(s) overlaid with proposed and existing General Plan Designation.
- The subject property(s) overlaid with proposed and existing Community Plan and or Zoning.

**GRADING PLANS:** Provide for projects with significant cut and fill.

- Proposed contours at one (1) foot intervals shall be shown if the existing ground slope is less than ten percent (10%) and at five (5) foot intervals for existing ground slopes of ten percent (10%) or more.
- Scale of drawing.
- The finished floor elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels.

**LANDSCAPE PLANS:** Applicants are encouraged to obtain a copy of the County of Sacramento Development Standards and Community Design Guidelines prior to preparing plans. In addition to the list of basic items shown under Site Plans, Landscape Plan submittals must also include the following:

- Landscape grading plan including berms, swales, and drainage easements.
- Proposed planting plan with detailed planting list by type and number.
- Tree shading calculation (Commercial, Multi Family, Industrial and Institutional projects).
- Arborist report (may be waived).
- Scale of drawing.

**FLOOR PLANS:** Floor plans shall be prepared to scale and contain the following minimal information:

- Square footage of proposed structure separating habitable and non habitable space.
- Use for which each room is intended.
- Scale of drawing.

ELEVATIONS: Elevation plans shall be prepared for all views and contain the following minimal information:

- 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 roof peak.
- Scale of drawing.

TENTATIVE MAP: A tentative map shall be prepared for all proposed divisions of land. Please note the final map for recordation must be prepared by a registered civil engineer or licensed surveyor. The map shall be legibly drawn, printed and reproduced. The scale of the map should show all details clearly. Additional information or exhibits in support of the proposal are encouraged if justified. Tentative Map exhibits shall contain, but not be limited to, the following information:

- Subdivision name.
- Date, north arrow, scale, contour intervals, vicinity map showing roads, adjoining subdivision, creeks, railroads and other data sufficient to locate the subdivision.
- Name and address of property owner.
- Name, address and telephone number of the applicant.
- 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, etc.).
- Proposed gross, net acreages and square footage of all new parcels.
- 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.
- The location and outline of existing structures identified by type. Structures to be removed shall be so marked.
- Private sewage disposal systems and water wells.
- Topographic data: generally two (2) foot contours except in floodplains where one (1) foot contours are required.
- The location, pavement and right-of-way width, grade and name of existing streets or highways. Proposed private streets shall be clearly indicated.
- The widths, location and purpose of all existing easements.
- Proposed park and recreational sites, common areas, open space areas including method of ownership and management.
- 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.

DESIGN REVIEW EXHIBITS/ DEVELOPMENT PLAN REVIEW: Please see Design Review Program Additional Submittal Requirements for Discretionary Projects handout for information. The handout is available at the Planning Department public counter or on line at <http://www.co.sacramento.ca.us/planning/design-review-update/docs/ADDITIONAL-SUBMITTAL-REQUIREMENTS2-06.pdf>.

## CONTACTS

### **Environmental Review & Assessment**

827 7th Street, Room 220  
Sacramento, CA 95814  
Phone: (916) 874-7914  
Fax: (916) 874-8343  
[www.dera.saccounty.net](http://www.dera.saccounty.net)

### **Sacramento Housing & Redevelopment Agency**

Development Services  
630 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
Phone: (916) 440-1399  
Fax: (916) 442-6736  
[www.shra.org](http://www.shra.org)

### **Board of Supervisors**

700 H Street, Room 2450  
Sacramento, CA 95814  
916-874-5411  
Fax: 916-874-7593  
[www.bos.saccounty.net](http://www.bos.saccounty.net)

### **Neighborhood Services**

10425 Norden Ave  
Sacramento, CA 95655  
Phone: (916) 231-0038  
Fax: (916) 231-0020  
[www.dns.saccounty.net](http://www.dns.saccounty.net)

### **Regional Parks**

3711 Branch Center Rd  
Sacramento, CA 95827  
Phone: (916) 875-6961  
Fax: (916) 875-6060  
[www.sacparks.net](http://www.sacparks.net)

### **Department of Water Resources (Storm Water Quality) (Drainage)**

827 7<sup>th</sup> Street, Room 301  
Sacramento, CA 95814  
Phone: (916) 874-4516  
Fax: (916) 874-8693  
[www.msa.saccounty.net/waterresources/](http://www.msa.saccounty.net/waterresources/)

### **Water Quality**

10545 Armstrong Ave, Suite 101  
Mather, CA 95655  
Phone: (916) 876-6000  
Fax: (916) 876-6160  
[www.sacpublicworks.net/waterquality/](http://www.sacpublicworks.net/waterquality/)

### **Transportation**

906 G Street  
Sacramento, CA 95814  
Phone: (916) 874-6291  
Fax: (916) 874-7831

[www.sacdot.com](http://www.sacdot.com)

### **Environmental Management Department**

Environmental Health  
827 7<sup>th</sup> Street, Room 102  
Sacramento, CA 95814  
916-874-6010  
[www.emd.saccounty.net](http://www.emd.saccounty.net)

### **County Sanitation District 1**

Permit Services: Sewer Fees, Permitting information  
10545 Armstrong Avenue, Suite 101  
Mather, CA 95655  
Phone: (916) 876-6100  
Fax: 916) 876-6161  
[www.srcsd.com](http://www.srcsd.com)

### **Municipal Services Agency Development Surveyor Services LDSIR & Technical Resources**

827 7<sup>th</sup> Street, Room 105  
Sacramento, CA 95814  
Phone: (916) 874-6591, or (916)874-6873  
[www.msa.saccounty.net/dss/](http://www.msa.saccounty.net/dss/)

### **Building Inspection Division**

Permit Offices  
Branch Center  
4101 Branch Center Road  
Sacramento, CA 95827  
Phone: (916) 874-5296  
Downtown  
827 7<sup>th</sup> Street, Room 102  
Sacramento, CA 95814  
Phone: (916) 874-6433  
[www.bldginspection.org](http://www.bldginspection.org)

### **Sacramento County Assessor Office**

3701 Power Inn Rd., Suite 3000  
Sacramento, CA 95826-4329  
Phone: (916) 875-0700  
[www.assessor.saccounty.net](http://www.assessor.saccounty.net)

### **County Recorder's Office**

600 8th Street  
Sacramento, CA 95814  
Phone: (916) 874-6334  
Toll free: (800) 313-7133  
Mailing Address P.O. Box 839  
Sacramento, CA 95812-0839  
[www.ccr.saccounty.net](http://www.ccr.saccounty.net)

### **Planning & Community Development**

827 7<sup>th</sup> Street, Room 101  
Sacramento, CA 95814  
Phone: (916) 874-6221  
Fax: (916) 874-7499

## CONTACTS

[www.saccounty.net/planning/](http://www.saccounty.net/planning/)

### **Code Enforcement**

Phone: (916) 875-5656

[www.saccounty.net/planning/enforce/](http://www.saccounty.net/planning/enforce/)

### **Sacramento Metropolitan Fire District**

2101 Hurley Way

Sacramento, California 95825-3208

Phone: (916) 566-4000

Toll Free 1-800-660-0290 Fax (916) 566-4200

[www.smfd.ca.gov](http://www.smfd.ca.gov)





