



# Sacramento County Zoning Code User Guide

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# 1. INTRODUCTION

The Sacramento County Zoning Code User Guide (Guide) has been prepared to help property owners and users understand and navigate the County's Zoning Code (Code) and common planning and entitlement application procedures most likely to be encountered when developing property in Sacramento County. This Guide compiles the requirements for application contents, forms, fees, and submission and review schedule. It is intended to be administratively updated by the Planning Director, from time to time, to ensure efficient review and approval processes and simplify common planning and development application procedures, to the extent possible.

All new development and uses must comply with the County's Code and Design Guidelines. Both of these documents implement the goals and policies of the Sacramento County General Plan, and address contemporary planning issues, including removing barriers to infill and mixed-use development, minimize regulatory burdens to development and redevelopment in the County, and increase focus on health and the built environment emphasizing active design and sustainability; while continuing to fulfill the County's obligation to protect the public health, safety, and general welfare of the residents of Sacramento County.

References to chapters, sections and tables are specific to the Code, unless otherwise indicated, and the electronic version of this Guide provides users with links to these Code references.

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## 2. CODE ORGANIZATION

The Code is a reference document that is organized so that users may look up the specific information of interest. Easy to reference tables are provided in place of longer standards to make finding applicable regulations simple to understand.

### 2.1. Code Chapters

The grouping of chapters in the Code’s Table of Contents is a helpful start to understanding and navigating the sections of the Code. This section describes the Code’s organization and the following section, “Navigating the Code,” will help you understand how to find specific information.

#### Chapter 1: General Provisions

Chapter 1 includes General Provisions that apply to the entire Code and address the Code’s legal framework. This section includes provisions related to the Code’s purpose, need, and applicability; where to find and how to interpret the County’s zoning designations; rules for interpreting zoning boundaries; and relationship to other laws and plans. It also contains rules for governing transition from the County’s previous zoning ordinance to the new Code. The following list provides links to the sections in Chapter 1.

- [1.1 Title and Effective Date](#)
- [1.2 Authority](#)
- [1.3 Purpose of this Code](#)
- [1.4 Applicability and Jurisdiction](#)
- [1.5 Delegation of Assigned Authority](#)
- [1.6 Official Zoning Map](#)
- [1.7 Relationship to Other Laws and Plans](#)
- [1.8 Severability](#)
- [1.9 Nonconformance](#)

#### Chapter 2: Zoning Districts

The Code identifies a variety of land use zones or zoning districts that carry out the general purpose and provisions of the Code. A zoning district is a land use designation that can be applied to a single parcel or group of parcels. The boundaries of these districts are delineated on the Comprehensive Zoning Plan, which is adopted by the Board of Supervisors. The Comprehensive Zoning Plan is incorporated by reference as part of the Code, and is maintained on file in the office of the Planning Director. Chapter 2 establishes the base zoning districts, and describes the general purpose statements and summary of each district. Chapter 2 is organized by the following sections:

Section	Zoning District Name or Section	Quick Reference Sections
2.1	<a href="#">General</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.1.1 Purpose</a></li> <li>▪ <a href="#">2.1.2 Applicability</a></li> <li>▪ <a href="#">2.1.3 Prohibition</a></li> <li>▪ <a href="#">2.1.4 Sequence of Zoning Districts</a></li> <li>▪ <a href="#">2.1.5 Abbreviations</a></li> </ul>
2.2	<a href="#">Comprehensive Zoning Plan</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.2.1 General</a></li> </ul>



Section	Zoning District Name or Section	Quick Reference Sections
2.3	<a href="#">Open Space Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.3.1 Purpose</a></li> <li>▪ <a href="#">2.3.2 Construction of Provisions</a></li> <li>▪ <a href="#">2.3.3 Table of Open Space Zoning Districts</a></li> <li>▪ <a href="#">2.3.4 Table of Open Space Combining Zoning Districts</a></li> <li>▪ <a href="#">2.3.5 Variances</a></li> </ul>
2.4	<a href="#">Agricultural Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.4.1 General Purpose</a></li> <li>▪ <a href="#">2.4.2 Table of Agricultural Zoning Districts</a></li> </ul>
2.5	<a href="#">Agricultural-Residential Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.5.1 General Purpose</a></li> <li>▪ <a href="#">2.5.2 Table of Agricultural-Residential Zoning Districts</a></li> </ul>
2.6	<a href="#">Residential Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.6.1 General Purpose</a></li> <li>▪ <a href="#">2.6.2 Table of Residential Zoning Districts</a></li> </ul>
2.7	<a href="#">Recreation Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.7.1 General Purpose</a></li> <li>▪ <a href="#">2.7.2 Table of Recreation Reserve Zoning Districts</a></li> </ul>
2.8	<a href="#">Mixed-Use Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.8.1 General Purpose</a></li> <li>▪ <a href="#">2.8.2 Table of Mixed-Use Zoning Districts</a></li> </ul>
2.9	<a href="#">Commercial Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.9.1 General Purpose</a></li> <li>▪ <a href="#">2.9.2 Table of Commercial Zoning</a></li> </ul>
2.10	<a href="#">Industrial Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">2.10.1 General Purpose</a></li> <li>▪ <a href="#">2.10.2 Table of Industrial Zoning Districts</a></li> </ul>

### Chapter 3: Use Regulations

Chapter 3 describes the land uses allowed in Sacramento County and the general standards that apply to most land use and development types, regardless of the zoning district. Use standards for primary, accessory, and temporary uses apply in combination with other applicable development standards in the Code, unless otherwise noted. Uses are organized by broad use categories in the Table of Allowed Uses, and include Agricultural Uses, Residential Uses, Public, Institutional Uses, Commercial Uses, and Industrial Uses. Chapter 3 includes the following sections:

Section	Use Standard Sections	Quick Reference Sections
3.1	<a href="#">Purpose and Organization</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.1.1 Purpose</a></li> <li>▪ <a href="#">3.1.2 Chapter Organization</a></li> </ul>
3.2	<a href="#">Table of Allowed Uses</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.2.1 Table Organization</a></li> <li>▪ <a href="#">3.2.2 Explanation of Table Abbreviations</a></li> <li>▪ <a href="#">3.2.3 Use for Other Purpose Prohibited</a></li> <li>▪ <a href="#">3.2.4 Uses Not Provided for in Tables</a></li> <li>▪ <a href="#">3.2.5 Allowed Uses in all Zoning Districts</a></li> <li>▪ <a href="#">Table 3.1: Allowed Uses</a></li> <li>▪ <a href="#">Table 3.2: Allowed Accessory Uses</a></li> <li>▪ <a href="#">Table 3.3: Allowed Temporary Uses</a></li> </ul>
3.3	<a href="#">Use Standards, Generally</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.3.1 Applicability</a></li> </ul>

Section	Use Standard Sections	Quick Reference Sections
3.4	<a href="#">Agricultural Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.4.1 General Agricultural Uses</a></li> <li>▪ <a href="#">3.4.2 Beekeeping</a></li> <li>▪ <a href="#">3.4.3 Feedlots</a></li> <li>▪ <a href="#">3.4.4 Hog Farm</a></li> <li>▪ <a href="#">3.4.5 Kill Floor</a></li> <li>▪ <a href="#">3.4.6 Riding Stable, Corral</a></li> <li>▪ <a href="#">3.4.7 Roadside Crop Sales</a></li> <li>▪ <a href="#">3.4.8 Small Winery</a></li> <li>▪ <a href="#">3.4.9 Large Winery</a></li> <li>▪ <a href="#">3.4.10 Food Processing Industry</a></li> <li>▪ <a href="#">3.4.11 Water Impoundment, Constructed Lake/Pond</a></li> </ul>
3.5	<a href="#">Residential Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.5.1 Household Living Uses</a></li> <li>▪ <a href="#">3.5.2 Group Living Uses</a></li> </ul>
3.6	<a href="#">Public, Civic, and Institutional Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.6.1 Assembly Uses</a></li> <li>▪ <a href="#">3.6.2 Education and Cultural Uses</a></li> <li>▪ <a href="#">3.6.3 Government Uses</a></li> <li>▪ <a href="#">3.6.4 Parks and Open Space</a></li> <li>▪ <a href="#">3.6.5 Social Care Uses</a></li> <li>▪ <a href="#">3.6.6 Utility and Public Service Facility Uses</a></li> <li>▪ <a href="#">3.6.7 Communication Facilities and Uses</a></li> </ul>
3.7	<a href="#">Commercial Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.7.1 General Standards</a></li> <li>▪ <a href="#">3.7.2 Commercial Service Uses</a></li> <li>▪ <a href="#">3.7.3 Eating/Drinking Uses</a></li> <li>▪ <a href="#">3.7.4 Entertainment/Recreational Uses</a></li> <li>▪ <a href="#">3.7.5 Financial Institutions</a></li> <li>▪ <a href="#">3.7.6 Lodging Uses</a></li> <li>▪ <a href="#">3.7.7 Office Uses</a></li> <li>▪ <a href="#">3.7.8 Retail, Auction, and Wholesale Sales</a></li> <li>▪ <a href="#">3.7.9 Vehicle-Related Uses</a></li> </ul>
3.8	<a href="#">Industrial Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.8.1 Extractive Uses</a></li> <li>▪ <a href="#">3.8.2 Manufacturing and Processing Uses</a></li> <li>▪ <a href="#">3.8.3 Storage Uses</a></li> <li>▪ <a href="#">3.8.4 Transportation Facilities and Services</a></li> <li>▪ <a href="#">3.8.5 Waste Handling and Disposal</a></li> </ul>
3.9	<a href="#">Accessory Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.9.1 Purpose</a></li> <li>▪ <a href="#">3.9.2 General Regulations for All Accessory Uses and Structures</a></li> <li>▪ <a href="#">3.9.3 Use-Specific Standards for Accessory Uses</a></li> <li>▪ <a href="#">3.9.4 Prohibited Accessory Uses</a></li> </ul>

Section	Use Standard Sections	Quick Reference Sections
3.10	<a href="#">Temporary Use Standards</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">3.10.1 Purpose</a></li> <li>▪ <a href="#">3.10.2 General Requirements for All Temporary Uses and Structures</a></li> <li>▪ <a href="#">3.10.3 Additional Standards for Specific Temporary Uses</a></li> </ul>

**Chapter 4: Special and Combining Zoning Districts**

The Code also identifies a number of special and combining zoning districts, in addition to the base zoning districts, due to unique characteristics, resources, and environmental conditions for certain properties within the County. In the case of a combining zoning district, the regulations of the base zoning district generally apply; however, additional standards and rules of the combining zoning district may either add to or modify those regulations. These special and combining zoning districts are established and described in Chapter 4, under the following sections:

Section	Zoning District Name or Section	Quick Reference Sections
4.1	<a href="#">General</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.1.1 Purpose</a></li> <li>▪ <a href="#">4.1.2 Table of Special and Combining Zoning Districts</a></li> <li>▪ <a href="#">4.1.3 Relationship to Base Zoning Districts</a></li> </ul>
4.2	<a href="#">Flood (F) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.2.1 Purpose</a></li> <li>▪ <a href="#">4.2.2 Prohibition</a></li> <li>▪ <a href="#">4.2.3 Definitions</a></li> <li>▪ <a href="#">4.2.4 Flood Combining Zoning District Standards</a></li> <li>▪ <a href="#">4.2.5 Development Standards for Properties Adjacent to Designated Tributaries</a></li> </ul>
4.3	<a href="#">Food Processing (FP) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.3.1 Purpose</a></li> <li>▪ <a href="#">4.3.2 Allowed Uses</a></li> <li>▪ <a href="#">4.3.3 Development Standards</a></li> <li>▪ <a href="#">4.3.4 Procedures</a></li> </ul>
4.4	<a href="#">Mobile Home Park (MHP) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.4.1 Purpose</a></li> <li>▪ <a href="#">4.4.2 Permitted Uses</a></li> <li>▪ <a href="#">4.4.3 Site Planning Guidelines and Principles</a></li> <li>▪ <a href="#">4.4.4 Mobile Home Park Design Standards</a></li> </ul>
4.5	<a href="#">Natural Streams (NS) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.5.1 Purpose</a></li> <li>▪ <a href="#">4.5.2 Supplemental Use Regulations</a></li> <li>▪ <a href="#">4.5.3 Development Standards</a></li> </ul>
4.6	<a href="#">Neighborhood Preservation Area (NPA) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.6.1 Purpose</a></li> <li>▪ <a href="#">4.6.2 Establishment</a></li> <li>▪ <a href="#">4.6.3 Strict Interpretation</a></li> </ul>
4.7	<a href="#">Parkway Corridor (PC) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.7.1 Purpose</a></li> <li>▪ <a href="#">4.7.2 Erosion Zones</a></li> <li>▪ <a href="#">4.7.3 Development Standards</a></li> <li>▪ <a href="#">4.7.4 Procedures</a></li> </ul>

Section	Zoning District Name or Section	Quick Reference Sections
4.8	<a href="#">Surface Mining (SM) Combining Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.8.1 Purpose</a></li> <li>▪ <a href="#">4.8.2 Definitions</a></li> <li>▪ <a href="#">4.8.3 Prohibition</a></li> <li>▪ <a href="#">4.8.4 Uses</a></li> <li>▪ <a href="#">4.8.5 Work Authorization Permit</a></li> <li>▪ <a href="#">4.8.6 Findings for Approval</a></li> <li>▪ <a href="#">4.8.7 Process for Seeking Minor Deviations</a></li> <li>▪ <a href="#">4.8.8 Recordation</a></li> <li>▪ <a href="#">4.8.9 Fees</a></li> <li>▪ <a href="#">4.8.10 Severability</a></li> <li>▪ <a href="#">4.8.11 Application Data for Aggregate Mining Operations</a></li> <li>▪ <a href="#">4.8.12 Operating Standards for Aggregate Mining Operations</a></li> <li>▪ <a href="#">4.8.13 Additional Operating Standards for Hard Rock Mining</a></li> <li>▪ <a href="#">4.8.14 Development Guidelines for Aggregate Mining Operations</a></li> <li>▪ <a href="#">4.8.15 Application Data for Clay, Lignite, Borrow Sites, and Related Mining Operations</a></li> <li>▪ <a href="#">4.8.16 Operating Standards for Clay, Lignite, Borrow Sites, and Related Mining Operations</a></li> </ul>
4.9	<a href="#">Delta Waterways (DW) Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.9.1 Purpose</a></li> <li>▪ <a href="#">4.9.2 Definitions</a></li> <li>▪ <a href="#">4.9.3 Development Standards</a></li> <li>▪ <a href="#">4.9.4 Procedures</a></li> </ul>
4.10	<a href="#">Special Planning Area (SPA) Zoning District</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">4.10.1 Purpose</a></li> <li>▪ <a href="#">4.10.2 Establishment</a></li> <li>▪ <a href="#">4.10.3 Strict Interpretation</a></li> </ul>

**Chapter 5: Development Standards**

This chapter of the Code describes the development standards applicable to all land use zoning districts in the unincorporated area of Sacramento County. Development standards are presented in tables that provide the dimensional requirements that define the relationship of buildings and structures to the lot, street, parking, and existing site and neighborhood context. Chapter 5 includes the following sections:

Section	Zoning District Name or Section	Quick Reference Sections
5.1	<a href="#">Introduction</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.1.1 Purpose</a></li> <li>▪ <a href="#">5.1.2 Chapter Format and Use of Development Standards</a></li> </ul>
5.2	<a href="#">General Standards and Exceptions</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.2.1 Setback Standards for All Zoning Districts</a></li> <li>▪ <a href="#">5.2.2 Building Height Standards for All Zoning District</a></li> <li>▪ <a href="#">5.2.3 Density Bonuses and Intensity Increases</a></li> <li>▪ <a href="#">5.2.4 Landscape Standards</a></li> <li>▪ <a href="#">5.2.5 Development Standards for Walls and Fences</a></li> </ul>
5.3	<a href="#">Agricultural, Open Space, and Recreational Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.3.1 Development Standards for General Agricultural Uses</a></li> <li>▪ <a href="#">5.3.2 Development Standards for Incidental Agricultural Uses and Accessory Structures</a></li> </ul>
5.4	<a href="#">Residential Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.4.1 Purpose</a></li> <li>▪ <a href="#">5.4.2 Single Family Residential Development Standards</a></li> <li>▪ <a href="#">5.4.3 Multifamily Residential Development Standards</a></li> <li>▪ <a href="#">5.4.4 Mobile Subdivision Development Standards</a></li> <li>▪ <a href="#">5.4.5 Residential Accessory Structures</a></li> </ul>
5.5	<a href="#">Commercial Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.5.1 Purpose</a></li> <li>▪ <a href="#">5.5.2 Commercial Development</a></li> </ul>
5.6	<a href="#">Industrial and Industrial Business Park Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.6.1 Purpose</a></li> <li>▪ <a href="#">5.6.2 Industrial and Industrial Business Park Development Standards</a></li> </ul>
5.7	<a href="#">Mixed-Use Zoning Districts</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.7.1 Introduction</a></li> <li>▪ <a href="#">5.7.2 Overview of Mixed-Use Zoning Districts</a></li> <li>▪ <a href="#">5.7.3 General Development Standards</a></li> <li>▪ <a href="#">5.7.4 Project Review and Required Findings</a></li> </ul>
5.8	<a href="#">Institutional Uses</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.8.1 Introduction</a></li> <li>▪ <a href="#">5.8.2 Development Standards for Institutional Uses</a></li> </ul>

Section	Zoning District Name or Section	Quick Reference Sections
5.9	<a href="#">Off-Street Parking</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.9.1 General Provisions</a></li> <li>▪ <a href="#">5.9.2 Vehicle Parking Requirements</a></li> <li>▪ <a href="#">5.9.3 Parking Size, Location, and Configuration</a></li> <li>▪ <a href="#">5.9.4 Improvement Requirements for Parking and Loading Areas</a></li> <li>▪ <a href="#">5.9.5 Parking Reductions</a></li> <li>▪ <a href="#">5.9.6 Trip Reduction Requirements</a></li> <li>▪ <a href="#">5.9.7 Off-Site Parking Requirements</a></li> <li>▪ <a href="#">5.9.8 Motorcycle Parking Requirement</a></li> <li>▪ <a href="#">5.9.9 Bicycle Parking Requirements</a></li> <li>▪ <a href="#">5.9.10 Truck Loading and Unloading Areas</a></li> </ul>
5.10	<a href="#">Sign Regulations</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">5.10.1 General Provisions</a></li> <li>▪ <a href="#">5.10.2 Signs-Business and Professional Office Zoning Districts</a></li> <li>▪ <a href="#">5.10.3 Signs-Commercial and Industrial Zoning Districts</a></li> <li>▪ <a href="#">5.10.4 Signs-Industrial Office Park Zoning Districts</a></li> <li>▪ <a href="#">5.10.5 On-Site Signs-Primary Automotive Service Stations</a></li> <li>▪ <a href="#">5.10.6 Signs-Secondary Automotive Service Stations</a></li> <li>▪ <a href="#">5.10.7 Special Sign Corridors</a></li> <li>▪ <a href="#">5.10.8 Special Sign Districts</a></li> <li>▪ <a href="#">5.10.9 Signs-Interim Zoning Districts</a></li> </ul>

**Chapter 6: Administration**

While Chapter 1 includes general provisions on how the Code is organized and should be interpreted, Chapter 6 sets forth how the Code is administered by various land use authorities, as well as the entitlement processes for all types of development applications in the County. The described entitlement process includes Code text amendments, rezones, subdivisions, special use permits, variances, certificate of non-compliance, and other applications. Finally, enforcement of the Code is addressed. Chapter 6 includes the following sections:

Section	Review or Application Type	Quick Reference Sections
6.1	<a href="#">General Provisions</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.1.1 Purpose and Overview</a></li> <li>▪ <a href="#">6.1.2 Advisory, Decisions and Appeal Bodies</a></li> <li>▪ <a href="#">6.1.3 Appeals</a></li> <li>▪ <a href="#">6.1.4 Fees</a></li> </ul>
6.2	<a href="#">Zoning Amendments</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.2.1 Zoning Amendments</a></li> <li>▪ <a href="#">6.2.2 Development Agreements</a></li> </ul>
6.3	<a href="#">Site Plan Review</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.3.1 Development Plan Review</a></li> <li>▪ <a href="#">6.3.2 Design Review</a></li> </ul>

Section	Review or Application Type	Quick Reference Sections
6.4	<a href="#">Special Permits</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.4.1 Special Permits, Generally</a></li> <li>▪ <a href="#">6.4.2 Minor Use Permits</a></li> <li>▪ <a href="#">6.4.3 Conditional Use Permits</a></li> <li>▪ <a href="#">6.4.4 Conditional Use Permits for Condominium Conversions</a></li> <li>▪ <a href="#">6.4.5 Conditional Use Permits for Uses Not Otherwise Provided in the Code</a></li> <li>▪ <a href="#">6.4.6 Special Development Permit</a></li> <li>▪ <a href="#">6.4.7 Temporary Use/Event Permit</a></li> </ul>
6.5	<a href="#">Other Applications</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.5.1 Variance</a></li> <li>▪ <a href="#">6.5.2 Certificate of Nonconforming Use</a></li> <li>▪ <a href="#">6.5.3 Interpretation</a></li> <li>▪ <a href="#">6.5.4 Density Bonuses for Affordable Housing and Child Care Facilities</a></li> <li>▪ <a href="#">6.5.5 Housing Incentive Program</a></li> </ul>
6.6	<a href="#">Enforcement</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.6.1 Administrative Official</a></li> <li>▪ <a href="#">6.6.2 Compliance Required</a></li> <li>▪ <a href="#">6.6.3 Void Permits</a></li> <li>▪ <a href="#">6.6.4 Building Permits</a></li> <li>▪ <a href="#">6.6.5 Continuation of Prior Enforcement Actions</a></li> <li>▪ <a href="#">6.6.6 Responsibility for Enforcement</a></li> <li>▪ <a href="#">6.6.7 Complaint and Inspection</a></li> <li>▪ <a href="#">6.6.8 Violations</a></li> <li>▪ <a href="#">6.6.9 Enforcement Actions, Remedies, and Penalties</a></li> <li>▪ <a href="#">6.6.10 Appeals</a></li> <li>▪ <a href="#">6.6.11 Time for Contest of Assessment</a></li> </ul>
6.7	<a href="#">Fair Oaks Boulevard Corridor Plan</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">6.7.1 Purpose</a></li> <li>▪ <a href="#">6.7.2 Applicability</a></li> <li>▪ <a href="#">6.7.3 Special Provisions-Relating to East Fair Oaks Boulevard, Manzanita, and South Gateway Districts</a></li> </ul>

### Chapter 7: Definitions

This chapter identifies the meaning and interpretation of important terminology used throughout the Code, including clarifying interpretation of common words and language used in the Code, and defining and providing examples of the general land use types listed in the Use Tables. Chapter 7 includes the following sections:

- [7.1 Word Usage and Construction of Language](#)
- [7.2 Interpretations](#)
- [7.3 Code Terms and Use Definitions](#)

## 2.2. Code Appendix A

Appendix A of the Code contains all of the adopted Planned Unit Development Ordinances and Development Agreements. These land use ordinances and agreements are project specific and provide regulations tailored to a specific area of the County that supplement or replace the general provisions of this Code.

## 2.3. Code Chapters Incorporated by Reference

There are many project-specific zoning ordinances that provide regulations tailored to a specific area of the County that supplement or replace the general provisions of this Code. Project-specific ordinances include Planned Unit Developments, Specific Plans, Corridor Plans, Special Planning Areas, Neighborhood Preservation Areas, and other similar area-specific zoning ordinances. Where the provisions of this Code differ from the provisions established within an area controlled by a project-specific zoning ordinance, the regulations of the project-specific zoning ordinance shall control.

### ***Title IV: Interim Zones***

Title IV of this Code, incorporated by reference, contains all of those zoning districts considered to be temporary, and it is the intent to rezone each parcel of property to one of the permanent zoning districts, as defined by this Code, as community plans are updated.

### ***Title V: Special Planning Areas and Neighborhood Planning Areas***

Title V of this Code, incorporated by reference, contains all of the adopted Special Planning Areas and Neighborhood Preservation Areas. The following list provides links to those project-specific zoning ordinances available for viewing. Other project-specific zoning ordinances may be obtained by visiting the County Business Assistance Center, located at 827-7<sup>th</sup> Street, Room 102, in Sacramento, California.

<b>Ordinance Numbering</b>	<b>Special Planning Areas</b>
<a href="#"><u>501-50</u></a>	<a href="#"><u>Greenback - Garfield</u></a>
<a href="#"><u>501-80</u></a>	<a href="#"><u>Madison - Kenneth</u></a>
<a href="#"><u>501-90</u></a>	<a href="#"><u>Citrus Heights</u></a>
<a href="#"><u>501-110</u></a>	<a href="#"><u>Citrus Road</u></a>
<a href="#"><u>501-120</u></a>	<a href="#"><u>Gold River</u></a>
<a href="#"><u>501-130</u></a>	<a href="#"><u>Folsom - Mather Field</u></a>
<a href="#"><u>501-140</u></a>	<a href="#"><u>Williamson Ranch</u></a>
<a href="#"><u>501-150</u></a>	<a href="#"><u>Edward Kelly School</u></a>
<a href="#"><u>501-160</u></a>	<a href="#"><u>Folsom Boulevard</u></a>
<a href="#"><u>501-190</u></a>	<a href="#"><u>Winding Way - Hackberry Lane</u></a>
<a href="#"><u>501-210</u></a>	<a href="#"><u>Gerber Road/Southern Pacific Railroad</u></a>
<a href="#"><u>501-230</u></a>	<a href="#"><u>Florin - Florin Perkins Road</u></a>
<a href="#"><u>501-240</u></a>	<a href="#"><u>Stockton Boulevard - Gerber Road</u></a>
<a href="#"><u>501-250</u></a>	<a href="#"><u>Garden Highway</u></a>



<b>Ordinance Numbering</b>	<b>Special Planning Areas</b>
<a href="#"><u>502-10</u></a>	<a href="#"><u>Fair Oaks Village</u></a>
<a href="#"><u>502-20</u></a>	<a href="#"><u>Sunrise/Sunset</u></a>
<a href="#"><u>503-10</u></a>	<a href="#"><u>White Rock Road</u></a>
<a href="#"><u>503-20</u></a>	<a href="#"><u>Gerber Road</u></a>
<a href="#"><u>503-30</u></a>	<a href="#"><u>Loma Vista</u></a>
<a href="#"><u>503-40</u></a>	<a href="#"><u>Eskaton</u></a>
<a href="#"><u>503-50</u></a>	<a href="#"><u>Larchmont Countryside</u></a>
<a href="#"><u>504-10</u></a>	<a href="#"><u>Watt Avenue</u></a>
<a href="#"><u>504-20</u></a>	<a href="#"><u>Walnut Grove</u></a>
<a href="#"><u>504-300</u></a>	<a href="#"><u>Donsing Ranch</u></a>
<a href="#"><u>504-400</u></a>	<a href="#"><u>Locke</u></a>
<a href="#"><u>504-500</u></a>	<a href="#"><u>Courtland</u></a>
<a href="#"><u>504-600</u></a>	<a href="#"><u>North Highlands Town Center</u></a>
<a href="#"><u>504-600</u></a>	<a href="#"><u>North Highlands Town Center Attachments</u></a>
<a href="#"><u>504-700</u></a>	<a href="#"><u>Fulton Avenue</u></a>
<a href="#"><u>505-10</u></a>	<a href="#"><u>Lower Andrus Island</u></a>
<a href="#"><u>505-30</u></a>	<a href="#"><u>Metro Air Park</u></a>
<a href="#"><u>505-50</u></a>	<a href="#"><u>Marshall - Fair Oaks</u></a>
<a href="#"><u>506-20</u></a>	<a href="#"><u>Greenback Lane</u></a>
<a href="#"><u>506-30</u></a>	<a href="#"><u>McClellan North</u></a>
<a href="#"><u>506-50</u></a>	<a href="#"><u>Rio Linda Business District</u></a>
<a href="#"><u>507-20</u></a>	<a href="#"><u>Antelope Station</u></a>
<a href="#"><u>508-200</u></a>	<a href="#"><u>Calvine Road/Highway 99</u></a>
<a href="#"><u>508-300</u></a>	<a href="#"><u>Aerojet</u></a>
<a href="#"><u>508-300</u></a>	<a href="#"><u>Aerojet (Easton Place)</u></a>
<a href="#"><u>508-300</u></a>	<a href="#"><u>Aerojet (Glenborough)</u></a>
<a href="#"><u>509-100</u></a>	<a href="#"><u>South Sunrise</u></a>
<a href="#"><u>509-200</u></a>	<a href="#"><u>Aspen IV</u></a>
<a href="#"><u>510-10</u></a>	<a href="#"><u>Laguna Del Sol</u></a>
<a href="#"><u>511-10</u></a>	<a href="#"><u>McClellan Park Exhibits/Attachments</u></a>
<a href="#"><u>511-21.10</u></a>	<a href="#"><u>McClellan Park Signage Master Plan</u></a>
<a href="#"><u>512-200</u></a>	<a href="#"><u>Zinfandel</u></a>
<a href="#"><u>512-300</u></a>	<a href="#"><u>Stockton Boulevard</u></a>
<a href="#"><u>513-100</u></a>	<a href="#"><u>Butterfield Light Rail Station</u></a>
<a href="#"><u>513-200</u></a>	<a href="#"><u>Watt Avenue/Elkhorn Boulevard</u></a>
<a href="#"><u>513-300</u></a>	<a href="#"><u>Antelope Town Center</u></a>
<a href="#"><u>603-10</u></a>	<a href="#"><u>Mather Field</u></a>

<b>Ordinance Numbering</b>	<b>Special Planning Areas</b>
<a href="#"><u>609-10</u></a>	<a href="#"><u>West Auburn Boulevard</u></a>
<a href="#"><u>610-10</u></a>	<a href="#"><u>Old Florin Town</u></a>
<a href="#"><u>611-10</u></a>	<a href="#"><u>Fair Oaks Boulevard</u></a>
<a href="#"><u>612-10</u></a>	<a href="#"><u>North Watt Avenue</u></a>
<a href="#"><u>613-10</u></a>	<a href="#"><u>Cordova Hills</u></a>

<b>Ordinance Numbering</b>	<b>Neighborhood Preservation Areas</b>
<a href="#"><u>530-10</u></a>	<a href="#"><u>Beyerford Heights</u></a>
<a href="#"><u>530-20</u></a>	<a href="#"><u>Cordova Industrial Uses</u></a>
<a href="#"><u>530-30</u></a>	<a href="#"><u>52<sup>nd</sup> Avenue</u></a>
<a href="#"><u>530-40</u></a>	<a href="#"><u>Victory Avenue</u></a>
<a href="#"><u>530-50</u></a>	<a href="#"><u>66<sup>th</sup> Avenue</u></a>
<a href="#"><u>530-60</u></a>	<a href="#"><u>Florin/Florin-Perkin Roads</u></a>
<a href="#"><u>530-70</u></a>	<a href="#"><u>SMUD Station</u></a>
<a href="#"><u>530-80</u></a>	<a href="#"><u>South Sacramento Industrial</u></a>
<a href="#"><u>530-90</u></a>	<a href="#"><u>Stockton Boulevard</u></a>
<a href="#"><u>530-100</u></a>	<a href="#"><u>South Citrus Road</u></a>
<a href="#"><u>530-110</u></a>	<a href="#"><u>Sierra Oaks Vista</u></a>
<a href="#"><u>531-10</u></a>	<a href="#"><u>Arden Oaks</u></a>
<a href="#"><u>531-20</u></a>	<a href="#"><u>Mariemont/Gordon Heights</u></a>
<a href="#"><u>531-30</u></a>	<a href="#"><u>Arden Park</u></a>
<a href="#"><u>532-010</u></a>	<a href="#"><u>Mission Oaks</u></a>
<a href="#"><u>533-10</u></a>	<a href="#"><u>Town of Freeport</u></a>
<a href="#"><u>534-10</u></a>	<a href="#"><u>Carmichael Creek</u></a>
<a href="#"><u>535-10</u></a>	<a href="#"><u>Arcade Oaks</u></a>
<a href="#"><u>536-20</u></a>	<a href="#"><u>Arden Court</u></a>
<a href="#"><u>537-10</u></a>	<a href="#"><u>Carmichael Colony</u></a>
<a href="#"><u>537-20</u></a>	<a href="#"><u>Fair Oaks Village</u></a>

**Title VI: Specific Plans and Corridor Plans**

Title VI of this Code, incorporated by reference, contains all of the adopted Specific Plans and Corridor Plans. The following list provides links to those project-specific zoning ordinances available for viewing. Other project-specific zoning ordinances may be obtained by visiting the County Business Assistance Center, located at 827-7<sup>th</sup> Street, Room 102, in Sacramento, California.

<b>Ordinance Numbering</b>	<b>Specific Plan</b>
<a href="#"><u>601-10</u></a>	<a href="#"><u>East Antelope Specific Plan (Ordinance)</u></a>
<a href="#"><u>601-10</u></a>	<a href="#"><u>East Antelope Specific Plan (Plan)</u></a>
<a href="#"><u>603-10</u></a>	<a href="#"><u>Mather Field Special Planning Area (Ordinance)</u></a>
<a href="#"><u>603-10</u></a>	<a href="#"><u>Mather Field Specific Plan (Plan)</u></a>
<a href="#"><u>604-10</u></a>	<a href="#"><u>North Vineyard Station Specific Plan (Ordinance)</u></a>
<a href="#"><u>604-10</u></a>	<a href="#"><u>North Vineyard Station Specific Plan (Plan)</u></a>
<a href="#"><u>608-10</u></a>	<a href="#"><u>Elverta Specific Plan (Ordinance)</u></a>
<a href="#"><u>608-10</u></a>	<a href="#"><u>Elverta Specific Plan (Plan)</u></a>

## 3. NAVIGATING THE CODE

This section addresses how to navigate the Code. All properties in the County's unincorporated area are designated on the Comprehensive Zoning Plan by a base zoning district, and in some cases by one or more combining zoning districts that identify permitted uses and applicable development regulations that apply to the particular parcel of land. In the case of a combining zoning district, the regulations of the base zoning district generally apply; however, additional standards and rules of the combining zoning district may either add to or modify those regulations.

### 3.1. Finding the Zoning Regulations for Your Property

*To identify the zoning regulations applicable to your particular lot or parcel, follow the general steps below.*

1. Determine the property's zoning. Resources available to help determine the property's zoning include the following services:
  - a. **On-line Service.** The Comprehensive Zoning Plan is available in a GIS format on the web page of the Planning and Environmental Review Division, accessible by the following link:  
[http://generalmap.gis.saccounty.net/JSViewer/county\\_portal.html](http://generalmap.gis.saccounty.net/JSViewer/county_portal.html)
  - b. **In Person.** Zoning information can be obtained by visiting the Sacramento County Business Assistance Center located at 827-7<sup>th</sup> Street, Room 102, in Sacramento, California. Please check our website at [www.planning.saccounty.gov](http://www.planning.saccounty.gov) for current public counter hours.
  - c. **Phone or Email.** Zoning information can also be obtained by contacting the Planning and Environmental Review Division by phone at (916) 874-6141, or by email at [Sacplan@saccounty.net](mailto:Sacplan@saccounty.net). Business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.
2. After determining the property's base zoning designation, refer to the sections in [Chapter 3](#) to find information on the types of uses allowed on the property, including permitted accessory and temporary uses and standards. In the case of a special or combining zoning districts, it may be necessary to conduct further research to determine if there are any special regulations or restrictions applicable to the property. Special and combining zoning districts regulations can be found in [Chapter 4](#). In addition, special zoning districts such as Special Planning Areas, Neighborhood Planning Areas and Specific Plans are available on the web page of the Planning and Environmental Review Division, accessible by the following link:  
<http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/SPA%20and%20NPAs.aspx>
3. For information on the standards that govern development of the property, refer to those sections applicable to the property's base zoning district in [Chapter 5](#). The base zoning district's development standards may point to other relevant Code regulations.

### 3.2. Determining the Allowable Uses for Your Property

To determine the allowable uses for your particular lot or parcel:

- Section 3.2 provides a summary table ([Table 3.1](#)) of allowed uses. The allowed use table lists permitted uses for each zoning district, those that are allowed with specific limitations, and those requiring a conditional use permit. Use tables are organized under land use categories and subcategories of uses with similar physical or operating characteristics.
- A partial use table is illustrated below to show the steps necessary to determine whether a desired use is permitted in the zoning district (e.g., whether general agricultural uses are permitted in the AR-1 zoning district).

**Step 1:** Find the AR-1 zoning district designation in the column headings of the use table.

TABLE 3.1: TABLE OF ALLOWED USES									
Zoning Districts	Agricultural			Agricultural-Residential		Residential			Use Standard Reference
Use, Service, or Facility	AG-160, AG-80, AG-40, AG-20	UR	IR	AR-10, AR-5	AR-2, AR-1	RD-1, RD-2	RD-3, RD-4	RD-5, RD-7, RD-10	
<b>AGRICULTURAL USES</b>									
A. General Agricultural Uses	P	P	P	P	UPZ				3.4.1
B. Agricultural Equipment Repair, Maintenance, and Manufacturing	UPZ								

**Step 2:** Refer to the list of uses in the left column, organized by major categories and subcategories of land uses. Find the row indicating General Agricultural Use.

TABLE 3.1: TABLE OF ALLOWED USES									
Zoning Districts	Agricultural			Agricultural-Residential		Residential			Use Standard Reference
Use, Service, or Facility	AG-160, AG-80, AG-40, AG-20	UR	IR	AR-10, AR-5	AR-2, AR-1	RD-1, RD-2	RD-3, RD-4	RD-5, RD-7, RD-10	
<b>AGRICULTURAL USES</b>									
C. General Agricultural Uses	P	P	P	P	UPZ				3.4.1
D. Agricultural Equipment Repair, Maintenance, and Manufacturing	UPZ								

**Step 3:** Note that the cell where the selected column in Step 1 and desired use in Step 2 meet (shown in the example below) indicates the approval requirement for the use. Use approvals are as shown below:

- “P” denotes uses that are permitted by right, subject to compliance with the regulations of the respective zoning district that the use is located within.
- A cell with a three letter acronym for a use requires a Conditional Use Permit, and is allowed if conditionally approved by one of four levels of review and decision-making authorities. Minor Use Permits “UPM” are reviewed and approved by the Planning Director. Conditional Use Permits may be reviewed and approved either by the Zoning Administrator “UPZ”, Planning Commission “UPP”, or Board of Supervisors “UPB”, as reflected by the second letter of the classification. Uses are also subject to the applicable regulations of the Code, including use-specific standards.
- “A” denotes uses that are allowed by right as an accessory use, subject to all other applicable regulations of the Code, including Section 3.9, “Accessory Uses.”
- “TUZ” denotes uses that require a Temporary Use Permit from the Zoning Administrator as a temporary use, subject to all other applicable regulations of the Code, including Section 3.10, “Temporary Uses.”

**TABLE 3.1: TABLE OF ALLOWED USES**

**KEY**  
 P = Permitted Primary Use  
 UPM = Minor Use Permit  
 UPZ = Conditional Use Permit by the Planning Director  
 UPP = Conditional Use Permit by the Planning Commission  
 Grey Boxes = Refer to Applicable Use Standards in Sections Identified

UPB = Conditional Permit by the Board of Supervisors  
 A = Permitted Accessory Use  
 TUZ = Temporary Use Permit by the Planning Director

Zoning Districts	Agricultural			Agricultural-Residential		Residential			Use Standard Reference
	AG-160, AG-80, AG-40, AG-20	UR	IR	AR-10, AR-5	AR-2, AR-1	RD-1, RD-2	RD-3, RD-4	RD-5, RD-7, RD-10	
<b>AGRICULTURAL USES</b>									
E. General Agricultural Uses	P	P	P	P	UPZ <sup>1</sup>				3.4.1
F. Agricultural Equipment Repair, Maintenance, and Manufacturing	UPZ								

<sup>1</sup> In the AR-1 zoning district, general agricultural uses are permitted on lots of 150 feet or greater in width.

As indicated in the example above, general agricultural uses are permitted in an AR-1 zoning district with a Conditional Use Permit by the Zoning Administrator.

**Step 4:** Note that a grey shaded box in the select column indicates that the use is subject to use standards identified in the far right column of the Use Table. Refer to use standards for General Agricultural in the referenced section of the Code. A footnote in any of the cells indicates the use is subject to additional regulations, limitations, or conditions, provided at the bottom of the page.

3. Refer to [Table 3.2](#) to find accessory uses that are permitted in the zoning district, subject to the regulations of [Section 3.9](#), “Accessory Uses.” Certain accessory uses may be subject to additional regulations, with the applicable section reference identified in the “Use Standards” column in Table 3.2.
4. Refer to [Table 3.3](#) to find temporary uses and events that are permitted in the zoning district, subject to the regulations of [Section 3.10](#). Certain temporary uses and events may be subject to additional standards, with applicable section reference identified in the “Use Standards” column in Table 3.3.
5. Refer to [Chapter 4](#) for use regulations applicable to special or combining zoning districts.

### 3.3. Determining Standards for Development

*To determine standards governing development for your particular lot or parcel:*

1. Refer to Chapter 5, Sections 5.3 through 5.7 for development regulations for each category of zoning district. Each section contains general regulations applicable to every base zoning district within the zoning category and development standard tables. Development standard tables provide the dimensional information that governs the size and scale of development such as permitted density or intensity, lot size, setbacks, and structure height. The tables may also refer to other sections of the Code for additional regulations.
2. A partial development standard table from the mixed-use zoning district is shown below to illustrate the steps for finding specific development standards (e.g., the residential density permitted in the CMC zoning district).

**Step 1:** Find the CMC zoning district designation in the column headings of the development standard table.

<b>STANDARD*</b>	<b>NMC</b>	<b>CMC</b>	<b>CMZ</b>
<b>Density and Intensity Requirements</b>			
Residential Density [1] (dwelling units/acre)	8-50	12-100	8-50
Horizontal Mixed-Use (for Single Use) Floor Area Ratio	0.25-1.25	0.3-no max	0.25-0.75
Vertical Mixed-Use Floor Area Ratio	0.3-2.0	0.4-no max	0.3-1.5

**Step 2:** Refer to the various development standards such as density, building setbacks, and building heights in the left column. Locate the row identifying the standard for residential density.

**TABLE 5.11: Mixed-Use Development Standards**

STANDARD*	NMC	CMC	CMZ
<b>Density and Intensity Requirements</b>			
Residential Density [1] (dwelling units/acre)	8-50	12-100	8-50
Horizontal Mixed-Use (for Single Use) Floor Area Ratio	0.25-1.25	0.3-no max	0.25-0.75
Vertical Mixed-Use Floor Area Ratio	0.3-2.0	0.4-no max	0.3-1.5

**Step 3:** The cell where the applicable zoning district column in Step 1 and development standard of interest in Step 2 intersect identifies the regulating measurement for that standard (e.g., 12-100 DU/ac.). Where a footnote is indicated next to the standard, additional information is provided to regulations, conditions, or references to other relevant Code sections.

**TABLE 5.11: Mixed-Use Development Standards**

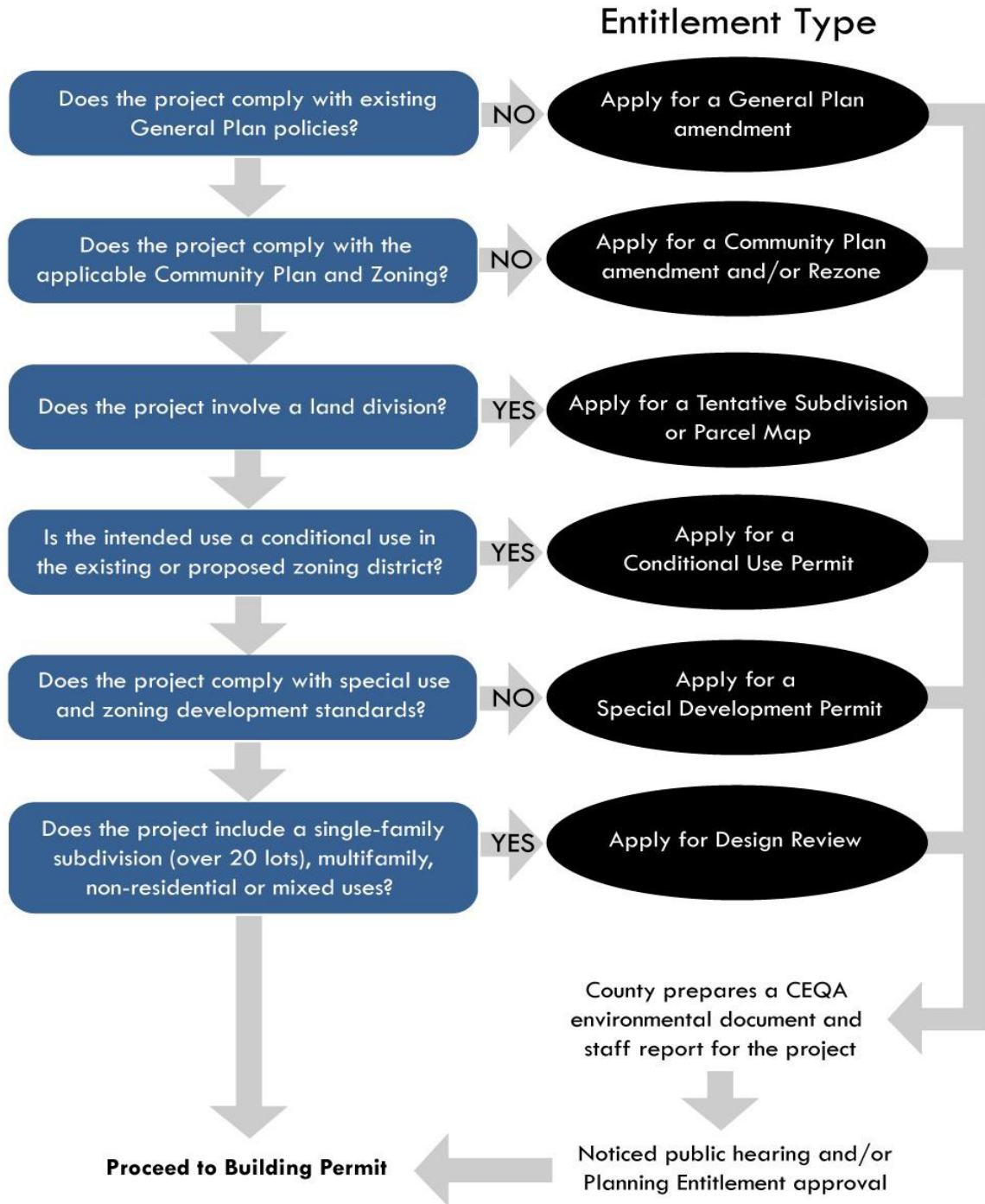
STANDARD*	NMC	CMC	CMZ
<b>Density and Intensity Requirements</b>			
Residential Density [1] (dwelling units/acre)	8-50	12-100	8-50
Horizontal Mixed-Use (for Single Use) Floor Area Ratio	0.25-1.25	0.3-no max	0.25-0.75
Vertical Mixed-Use Floor Area Ratio	0.3-2.0	0.4-no max	0.3-1.5
<b>Table 5.11 Notes</b>			
* Alternatives or exceptions to these development standards may be permitted through the Design Review process or granted with a Special Development Permit, in accordance with the standards in section 6.4.6.			
[1] Residential densities of up to up to 40 dwelling units per acre are permitted by right for development adjacent (within a one-half mile) of light rail, BRT, or high frequency bus transit station, as defined in section 5.2.3. Additional density bonuses may also be permitted for the provision of affordable housing, as defined in section 5.2.3, "Allowed Density and Intensity Increases." Densities above 40 dwelling units per acre shall require a Conditional Use Permit, approved by the Planning Commission.			

3. Refer to Chapter 4 for development standards applicable to any special or combining zoning district.
4. Refer to the general standards that apply to every zoning district in the County whether or not a permit or other approval is required, including [Section 5.2](#) for the measurement of setbacks used in the development standards, landscaping standards, wall and fence standards, and exceptions for building heights. Refer to [Section 5.9](#) for parking standards and [Section 5.10](#) for signage standards.



### 3.4. Determining Required Development / Permit Approvals

To develop property, build a new building, expand or make major changes to an existing building, development approvals or entitlements may be required. The following chart will help guide you through the development process.



## 4. DEVELOPMENT/PERMIT APPROVAL

This Section describes the types of planning entitlement applications required in Sacramento County, the general procedures for all applications, procedures for specific types of applications, and the bodies involved in the review and approval of these applications. The tables in Sections 4.2 through 4.6 of this Guide summarize the applicable steps for certain project applications and the review and decision-making responsibilities of those regularly involved in the application process, including the Planning Director, the Community Planning Advisory Councils (CPAC), Project Review Committee (PRC), Subdivision Review Committee (SRC), County Planning Commission, and the Board of Supervisors. Other reviewers, though not referenced in these tables, including other boards, commissions, government agencies, and non-governmental agencies, may be asked to review and submit comments as necessary on some applications, such as rezonings requests, development plans, and subdivisions.

### 4.1. General Procedures for All Applications

The general procedures for securing a planning entitlement in the County are summarized in this section. The type of entitlement and/or complexity of the project will often determine the steps, but in general, all applications for planning entitlements follow these procedures. Also, some of these steps occur simultaneously, rather than sequentially. Consult [Chapter 6](#) for additional standards and regulations for planning applications.

#### What is the Process?

##### Step 1: Pre-Application Meeting

Pre-application meetings provide for informal evaluation of the applicant's proposal and an opportunity to review applicable provisions of this Code, the General Plan, infrastructure requirements, and any other issues that may affect the applicant's proposal. A pre-application meeting is highly encouraged for the following application types:

- [Code Text Amendment](#)
- [Rezoning](#)
- [Development Agreement](#)
- [Tentative Subdivision Map](#)
- [Development Plan for Multi-Family Development](#)
- [Conditional Use Permits](#)
- [Special Development Permit](#)
- [Variance](#)
- [Density Bonus Requests \(associated with above applications\)](#)





### 1. **Initiation of Pre-Application Meeting**

Pre-application meetings are typically conducted on the second and fourth Thursday of every month. It is the applicant's responsibility to provide sufficiently detailed plans and a thorough description of the proposal with this application. More information is generally better than less in this case as the staff recommendations discussed below will be more helpful for the applicant in anticipating specific issues that may occur during the entitlement process, based on the initial information submitted by the applicant. Informal meetings with the Design Review Administrator, Fire District, or other departments prior to initiation of the pre-application meeting, are encouraged.

### 2. **Pre-Application Meeting Content**

The County Planning and Environmental Review staff shall schedule a pre-application meeting after an application has been submitted. During the pre-application meeting, the parties will discuss the proposed development and applicable requirements and standards of the Code, including but not limited to application requirements, CEQA requirements, meeting and hearing requirements, bundled review, and conditions of approval.

### 3. **Pre-Application Meeting Conclusion**

Any information or suggestions provided by County staff at the meeting are informal and not binding upon the applicant or the County, but are intended to advise the applicant in advance of the formal application of any issues that will or may subsequently be presented to the appropriate decision-making body. Because a pre-application meeting precedes the formal application, and may not be based on sufficiently detailed plans or studies, some key issues relating to a specific proposal (e.g., impacts to wetlands or sensitive environmental species), may not be apparent at the pre-application meeting.

## **Step 2: Early Outreach**

### 1. **Purpose and Applicability**

Early outreach allows applicants the opportunity to engage with nearby residents, businesses, and property owners early in the review process. The applicant often benefits from early neighborhood meetings by gaining a better understanding of local concerns. The exchange typically begins with a general overview of a proposed development by the applicant, a description of how the development will comply with the standards in the Code, and an open forum for public suggestions and neighborhood concerns.

A Neighborhood Outreach Plan is required to be submitted with each planning entitlement application.

### 2. **Early Review CPAC Meetings**

In some cases, County Planning and Environmental Review staff may advise the applicant to present the proposed development to the CPAC as part of the early outreach efforts, prior to submission of the application. This early review meeting is noticed by Planning and Environmental Review staff for a regularly scheduled CPAC meeting, and requires a small fee for the noticing. The CPAC members may comment on the development proposal, but shall not issue a formal recommendation to approve, modify, or deny the development proposal.

The comments of CPAC members in the meeting shall be non-binding upon the CPAC when it acts in a formal recommendation capacity on the application.

### 3. Meeting Summary

The applicant should prepare a written summary of any neighborhood or early review meeting(s), and include the summary with the Neighborhood Outreach Plan. A written summary, if submitted, may be included in the staff report provided to any advisory and/or decision-making body. At a minimum, the written summary should include the following information:

- a. Date and location of all meetings where citizens were invited to discuss the applicant's proposals;
- b. Content, dates mailed, and number of mailings, including letters, meeting notices, and written material;
- c. The number of people that participated in the meetings;
- d. A summary of comments received during the meetings and a description of how the applicant addressed such comments.

## Step 3: Application Submittal

### 1. Application Submittal Requirements and Fees

#### a. Application Submittal Requirements

Prior to submitting an application to the County, applicants are advised to visit the public information counter of the Planning and Environmental Review Division. Planning staff can provide assistance in determining the type of applications or permits needed for the project, and whether the project is consistent with the General Plan and zoning requirements. Staff can also provide information on the application forms and fees to be submitted with the application; provide an estimation of the time necessary to complete the application process; and schedule a pre-application meeting, if required for the project.

Planning entitlement application materials and submittal checklists are available online at: <http://www.per.saccounty.net/Pages/Planning-Applications.aspx>.

#### b. Fees

The County collects fees for the purpose of defraying the expenses involved with the filing, review and approval of all applications. Contact public counter staff or consult the webpage referenced above for current fees. In most cases, fees for the simpler staff-level applications are based on a fixed rates. The fees for more complex projects that are heard by the Planning Commission and Board of Supervisors are based on time and materials. For these more complex applications, the fee collected at time of application submittal is a deposit that may or may not cover the entire process, including public hearings. A cost estimate will be provided at the time of initial project application review. If additional entitlements are necessary, additional fees may be required.

CEQA fees for an application depend upon several factors, including the complexity and type of proposed development, and site-specific impacts that may be caused

by the proposed development. A cost estimate will be provided at the time of initial project application review.

**c. Waiver of Application Fees**

The Chief Deputy County Executive Officer may approve a waiver of any fee, change or expense to any applicant for a permit or entitlement pursuant to the Code, in the case of an error made by a County employee that caused the need for the application to be filed.

**d. Authority to File Applications**

Unless otherwise specified in the Code, an application may be initiated by:

- 1) The owner of the property that is the subject of the application;
- 2) The owner's authorized agent;
- 3) A lessee of the property owner; or
- 4) Any review or decision-making body, which does so without prejudice toward the outcome.

An authorized agent or lessee filing an application on behalf of a property owner must provide the County with evidence (written documentation) that the owner of the property has authorized the filing of the application.

**e. Withdrawal of Applications**

- 1) **Timing of Withdrawal.** An applicant may withdraw an application at any point up to the date of a scheduled hearing, or, in the case of applications without hearings, any time before the date on which a staff decision is issued.
- 2) **Refund of Application Fees.** A portion of the application fee may be refunded in the case of a withdrawn application. The Planning and Environmental Review Division staff shall determine the amount available for refund, and shall consider the following factors:
  - If there has been any initial expenditures made by the County, including the distribution of application materials to other review agencies; and
  - If any field inspections have been conducted, and a CEQA document or staff report has been prepared; and
  - If the application has been noticed or set for any public hearings.

**2. Application Logged**

The project application is logged, assigned a Project Manager, and distributed for early project review.

### **Step 4: Early Project Review**

The next several steps typically occur simultaneously, rather than sequentially. The general procedures for early project review, advisory review body scheduling, and determination of project completeness and type of environmental document necessary are all part of the initial application process for planning entitlement applications.

#### **1. Initial Application Review by Staff**

Applications will be reviewed for compliance with the General Plan, Code, and requirements of the California Environmental Quality Act (CEQA). The Project Manager will prepare a draft timeline and estimated costs and notify the applicant whether additional technical studies or other requests are needed to complete the application. The Project Manager will distribute the application to various review agencies with a request for comments and conditions to be submitted within 30 days of the application submittal date.

#### **2. Initial Application Review by the PRC**

The Project Manager will distribute the project to members of the PRC within 30 days of the application submittal date and schedule the application for review by the PRC when the application is deemed complete. The PRC is made up of representatives of various review agencies, and is intended to provide applicants with transparency to the review and approval process, early identification of problems, and early intervention and issue resolution.

### **Step 5: Application Processing and Environmental Review**

Once the early review is complete, and all of the requested application materials and technical studies have been submitted, the Project Manager will determine the application complete for the purposes of planning and environmental review. This step shall be completed within 30 days from the date the application is submitted. Multiple applications submitted for a single project, may be bundled for concurrent processing and final decision by a single body to provide additional streamlining and reduced fees for the applicant.

#### **1. Determination of Completeness**

An application must be deemed to be complete within 30 days from the date the application is submitted. Following the initial application review by the PRC, the Project Manager will make a determination of application completeness (also known as 844 Review) for the purposes of planning and environmental review. If an application is determined to be incomplete, the Project Manager provides notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application occurs until the deficiencies are corrected and the application is resubmitted.

#### **2. Determination of Environmental Document**

For each application that is determined complete for the purposes of environmental review, the Project Manager will conduct the appropriate CEQA review, as required by Chapter 20 of the *Sacramento County Code*.

If the Project Manager determines that the application does not meet the definition of a “project” under CEQA, or is exempt from CEQA, then environmental review is complete. The Project Manager shall report the determination that the application is not a “project” under CEQA or is exempt from CEQA in the staff report.

If the Project Manager determines that the application meets the definition of a “project” under CEQA, then it shall be subject to additional environmental review. The Project Manager shall transmit the results of such review (for example, a Negative Declaration, Environmental Analysis, or Environmental Impact Report, and written findings from any required public hearing for the environmental review) to all required recommending and decision bodies as outlined in Steps 10 and 11.

**3. Bundling**

When multiple applications are submitted for a single project, the County bundles those applications for concurrent processing and final decision by a single body. The purpose of application bundling is to provide a streamlined process for an applicant and ensure the efficient use of County development review resources.

**a. Advisory Hearings for Bundled Applications**

All bundled applications will be forwarded to each advisory body that has review authority for one or more of the applications. Each advisory body will make a recommendation on each application.

- 1) The order of advisory hearings must follow the hierarchy of hearing bodies, as indicated in Table 4-1, below.

TABLE 4-1: HEARING BODY HIERARCHY	
Highest	Board of Supervisors
↑ ↓	Planning Commission
Lowest	Subdivision Review Committee

**b. Decision Hearings for Bundled Applications**

A single decision body will make a decision for all applications in the bundle. The decision body for a bundle is the highest-ranking body, as indicated in Table 4-1, above, with authority to hear any application in the bundle. (For example, if the Board of Supervisors has authority to decide any application in a bundle, then the decisions on all applications in the bundle will be made by the Board of Supervisors).



### **Step 6: CPAC and DRAC Review**

For some procedures, as indicated in Tables 4-3 through 4-7 of this Guide, initial review(s) are required by various advisory review bodies, prior to the completion of the environmental review and preparation of the staff report. The Project Manager forwards the application to the advisory review body(s), indicated in each specific procedures section, and includes the resulting recommendations in the staff report (Step 8).

#### **1. CPAC**

Currently there are 14 CPACs throughout the County, consisting of seven members (except the Delta with 11 members). The CPAC review of private entitlement applications is to happen once an application is determined to be complete. The review is intended to identify community concerns early in the process to allow those issues to be addressed and help inform staff's review and analysis of the project. The CPAC provides recommendations to the hearing authority for discretionary Planning entitlements, special projects, and other items determined by Board members. The CPAC meetings are open to the public and courtesy notices are sent to property owners and tenants of physical properties within a 500-foot radius. The CPAC shall recommend approval, or denial of the project. The CPAC may recommend conditions to be considered by the hearing body. The CPAC and/or the applicant has the ability to request a continuance (excluding housing projects). The CPAC has appeal rights as outlined later in this Guide.

#### **2. DRAC Review**

The Design Review Advisory Committee (DRAC) considers projects that require Design Review as outlined in the Zoning Code. The DRAC meetings are open to the public, but noticing to property owners is not provided. The DRAC makes a finding of consistency with the County-wide Design Guidelines to inform staff recommendations and decisions by the hearing bodies.

### **Step 7: Condition Review**

The Project Manager collects and reviews the draft conditions of approval and mitigation measures from all review bodies, and will schedule a Condition Review by the PRC. Unresolved conflicts or concerns will be communicated with the applicant for resolution, before proceeding to finalize the staff report.

### **Step 8: Staff Report Preparation and Release**

In preparing a staff report, the Project Manager shall:

1. Review all aspects of the application, considering relevant provisions of the General Plan, the Code, and other Titles of the Sacramento County Code as applicable;
2. Disclose any conditions attached to any previous zoning classifications of the property as a result of action taken, pursuant to the Code or other laws and regulations adopted by Sacramento County;
3. Make findings regarding whether the application meets applicable approval criteria; and
4. Recommend that the application be approved, approved with conditions, or denied.

Upon completion of the staff report and environmental document, the documents are released to the applicant, and the Project Manager will schedule and notice any required public, as defined in Table 4-2, below. Staff reports shall also identify any conditions attached to previous zoning

reclassifications of the property as a result of action taken, pursuant to this Code or other County laws and regulations.

### **Step 9: Schedule and Notice Hearings**

#### **1. Required Notice**

Whenever the Board of Supervisors, Planning Commission, Board of Zoning Appeals (BZA), Zoning Administrator (ZA), or the SRC considers any application, as required by the Code, the Clerk of the Board of Supervisors or the Planning and Environmental Review Division shall give notice according to the following procedures.

##### **a. Notice Content**

All notice of public hearings shall include the following information:

- 1) The name of the applicant, owner, and agent, if any;
- 2) The date, time, and place of the public hearing; or in the case of Minor Use Permits or Certificates of Non-Conforming Use, the date of required response.
- 3) If applicable, a description of the property involved in the application by parcel number and by street address, or if no street address has been assigned then by legal description and nearest cross street;
- 4) The zoning classification and proposed use of the property;
- 5) The nature, scope, and purpose of the proposed action;
- 6) A notation that interested parties may appear at the hearing and speak on the matter; and
- 7) A reference to where additional information on the matter may be obtained.

##### **b. Notice Requirements**

The notice requirements for each procedure shall be as determined by the Planning Director, as required by the California Government Code, and summarized in Table 4-2, below.

##### **c. Mailed Notice**

Whenever a mailed notice is required by Table 4-2, the Planning and Environmental Review Division or Clerk of the Board of Supervisors shall deposit the notice into first class mail, pre-paid at least ten days prior to the hearing. Notice shall be mailed or delivered to the following individuals and agencies:

- 1) The applicant, at the address shown on the application and all owners of the subject property(s) at their addresses as shown on the most current property tax roll;
- 2) Owners of all real property, and owners of condominium units located within 500 feet of the subject property boundaries at their addresses as shown on the most current property tax roll. If there are fewer than 30 properties within 500 feet, the notification radius shall be extended to include the 30 closest properties.
- 3) Where the number of owners described in subsections (a) and (b), above, is greater than 1,000, the County may publish the notice in a newspaper of general circulation instead of sending individual notices.

- 4) Where the number of owners described in subsections (a) and (b), above, is greater than 1,000, the County may publish the notice in a newspaper of general circulation instead of sending individual notices.
- 5) For Development Plan Reviews and Minor Use Permits, the mailed notice is sent upon application to property owners within 300 feet of the subject property boundaries. Notified parties have 15 days to comment and request written notification of the decision. A mailed notice of the decision is sent to parties who requested such notification.
- 6) For Certificates of Non-Conforming Uses, the mailed notice is sent upon application to property owners adjacent to the subject property boundaries. Notified Parties have 15 days to comment and request written notification of the decision. A mailed notice of the decision is sent to parties who requested

TABLE 4-2: SUMMARY OF NOTICE REQUIREMENTS				
KEY:				
H = Notice is required when a public hearing is required for this procedure.				
F = Notice of a filed application is required.				
A = Notice is required if the Planning Director grants approval.				
PROCEDURE	CODE SECTION/TITLE 22 SECTION	NOTICE TYPE		
		Mailed	Posted	Published
<b>ZONING AMENDMENT AND DEVELOPMENT AGREEMENT PROCEDURES</b>				
Code Text Amendment	6.2.1		H	H
Rezoning	6.2.1	H	H	H
Development Agreement	6.2.2	H	H	H
<b>SUBDIVISION PROCEDURES</b>				
Tentative Parcel Map	22.20	H	H	H
Urban Lot Split	22.05			
SB 35 Subdivisions	22.05			
Tentative Subdivision Map	22.20	H	H	H
Tentative Vesting Map	22.20, 22.25	H	H	H
Boundary Line Adjustment	22.20			
<b>SITE PLAN REVIEW AND SPECIAL PERMITS</b>				
Design Review (Discretionary)	6.3.2	H	H	H
Design Review (Non-discretionary)				
Minor Use Permit	6.4.2	F, A		
Conditional Use Permit	6.4.3	H	H	H
Special Development Permit	6.4.6	H	H	H
Special Development Permit- Minor Level	6.4.6	F, A		
Temporary Use Permit/Admin. Permits	6.4.7			
<b>VARIANCE AND OTHER PROCEDURES</b>				
Variance	6.5.1	H	H	H
Certificate of Nonconforming Use	6.5.2	F, A	H	H
Interpretation	6.5.3		H	H
Development Plan Review	6.5.4	F, A		

such notification.

**d. Posted Notice**

Whenever posted notice is required by Table 4-2, above, the Planning and Environmental Review Division or the Clerk of the Board shall:

- 1) Post a copy of the agenda at the hearing location at least three days prior to the hearing.

Note: the Planning and Environmental Review Division posts a notification sign on the property upon application. This sign is not legally required.

**e. Published Notice**

Whenever published notice is required by Table 4-2, above, the Planning and Environmental Review Division or Clerk of the Board of Supervisors shall publish a legal notice in a newspaper for general circulation.

**f. Additional Notice**

The Planning and Environmental Review Division may provide or require the applicant to provide any other notice required by law.

- 1) The Planning Commission or the Board of Supervisors, when it has decision authority in the matter, may instruct the Planning and Environmental Review Division to give additional notice of the hearing in such other manner as the Commission or Board may deem necessary or desirable. Any failure by the Planning and Environmental Review Division to give such additional notice shall not invalidate any proceeding.

**Step 10: Recommending Body Review as Necessary**

1. For some procedures, the Planning Commission is required after the completion of the staff report. The purpose is for the recommending body to hold a public hearing to consider the application and, based upon the staff report, the public hearing, and the applicable criteria in the Code, make a written recommendation to the Board of Supervisors to approve, approve with conditions, or deny the application. The Planning Commission is the recommending body on projects involving a General Plan Amendment, Community Plan Amendment, Rezone, Board-level Conditional Use Permit.

**Step 11: Decision Body Approval****1. Decision Body**

The body with final decision-making authority on an application shall be as indicated in Tables 4-3 through 4-7 of this Guide, except that a higher hearing body shall hear the matter when decision authority is transferred to that body, based on application bundling provisions in Step 5, Application Processing.

**2. Record of Decision**

- a. After consideration of all application materials and such reports and recommendations as required for the procedure and public testimony provided through a hearing, if applicable, the decision body acts to approve, approve with conditions, or deny the application.
  - 1) Except when the Planning Director has decision authority, the decision shall be made following a noticed public hearing. The Clerk of the decision body or Zoning Administrator signs and dates the final approval.

- 2) For some procedures, as indicated in the Code, upon a grant of approval the Clerk of the Board of Directors or Planning Director shall prepare and deliver to the applicant a written statement describing the grant and any applicable conditions. A copy of the statement shall also be delivered to the Chief Building Inspector and to other concerned County officials, if so indicated.
- 3) The Planning Director shall provide for retention of approved development plans and permits, and shall distribute copies of approved materials to other departments per department regulations.

### 3. Effective Date of Decision

- a. Except as otherwise provided in this Guide or the Code, the effective date of a decision shall be the day following the expiration of the appeal period, if no appeal is filed.
  - 1) If an appeal is filed to a decision, the effective date of the decision shall be as indicated in [Section 6.1.3](#).
  - 2) No approved permit or license shall be issued by any County office until the effective date of a decision.

### 4. Findings

Every quasi-judicial decision made under this chapter shall be based upon written findings, and every finding shall be supported in the record. Findings for specific types of applications, including Special Permits, are addressed in Chapter 6.

### 5. Conditions of Approval

Some procedures authorize the decision-making body to impose such conditions on the approval as may be necessary to reduce or minimize any potential adverse impact upon other property in the area, or to carry out the general purpose and intent of the General Plan and the Code. Except for rezoning approvals, conditions attached to approvals shall be directly related to the impacts of the proposed use or development and shall be roughly proportional in both extent and amount to the anticipated impacts of the proposed use or development. No conditions of approval, except for those attached to variances or exceptions, shall be less restrictive than the requirements of the Code or applicable special limitations. Conditions of approval, where applicable for specific applications, including Rezoning, Conditional Use Permits, Special Development Permits, Variances, and others are addressed in Chapter 6.

### 6. Approval Criteria

Procedures in the Code itemize approval criteria on which the decision-making body is required to base a decision to approve, approve with conditions, or deny an application.

- a. The purpose of the approval criteria is to reduce or minimize any potential adverse impact upon other property in the area, to establish grounds on which a use may be refused, and to carry out the general purpose and intent of the General Plan and the Code.
- b. Where approval criteria exist for a matter upon which a decision-making body is authorized to act, the criteria are limitations on the power of the body to act.
- c. Approval criteria for specific application procedures, including Code Text Amendments, Rezoning, Development Agreements, Conditional Use Permits,

Special Development Permits, and others are addressed in the corresponding Code sections, except as otherwise identified in this Guide.

## Who do I contact for questions or more information?

For more information, e-mail questions to [sacplan@saccounty.net](mailto:sacplan@saccounty.net) or call (916) 874-6141.

## 4.2. Applications for Amendments, Rezoning, and Development Agreements

### Types of Applications

- **Rezoning**

A rezoning allows the boundaries or classification of any zoning district to be changed on the Comprehensive Zoning Plan for any property, and is not a mechanism to confer special privileges or rights to any person.

- **Zoning Code Text Amendments**

The Board of Supervisors may amend Code text to address changed conditions or changes in public policy, in the interest of the general welfare of the community.

- **Development Agreements**

Development Agreements are entered between the County and person having legal or equitable interests in development of property.

### What is the Process?

The review and approval process for all Code Text Amendments, Rezoning, and Development Agreements are set forth in [Section 6.2](#), and the general steps are indicated in Table 4-3, below.

## Who is Involved?

Review/decision authorities and required review steps in the table (below) apply when an application is processed individually. Such authorities may change for bundled applications, as described in Step 5, Section 4.1, of this Guide.

Table 4-3: Amendments, Rezoning, DAs Application Review/Decision/Appeal										
KEY:										
H= Hearing Required		BOS = Board of Supervisors	PRC = Project Review Committee							
		BZA = Board of Zoning Appeals	SRC = Subdivision Review Committee							
		CC = County Counsel	PC = County Planning Commission							
		CPAC = Community Plan Advisory Councils	PD = Planning Director							
		DRA/DRAC = Design Review Administrator/Design Review Advisory Committee	ZA = Zoning Administrator							
General Steps Key										
1	2	3	4	5	6	7	8	9	10	11
Pre-Application Meeting	Early Outreach	Application Submittal	Early Project Review	Application Processing & Environmental	CPAC Review & Advisory Recommendations	Condition Review	Staff Report Preparation & Release	Schedule and Notice Hearings	Recommending Body Review as Necessary	Decision Body Approval
Application Type	General Steps [1] (Code Section)	Review Body	Decision Body	Appeal Body						
Rezoning	Step 1-11 (Section 6.2.1)	CPAC, PC-H	PC-H, BoS-H	BoS (for PC decisions if denied)						
Code Text Amendments	Step 1-11 (Section 6.2.1)	CPAC, PC-H	BoS-H							
Development Agreement	Steps 1-11 (Section 6.2.2)	CPAC, PC	BoS							

**Table 4-3 Notes:**

[1] Refer to Section 4.1 of this Guide for general application procedures, including Table 4.2 for a summary of noticing requirements.

## 4.3. Site Plan Review Application Procedures

### Types of Site Plan Applications

- **Development Plan Review**

Development Plan Review may be required by zoning conditions of approval and some Neighborhood Preservation Area (NPA) and Special Planning Area (SPA) zoned projects to ensure compliance with the standards of the Code.

- **Design Review**

Design Review is required for all discretionary and non-discretionary commercial, office, mixed-use, industrial, institutional, multifamily, small/lot cluster single-family subdivisions, and certain single-family subdivision maps as outlined in the Zoning Code and the County-wide Design Guidelines.

## What is the Process?

Design Review shall comply with the standards set forth in Code Section 6.3, and the general steps indicated in Table 4-4, below. Also, see *Additional Submittal Requirements for Discretionary Projects*, the *Applicant Guide and Checklist for Building Permit/Non-discretionary Projects*, and other resources available online at: <http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx>

## Who is Involved?

Review/decision authorities and required review steps in the table (below) apply when an application is processed individually. Such authorities may change for bundled applications. The decision body for a bundle is the highest-ranking body with authority to hear any application in the bundle, as described in Step 5, Section 4.1, of this Guide.

<b>Table 4-4: Site Plan Application Review/Decision/Appeal</b>				
<b>KEY:</b> H = Hearing Required		BOS = Board of Supervisors BZA = Board of Zoning Appeals CC = County Counsel CPAC = Community Plan Advisory Councils DRA/DRAC = Design Review Administrator/Design Review Advisory Committee	PRC = Project Review Committee SRC = Subdivision Review Committee PC = County Planning Commission PD = Planning Director ZA = Zoning Administrator	
<b>General Steps Key</b>				
<b>Application Type</b>	<b>General Steps [1] (Code Section)</b>	<b>Review Body</b>	<b>Decision Body</b>	<b>Appeal Body</b>
Design Review (Discretionary)	Step 1-11 (Section 6.3.2)	DRA, DRAC	PC, BoS	BoS
Design Review (Non-discretionary)	Steps 3, 5, 11 (Section 6.3.2) Major Projects	PRC CPAC [2]	PD	BZA
Development Plan Review	Steps 1, 3, 4, 5, 8, 9, 11 (Section 6.3.1)	DRAC CPAC [2]	PD	BZA
<b>Table 4-4 Notes:</b>				
[1] Refer to Section 4.1 of this Guide for general application procedures, including Table 4.2 for a summary of noticing requirements.				
[2] CPAC review in the following SPA's: Fair Oaks Village, Garden Highway.				



## Types of Subdivision Applications

### ▪ **Tentative Parcel Map**

Tentative Parcel Maps are required for subdivisions of land that propose to create four or fewer lots on previously undivided land.

- Urban Lot Splits (as described by California Senate Bill 9 (2021) and Sections 65852.21, 66411.7, and 66452.6 of the California Government Code)
  - Urban Lot Splits subdivide an existing single-family residential parcel into no more than two lots and are subject to ministerial review consistent with Government Code Section 66411.7. This type of subdivision application follows a distinct review process from Tentative Parcel Maps.
- Subdivisions for Multifamily Housing Developments (also referred to as a SB 35 Subdivision) as described by California Senate Bill 35 (2017) and Assembly Bill 831 (2020) are subject to ministerial review consistent with Government Code Section 65913.4. This type of subdivision application follows a distinct review process from Tentative Parcel Maps.

### ▪ **Tentative Subdivision Map**

Tentative Subdivision Maps are required for subdivisions of land that propose to create five or more lots.

### ▪ **Tentative Vesting Map**

Tentative Vesting Maps confer a vested right to proceed, for a limited time, with development in substantial compliance with the ordinances, policies, and standards in effect at the time the map was approved.

### ▪ **Boundary Line Adjustments**

Boundary Line Adjustments allow for a change to a boundary line of a legally-created parcel.

## What is the Process?

Applications for Tentative Subdivision Maps are reviewed pursuant to the standards of the State Subdivision Map Act, the County Land Development Ordinance (Title 22 of the Sacramento County Code), the review steps summarized in Table 4-5, below, and the following additional standards and procedures:

### 1. **Noticing**

#### a. **Hearing Notice for Tentative Parcel Maps, Tentative Subdivision Maps, and Tentative Vesting Maps**

The Planning and Environmental Review Division shall provide notice for advisory and decision hearings for a Tentative Parcel Map or Tentative Subdivision Map application, as provided in Section 66451.3 of the Government Code. Notice shall also be given at least 10 days in advance of the public hearing as required and authorized in Section 66451.4, except that notices shall be given to owners of property within 500 feet of the property, which is the subject of the application and the advisory agency secretary shall not post such notice. No hearing notice is required for the following types of subdivisions:

- Tentative Parcel Maps processed as Urban Lot Splits that are consistent with

the eligibility criteria and requirements outlined in Section 66411.7 of the Government Code. Note: Courtesy notices of filed applications shall be provided to owners and tenants of all real property within 500-foot of subject property boundaries at their addresses as shown on the most current tax roll, and to the appropriate CPAC members.

- SB 35 Subdivisions for Multifamily Housing Developments that are consistent with the eligibility criteria and requirements outlined in Section 65913.4 of the Government Code.

**b. Hearing Notice for Boundary Line Adjustments**

No hearing notice is required, unless the application is defined as a project under

**2. Approval Criteria**

**a. For Tentative Parcel Maps, Tentative Subdivision Maps, and Tentative Vesting Maps**

In addition to the required criteria provided by the County Land Development Ordinance (Title 22), or the State Subdivision Map Act, a Tentative Parcel Map or Tentative Subdivision Map shall be approved when it meets all of the following criteria:

- 1) Is consistent with an adopted community plan;
- 2) Does not violate the provisions of the Code as to area, setback, frontage, or any other requirements for which no variance or exception has been granted;
- 3) Does not enlarge, expand, or extend a nonconformance; and
- 4) The division of land does not violate any other County ordinance or Code provision.
- 5) Is consistent with the County-wide Design Guidelines, if applicable.

**b. For Urban Lot Splits**

In addition to the required criteria provided by the County Land Development Ordinance (Title 22), or the State Subdivision Map Act, an Urban Lot Split shall be approved when it meets all of the following criteria:

- 1) The parcel subdivides an existing parcel to create no more than two new parcels of approximately equal lot area, provided that one parcel is not smaller than 40% of the lot area of the original parcel.
- 2) Both new parcels are larger than 1,200 square feet.
- 3) The parcel is located within a single-family residential zone.
- 4) The parcel is located entirely within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- 5) The parcel is not located within an environmentally sensitive area, as defined by the requirements listed in subparagraphs (B) to (K) or subdivision (a) of Section 65913.4 of the CA Government Code.
- 6) The proposed lot split would not require demolition or alteration of affordable housing, rent-controlled housing, housing withdrawn from the rental market within the last 15 years, or housing occupied by a tenant within the last 3 years.
- 7) The parcel is not located within a historic district or property included on the State Historic Resources Inventory, or designated as a site of historic significance by County ordinance.

- 8) The parcel was not created as a result of a previously approved urban lot split.
  - 9) Property owner or any member of the applicant team applying for the urban lot split cannot own any adjacent parcel.
  - 10) The proposed lot split does not violate the provisions of the Code as to setback, frontage, or any other objective development standards.
    - Minimum rear and side yard setbacks for either unit shall be four feet from property line. All other objective development standards for the first dwelling unit are provided in Table 5.7.b of the Zoning Code. Development standards for addition of a second dwelling unit are provided in Table 5.11 of the Zoning Code.
- c. Subdivisions for Multifamily Housing Developments Pursuant to SB 35 and AB 831 (SB 35 Subdivision)

In addition to the required criteria provided by the County Land Development Ordinance (Title 22), or the State Subdivision Map Act, an SB 35 Subdivision shall be approved when it meets all of the following criteria:

- 1) The development is a multifamily housing development that contains two or more residential units.
- 2) The parcel is zoned for residential use or residential mixed-use and at least two-thirds of the square foot of the development is designated for residential use.
- 3) It is a legal parcel located entirely within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- 4) At least 75% of the perimeter of the site adjoins parcels that are developed with urban uses. For the purpose of this section, parcels that are only separated by a street or highway shall be considered adjoined.
- 5) The parcel is not located within an environmentally sensitive area, as defined by the requirements listed in subparagraphs (B) to (K) or subdivision (a) of Section 65913.4 of the CA Government Code.
- 6) The proposed subdivision would not require demolition or alteration of affordable housing, rent-controlled housing, housing withdrawn from the rental market within the last 10 years, or housing occupied by a tenant within the last 10 years.
- 7) The parcel is not located within a historic district or property included on the State Historic Resources Inventory, or designated as a site of historic significance by County ordinance.
- 8) If the project contains more than 10 units of housing, the project shall dedicate a minimum of 10 percent of the total number of units to housing affordable to households making at or below 80 percent of the area median income.
  - Prior to issuance of the first building permit, a land use restriction or covenant (affordable housing agreement) as approved by the County shall be recorded providing that the lower income housing units shall remain available to lower income households for a minimum of 55 years if the units are rented and 45 years for units that are owned.
- 9) Multifamily Housing developments pursuant to this Section shall be subject to prevailing wage. It is the development proponent's responsibility to ensure that the prevailing wage requirements are included in all contracts for the performance of work.

- 10)** The proposed subdivision does not violate the provisions of the Code as to setback, frontage, height, density, or any other objective development standards.

## Who is Involved?

Review/decision authorities and required review steps in the table (below) apply when an application is processed individually. Such authorities may change for bundled applications. The decision body for a bundle is the highest-ranking body with authority to hear any application in the bundle, as described in Step 5, Section 4.1, of this Guide.

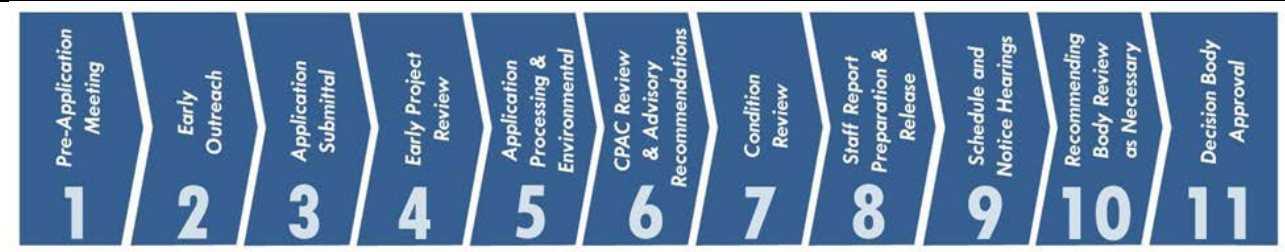
**Table 4-5: Subdivision Application Review/Decision/Appeal**

KEY:  
H= Hearing Required

BOS = Board of Supervisors  
BZA = Board of Zoning Appeals  
CC = County Counsel  
CPAC = Community Plan Advisory Councils  
DRA/DRAC = Design Review Administrator/Design Review Advisory Committee

PRC = Project Review Committee  
SRC = Subdivision Review Committee  
PC = County Planning Commission  
PD = Planning Director  
ZA = Zoning Administrator

General Steps Keys



Application Type	General Steps [1] (Title 22 Section)	Review Body	Decision Body	Appeal Body
Tentative Parcel Maps (TPM)	Steps 1-11, Step 2 is optional (Section 22.20)	PD, CPAC	SRC-H	PC, BoS
Urban Lot Splits	Steps 3, 4, 5, 6, 7, 8	PRC	PD	BZA
SB 35 Subdivisions	Steps 3, 4, 5, 6, 7, 8	PRC	PD	BZA
Tentative Subdivision Map (TSM)	Steps 1-11 (Section 22.20)	CPAC, DRAC	PC-H	BoS
Tentative Parcel Maps and Tentative Subdivision Maps for Special Circumstances (below)	Steps 1-11; Step 2 is optional for TPMs (Section 22.20)	PD, CPAC	BoS-H	-
Tentative Vesting Maps	Steps 1-11; Step 2 is optional (Section 22.20, 22.24)	CPAC, DRAC, PC-H	BoS-H	-
Boundary Line Adjustments (CEQA Not Required)	Steps 3, 5, 11; no CEQA review or hearings (Section 22.20)	-	PD	SRC
Boundary Line Adjustments (CEQA Required)	Steps 1-9, 11; Step 2 is optional (Section 22.20)	CPAC	SRC-H	PC, BoS

**Notes:**

[1] Refer to Section 4.1 of this Guide for general application procedures, including Table 4.2 for a summary of noticing requirements.

## 1. Decision Body

### a. Approval of Tentative Parcel Maps, Urban Lot Splits, Tentative Subdivision Maps, and Vesting Tentative Maps

The SRC is the designated decision-making body for all Tentative Parcel Maps with the exception of Urban Lot Splits and SB 35 Subdivisions. As Urban Lot Splits and SB 35 subdivisions are subject to a ministerial review process, the Planning Director is the designated decision-making body. The Planning Commission is the designated decision-making body for all Tentative Subdivision Maps. The Board of Supervisors is the decision-making body for all Vesting Tentative Maps, and matters relating to Tentative Parcel Maps and Tentative Subdivision Maps in those instances when these maps are filed with an application for a General Plan Amendment, Rezone or Community Plan Amendment. The following exceptions in the case of special circumstances are provided in the County Land Development Ordinance (Title 22).

- 1) **Inconsistent with General Plan Policy AG-7.** The Planning Commission is the designated decision-making body to all matters relating to all Tentative Subdivision Maps and Tentative Parcel Maps located within an area designated as agricultural cropland, general agriculture, agricultural-urban reserve, and agricultural-recreation reserve lands in the General Plan when the proposed land division is consistent with the Code, but inconsistent with General Plan Policy AG-7. Proposed maps that are consistent with zoning, but inconsistent with General Plan Policy AG-7 shall not be approved unless the Planning Commission finds, in writing, that the proposed subdivision will not deter the General Plan objective to maintain and enhance agricultural production capability.
- 2) **Inconsistent with the Airport Comprehensive Land Use Plan (CLUP).** The Board of Supervisors is the decision-making body after a recommendation from the Planning Commission as to all matters relating to Tentative Subdivision Maps and Tentative Parcel Maps located within the area regulated by any CLUP, which does not comply strictly with the policies of the CLUP, upon making the findings by a 4/5 vote.
- 3) **Tentative Subdivision Maps that utilize less than one-half of allowed density.** The Board of Supervisors is the decision-making body after a recommendation from the SRC and Planning Commission as to all matters relating to all Tentative Subdivision Maps involving 20 or more units which utilize less than one-half of allowed density as set forth in the Code.

## 2. Final Verification of Tentative Parcel Maps and Tentative Subdivision Maps

After a decision to approve a Tentative Parcel Map or Tentative Subdivision Map, the map shall be reviewed by the Sacramento County Engineering Department for final verification before it shall be deemed a Final Map. No building permit shall be authorized until a Final Map is approved.

## 4.4. Special Permit Procedures

### Types of Special Use Permits

- **Minor Use Permit**

A Minor Use Permit is required for uses that because of their unique and special characteristics make impracticable or undesirable their inclusion as permitted uses.

- **Conditional Use Permit**

A Conditional Use Permit is required for uses that have the potential for significant impacts on the surrounding area, and need public review and a noticed hearing to help determine whether and under what conditions the use may be appropriate for a given property.

- **Temporary Use Permit/Administrative Permit**

A Temporary Use Permit is required for temporary uses and events. This category also includes miscellaneous administrative permits, such as vacation rentals.

### Types of Special Development Permits

- **Alternative Design**

A Special Development Permit is required for development that, because of location, size, or other characteristics does not meet the strict Code development standards for the zoning district, including parking, and permits greater flexibility and alternative compliance to these standards.

- **Density Bonus**

A Density Bonus allows for an increase in the number of dwelling units based on special project characteristics, including proximity to transit, the provision of affordable housing, provision of special amenities, or use of land conservation practices, as described in [Section 6.4.6](#).

### What is the Process?

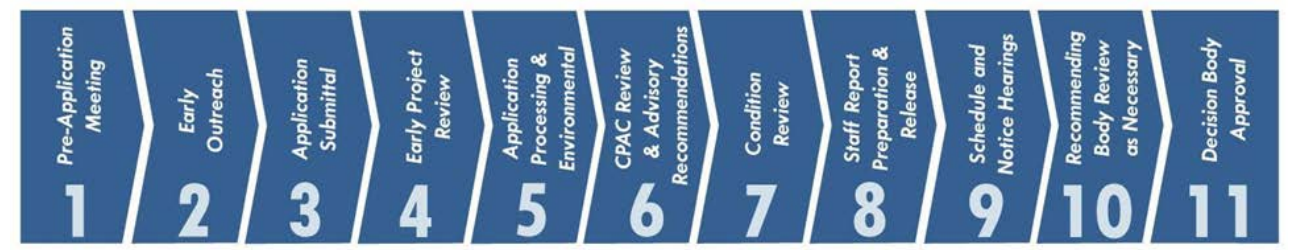
Special permits are reviewed pursuant to the standards in [Section 6.4](#), and the general steps indicated in Table 4-6, below.

### Who is Involved?

Review/decision authorities and required review steps in the table (below) apply when an application is processed individually. Such authorities may change for bundled applications. The decision body for a bundle is the highest-ranking body with authority to hear any application in the bundle, as described in Step 5, Section 4.1, of this Guide.

**Table 4-6: Special Permit Application Review/Decision/Appeal**

KEY: BOS = Board of Supervisors  
 H= Hearing Required BZA = Board of Zoning Appeals  
 CC = County Counsel PRC = Project Review Committee  
 CPAC = Community Plan Advisory SRC = Subdivision Review Committee  
 Councils PC = County Planning Commission  
 DRA/DRAC = Design Review PD = Planning Director  
 Administrator/Design Review Advisory Committee ZA = Zoning Administrator



Application Type	General Steps [1] (Title 22 Section)	Review Body	Decision Body	Appeal Body
Minor Use Permit	Steps 3, 5, 11; CEQA review; Step 2 is optional (Section 6.4.2)	-	PD	BZA
Conditional Use Permit Approved by the ZA	Steps 1-8; CEQA review; Step 2 is optional (Section 6.4.3)	DRA/DRAC, CPAC	ZA	BZA
Conditional Use Permit Approved by the PC	Steps 1-11; CEQA review (Section 6.4.3)	DRA/DRAC, CPAC	PC-H	BoS
Conditional Use Permit Approved by the BoS		DRA/DRAC, CPAC, PC-H	BoS-H	-
Temporary Use Permit/Administrative Permit	Steps 3,5,11; no CEQA review (Section 6.4.7)	PD	PD	BZA
Minor Special Development Permit	Steps 3, 5, 11; CEQA review; Step 2 is optional (Section 6.4.2)	-	PD	BZA
Special Development Permit by ZA	Steps 1-8; CEQA review (Section 6.4.6)	DRA/DRAC, CPAC	ZA	BZA
Special Development Permit by PC	Steps 1-11; CEQA review (Section 6.4.6)	PD, DRA/DRAC, CPAC	PC-H	BoS

**Notes:**

[1] Refer to Section 4.1 of this Guide for general application procedures, including Table 4.2 for a summary of noticing requirements.

[2] If the CPAC recommends denial, the application is heard by the Planning Commission.



## 4.5. Other Application Procedures

### Application Types

- **Interpretations**

Interpretations allow individuals to request a formal interpretation of any of the Code's standards, including whether a specific use is permitted within a particular zoning district.

- **Variances**

In certain cases such as may be required by a zoning agreement or Neighborhood Preservation Area, a Variance may be required to provide limited relief from the requirements of the Code where strict application of particular requirements will create a practical difficulty or unnecessary hardship, prohibiting use of the land in a manner otherwise allowed by the Code.

- **Certificate of Nonconforming Use**

A Certificate of Nonconforming Use is required to allow continuation of a nonconforming use of land or buildings, subject to the standards for nonconformance in [Section 6.5.2](#).

- **Public Convenience or Necessity Letter (PCN)**

Applicants applying for a State license to sell alcoholic beverages within the unincorporated area of Sacramento County from the Department of Alcoholic Beverage Control (ABC) may also be required to apply for a Public Convenience or Necessity Letter (PCN). A PCN letter will be required if the location is within an area (census tract) designated by ABC to be over-concentrated with establishments selling liquor or located in an area determined to be a high crime concern by the Sheriff. The process for issuing this PCN letter per Sacramento County Code 4.60, involves public hearings before the CPAC and the Board of Supervisors.

### What is the Process?

Other common applications, not described in earlier sections, are reviewed pursuant to the standards in [Section 6.5](#) and the general steps indicated in Table 4-7, below.

### Who is Involved?

Review/decision authorities and required review steps in the table below apply when an application is processed individually. Such authorities may change for bundled applications. The decision body for a bundle is the highest-ranking body with authority to hear any application in the bundle, as described in Step 5, Section 4.1, of this Guide.

Table 4-7: Other Application Review/Decision/Appeal				
<b>KEY:</b> H= Hearing Required  General Steps Key		BOS = Board of Supervisors BZA = Board of Zoning Appeals CC = County Counsel CPAC = Community Plan Advisory Councils DRA/DRAC = Design Review Administrator/Design Review Advisory Committee		PRC = Project Review Committee SRC = Subdivision Review Committee PC = County Planning Commission PD = Planning Director ZA = Zoning Administrator
Application Type	General Steps [1] (Title 22 Section)	Review Body	Decision Body	Appeal Body
Variances	Required: 1-11 (Section 6.5.1)	CPAC	ZA-H, BoS	BoS or BZA
Certificate of Nonconforming Use	Required: 1-11 (Section 6.5.2)		PD	BZA
Interpretations	Steps 1-5 and 6-8; no CEQA review; Step 2 is optional (Section 6.5.3)		PC-H	BoS
Public Convenience or Necessity Letter (PCN)	Steps 3,5,6; no CEQA review; Step 2 is optional	CPAC	BoS	-
<b>Notes:</b> [1] Refer to Section 4.1 of this Guide for general application procedures, including Table 4.2 for a summary of noticing requirements.				

## 4.6. Appeals, Amendments, Enforcement, and Revocation Procedures

### Appeals

A person may appeal any decision made under the Code, according to this Section. Only final decisions may be appealed. Advisory recommendations or reports may not be appealed.

#### 1. How to Initiate an Appeal

Any person may initiate an appeal by filing a written Notice of Appeal with the Clerk of the Board or their designee, no later than 10 calendar days after the decision is made. A filing fee set by resolution of the Board of Supervisors and indicated in the User’s Guide shall accompany the Notice of Appeal. The 10-day period for filing the notice of appeal shall not be waived or increased, unless a longer period is provided for in the specific procedures of the Code or this Guide. The Notice of Appeal shall state the act or decision that is being appealed, the identity of the applicant and his interest in the matter, and shall set forth in a concise statement the reason(s) for the appeal.

#### 2. Effect of Filing Notice of Appeal

When a Notice of Appeal is filed, it shall have the effect of staying the issuance of any permit, variance, or certificate. Such issuance shall be stayed until the matter is

disposed of on appeal, and all records relating to the decision or act appealed have been transmitted to the Planning Director.

### **3. Community Interest Appeal**

The CPACs have the ability to file a free appeal of decisions of the Zoning Administrator, SRC, or Planning Commission with a finding of community wide significance. As the CPAC is the appellant with a community interest appeal, a CPAC member's attendance is required at the appeal hearing.

### **4. Appeal Body**

The body that shall hear the appeal is determined as follows:

- a. Decisions by the Planning Director and Chief Building Inspector can be appealed to the BZA, except that:
  - 1) If the action appealed may have a significant effect upon the environment as indicated by the CEQA document, then the decision is appealed to the Board of Supervisors;
  - 2) If the stated reason(s) for the appeal assert that Environmental Impact Report is deficient in any manner, including that an Environmental Impact Report should have been prepared but was not, then the decision is appealed to the Board of Supervisors; or
  - 3) If the action appealed relates to an adult use, then the decision is appealed to the Board of Supervisors.
- b. Non-discretionary design review approval by the Planning Director can be appealed to the Board of Zoning Appeals.
- c. Decisions by the SRC can be appealed to the Planning Commission.
- d. Decision by the Planning Commission can be appealed to the Board of Supervisors.

### **5. Appeal Hearings Before the BZA**

A date for a public hearing of the appeal shall be set by the Clerk of the Board of Supervisors. The BZA may review the entire proceeding or proceedings relating to the act or decision being appealed, and may rehear the matter de novo (i.e., hear the matter anew), and may make any order it deems just and equitable, including the granting of any permit. Any BZA hearing may be continued. All actions of the BZA shall be final.

### **6. Appeal Hearings Before the Board of Supervisors**

#### **a. Scheduling**

A date for a public hearing of the appeal shall be set by the Clerk of the Board of Supervisors for no later than 30 days following the date the Notice of Appeal is received.

#### **b. Notice**

- 1) Notice of the hearing shall be given in the same manner as for the original hearing, except where the matter being appealed is a recommendation by the Planning Commission against the adoption of a rezoning, in which case notice given shall be only as required by Section 65854 of the Government Code, unless additional notice is directed by the Board of Supervisors.

- 2) In addition to any other matters set forth in the notice, the notice of the hearing shall contain the following statement:

"The decision of the Board of Supervisors shall be final for all purposes, unless a court review thereof is commenced within 30 days after such a decision becomes final."

**c. Action**

The Board of Supervisors shall review the entire proceeding held before the Planning Commission, de novo (i.e., hear the matter anew), and may make any order it deems just and equitable, including the grant of any permit. Any hearing of the Board may be continued from time to time. Any decision of the Board, pursuant to the Code, shall be final for all purposes and shall be subject to the limitations of court actions established in subsection d, below.

**d. Limitation of Court Actions**

Any court action or proceeding to attack, review, set aside, void, or annul any appeal decision, proceeding, act or determination by the BZA or by the Board of Supervisors, or to determine the reasonableness, legality, or validity of any condition attached thereto, shall be commenced within 30 days after the date such decision becomes final.

## Amendments to an Approval

**1. Minor Amendments in Substantial Compliance**

Minor amendments to any permit or other form of approval may be approved by the Planning Director, and may be authorized without additional public hearings. Such minor amendments may be authorized by the Planning Director as long as the development approval, as amended, is determined to be in substantial compliance with the approval by the original decision-making body and any approved development plans, is relatively minor in nature, and continues to comply with the standards of the Code. Minor amendments shall be reviewed on a time and materials basis.

**2. Major Amendments**

Any amendment to an approved application that, in the opinion of the Planning Director, is not in substantial compliance with the original approval as provided in paragraph 1., above, shall be considered a major amendment, including:

- a. An increase in the approved number of dwelling units that exceed allowable density requirements or triggers additional new environmental impacts; or
- b. An increase in the amount of square footage of a non-residential land use or structure that exceed permitted development intensity requirements or triggers additional new environmental impacts; or
- c. Results in a change in the housing mix or use ratio that is inconsistent with the standards of the Code; or
- d. Triggers additional environmental review issues under CEQA, or other law, not adequately addressed in previous project reviews; or
- e. Results in a change in the character of the development, previously approved.

A major amendment to an approved application shall be accomplished in the same manner as the initial approval, however to be expected at a reduced fee, to be performed on a time and materials basis.

## Termination of Approval

### 1. Lapse

An approval shall lapse when the activity approved by the application has not occurred or begun prior to the lapse period. Except where otherwise noted below, or as granted by a decision body in a specific approval, the lapse period shall be three years after the date of decision.

- a. **Development Agreement.** The lapse period for a Development Agreement shall be as set forth in the Development Agreement.
- b. **Subdivision Processes.** The lapse period for a Tentative Parcel Map, Tentative Subdivision Map, Tentative Vesting Map, or Boundary Line Adjustment shall be three years from the date of approval, except when extended as provided in the County Land Development Ordinance (Title 22), or by the California Government Code.

### 2. Extension of Lapse Period

The lapse period may be extended when all of the following conditions exist:

- a. The specific procedure must expressly allow that an extension may be granted;
- b. An extension request must be filed prior to the applicable lapse-of-approval deadline; and
- c. The extension request must be in writing and include justification acceptable to the decision body.

Authority to extend the lapse period shall rest with the decision-making body that granted the original approval.

### 3. Revocation

- a. An approval, such as a building permit, may be revoked by the County based on non-compliance with the provisions of the Code or the conditions of the project approval. Section 6.6, "Enforcement," sets out the procedures and requirements for revocation.
- b. Section 6.4.1.G sets out the procedures for revocation of discretionary permits, such as conditional use permits.

### 4. Termination

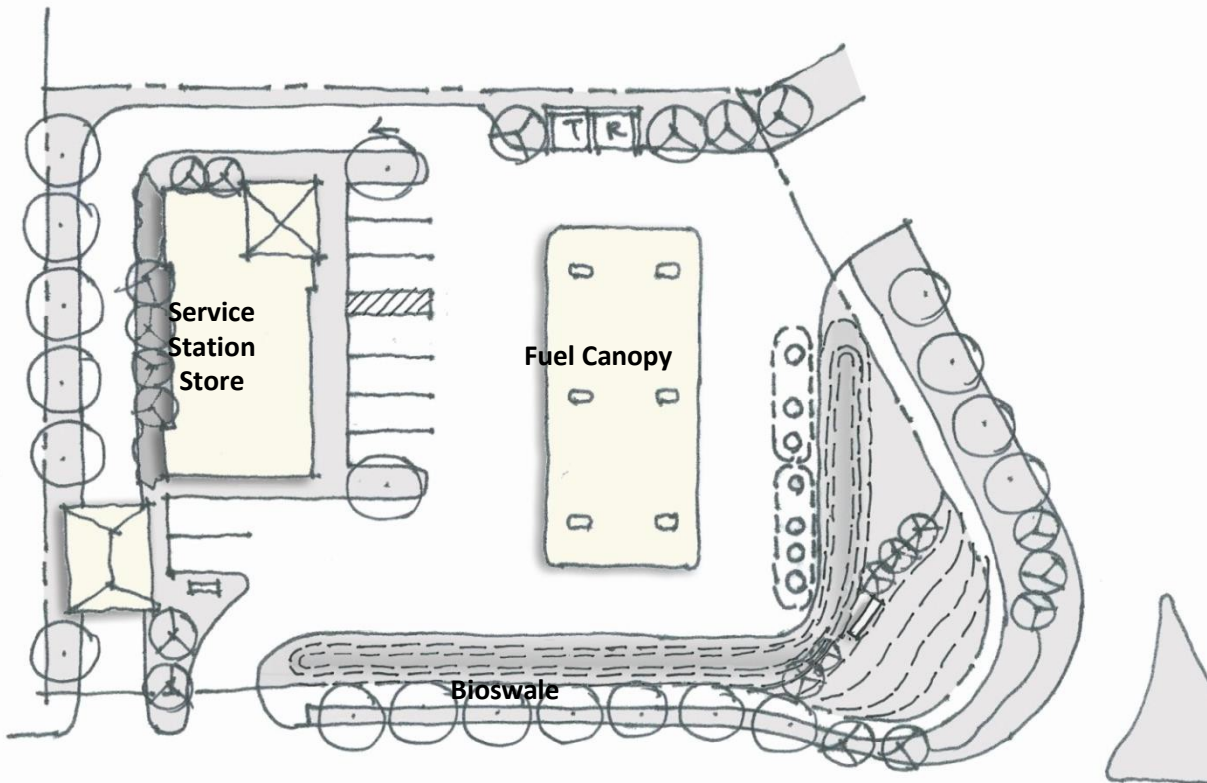
- a. **Development Agreement.** Either party may propose termination in whole or in part of any Development Agreement. Termination shall be by mutual consent of the parties. If the Board initiates termination, it shall be based on the findings of periodic review. Notice and hearing for termination shall be as for notice and hearing for a major amendment.

## 5. APPLICATION OF THE CODE TO DEVELOPMENT EXAMPLES

Two scenarios for development examples, with illustrated site plans, are provided in this section to demonstrate how to navigate the Code, application procedures, and other regulations that may be required in order to develop land within the County. Each development scenario includes a brief description followed by an explanation of how the Code can be used to determine allowable uses on the property, applicable development standards, design guidelines, and the application procedures to obtain the necessary land use entitlements. All references are to applicable Code sections and tables, unless otherwise indicated.

### Project Example I:

*An existing primary automotive service station is proposed for redevelopment on a parcel that is approximately 0.7 acres in size and located in the GC zoning district. The parcel is located within 500 feet of a residential zone and is surrounded by commercially-zoned properties in the ABC community. The project will include the demolition of all existing facilities, and the addition of a new 24-hour convenience store and car wash. The fuel islands will be relocated and 4 additional pumping stations will be added, for a total of 12 pumping stations. A new canopy with a design clearance height of 16 feet is proposed over the new fuel islands, which will deviate from the Code height standards. The location of the on-site underground storage tanks will also be relocated.*



**Figure 5-1:** Primary Automotive Service Station Site Example

## A. Determining Allowable Uses on the Property

### 1. Refer to Table 3.1 to determine if the use is permitted in the Zoning District.

Auto service stations are listed as a vehicle-related use, under the commercial category. The project is permitted in the GC zoning district, but requires a conditional use permit by the Planning Commission. In addition, a Public Convenience or Necessity Letter (PCN) for alcohol sales may be necessary by the Board of Supervisors if the location is within an area (census tract) designated by the Department of Alcoholic Beverage Control to be over-concentrated with establishments selling liquor or located in an area determined to be a high crime concern by the Sheriff.

### 2. Refer to the applicable use standards for *Primary Automotive Service Stations* in Section 3.7.9.C. Note that there may be restrictions on convenience store operations such as hours, alcohol sales, security measures, and signage, if the location is within 500 feet of a residential zoning district or within 1,000 feet of a public or private school (K-12).

### 3. Refer to applicable accessory or temporary use standards.

The project includes a car wash, subject to general accessory use standards in Section 3.9.3 and Table 3.2, as noted in the use standards for automotive service stations.

## B. Determining Standards for Development

### 1. Refer to the applicable development standards for the zoning district.

The project shall be subject to the building setback, envelope, and other development standards for the commercial zoning districts in Section 5.5, and the use standards for automotive services station in Section 3.7.9.C. Use of alternative development standards than provided in the Code may be permitted through a Special Development Permit.

### 2. Refer to other applicable general development standards or regulations.

Review the project for compliance with the general standards for landscaping Section 5.2.4 and walls and fences in Section 5.2.5; parking standards in Section 5.9; and signage standards in Section 5.10.5.

Special project site considerations may include complying with required vehicular parking and bicycle parking standards; accommodating pedestrian and transit access; addressing site and landscaping design issues, including security landscaping along fence and property lines that discourage trespassing or other undesired activities in landscaped areas out of public visibility, appropriate shading for parking areas, screening of trash and storage areas, and treatment of stormwater runoff. The project shall also comply with on-site source control measures, in accordance with the latest version of the *Stormwater Quality Design Manual for the Sacramento and South Placer Regions*.

### 3. Determine if the project is consistent with the vision of the General Plan and/or other applicable Community Plans.

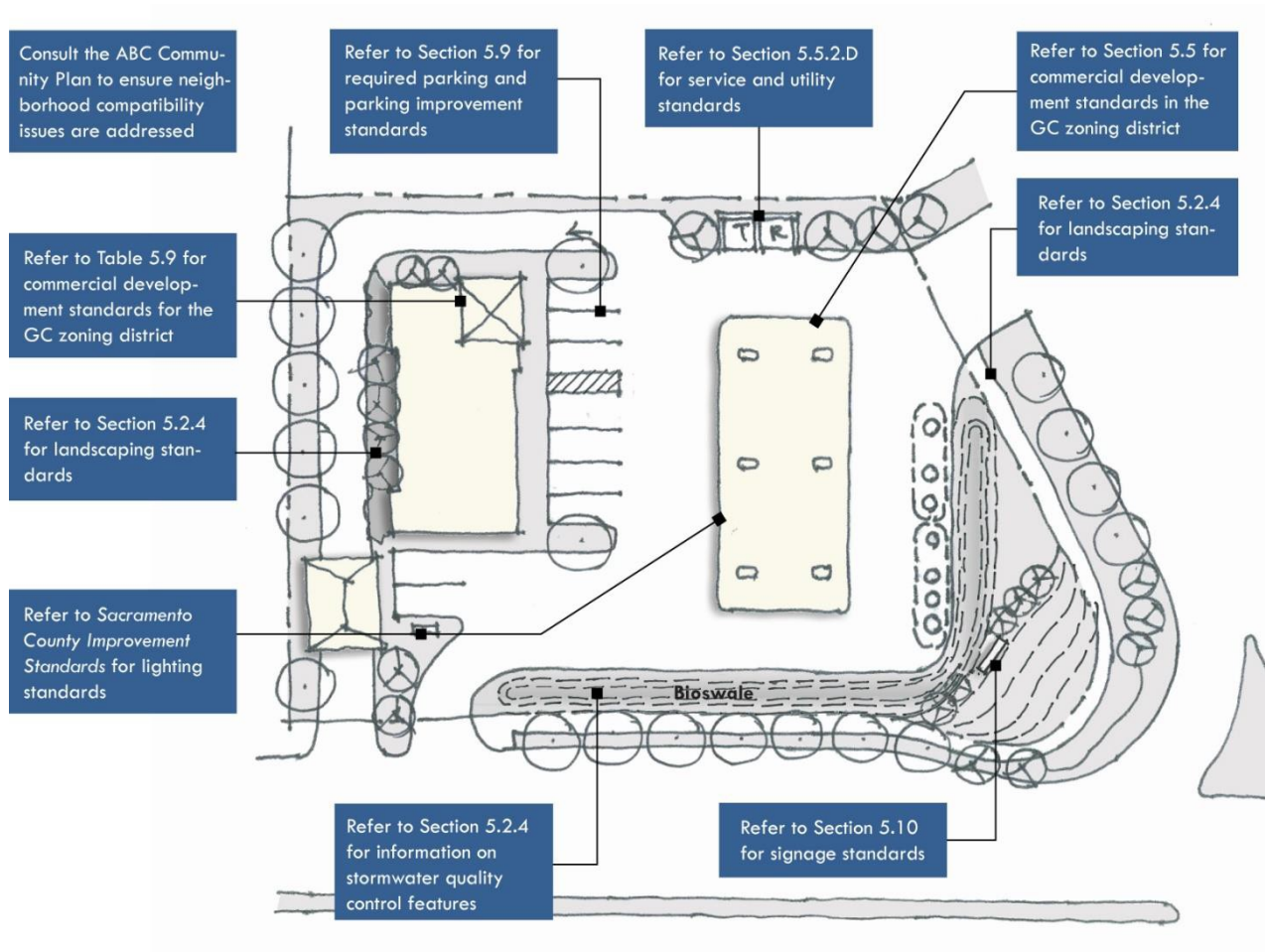
The project is consistent with the vision and policies of the *General Plan* and *ABC Community Plan*.

**4. Determine if the project is located in a Special Planning Area or Corridor Planning Area.**

The project is not located within a Special Planning Area or Corridor Planning Area and thus, not subject to other applicable County regulations.

**5. Determine if the project requires Design Review.**

Since the project is a commercial use, it is subject to Design Review in accordance with the *Countywide Design Guidelines* and design guidance in the *ABC Community Plan*, and other applicable regulating plans, as addressed below.



**Figure 5-2: Zoning Code References for Primary Automotive Service Station Site**



**C. Determining Applicable Design Guidelines**

**1. Consult the Countywide Design Guidelines**

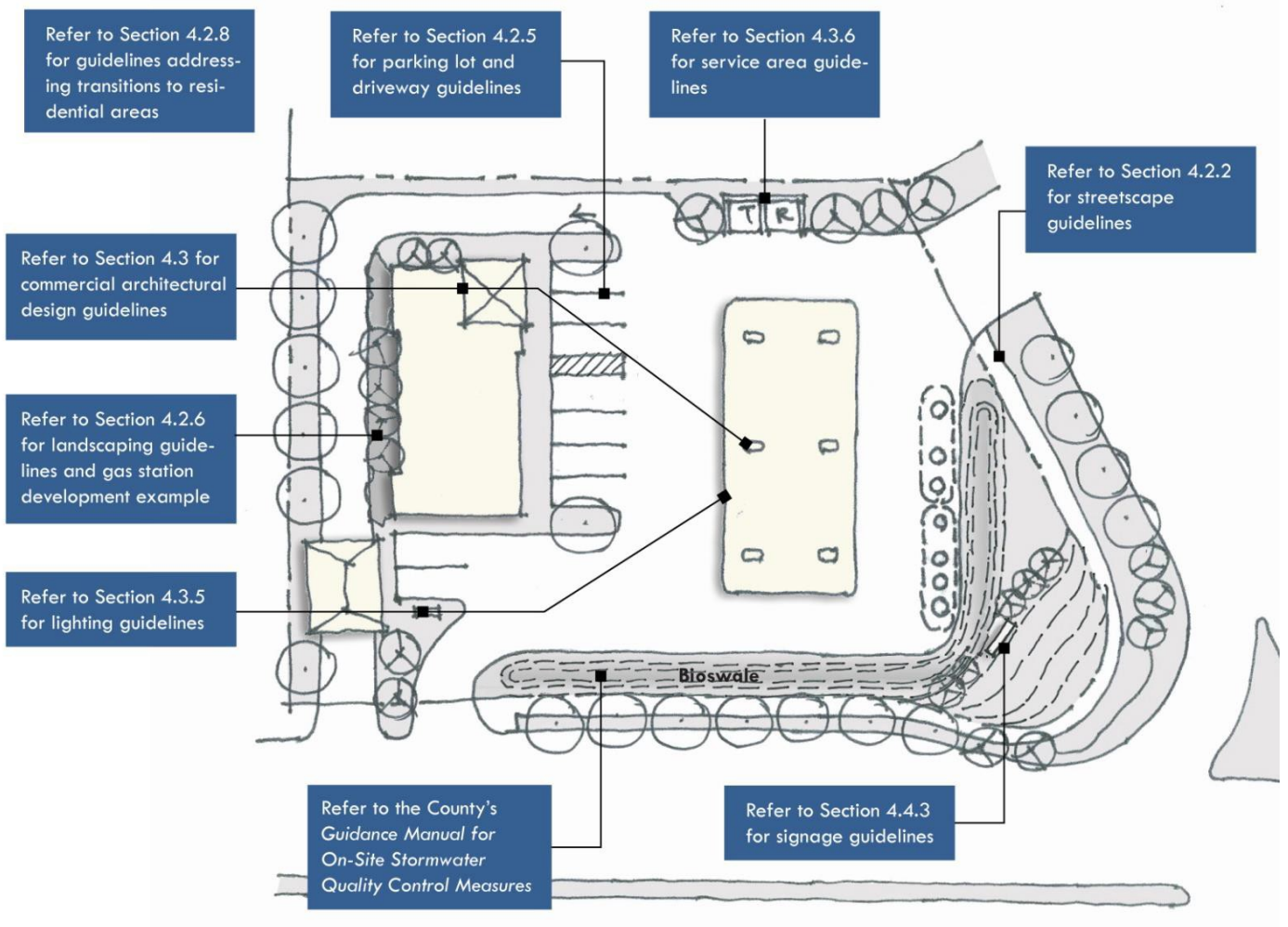
Review the Commercial Guidelines chapter, including design objectives and applicable design guidelines for the project site. Figure 5-2, above, identifies the sections of the Design Guidelines that should be consulted for specific elements of the project’s design.

**2. Consult the ABC Community Plan**

Review design guidance in the ABC Community Plan to ensure the project is designed to address the goals and needs of the community.

**3. Consult Other Applicable Design Guidance**

Refer to applicable guidance on on-site stormwater quality control measures in the County’s *Guidance Manual for Onsite Stormwater Quality Control Measures*.



**Figure 5-3:** Design Guideline References for Primary Automotive Service Station Site

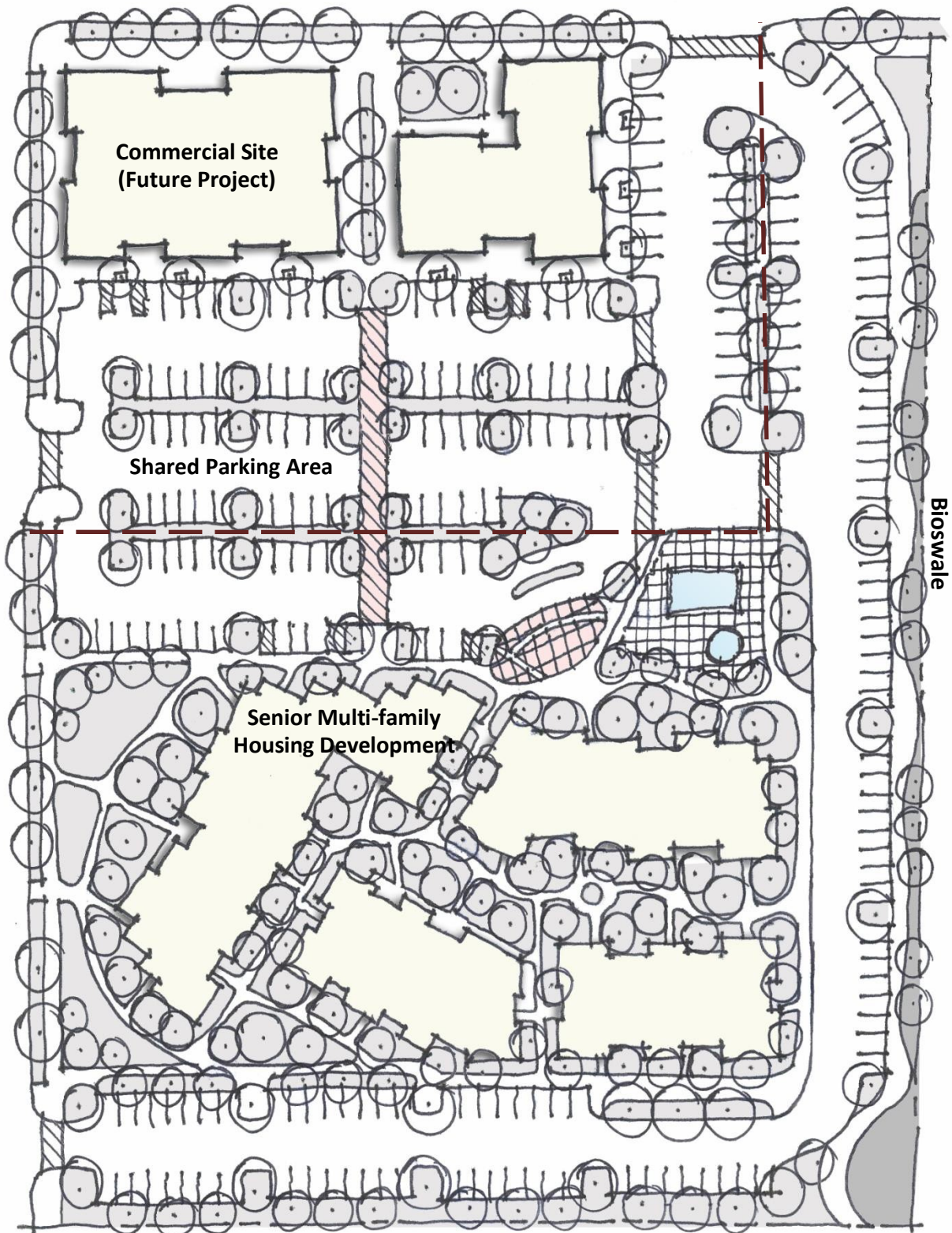
## D. Determining Application Procedures

1. **Pre-application Meeting.** A pre-application meeting is highly encouraged for a Conditional Use Permit, and can be used as a forum to discuss the project approach, process, and expectations, including special project considerations.
2. **Application Submittal.** Submit a general application form, requesting the following application review and including applicable justification statements, neighborhood outreach plans, and project narratives.
  - a. Conditional Use Permit
  - b. Early Outreach Effort Summary
  - c. Design Review (refer to additional non-discretionary Design Review submittal requirements)
  - d. Special Development Permits, Variances, or Special Review of Parking are not assumed to be required for this project scenario, but would be necessary if not consistent with existing Code standards.
3. **Application Processing.** Application processing may be bundled, as described in [Step 4](#) in Section 4.2 of this Guide. The most restrictive application process; in this case, the Use Permit determines the application review, approval, and timing for the application process. Applicable review and approval bodies shall be as indicated for the application type, addressed in Sections 4.3 through 4.7 of this Guide.
4. **Environmental Review.** The project is determined to require a negative declaration under the CEQA analysis.

## Project Example 2:

*An infill development is proposed on an underutilized commercial parcel of approximately 7.0 acres in size and located in the LC zoning district. The parcel is located on a busy thoroughfare and is surrounded by commercially-zoned properties in the XYZ community. The project will include the demolition of the existing commercial buildings and construction of 2 new commercial buildings and a 160-unit affordable senior housing complex. The senior housing will include common areas, support amenities; and a large surface parking area. As an urbanized site with existing uses, infrastructure is already in place for public sewer and water.*

*The commercial uses are allowed by right in the LC zoning district, but in this case, the uses will share a common parking area, and since the overall project will not meet the Code parking standards, a Special Development Permit will be necessary. The applicant is requesting a Use Permit to build the senior housing units at a density of 39 units per acre. The senior housing will consist of one-, two-, three-, and four-story buildings, which will include mostly one-bedroom units of 600 square feet. All units will have covered decks and patios. The applicant is also requesting a Special Development Permit for an alternative site design, and Design Review.*



**Figure 5-4:** Commercial Site Example with Senior Housing

## A. Determining Allowable Uses on the Property

### 1. Refer to Table 3.1 to determine if the use is permitted in the Zoning District.

Residential uses, including multi-family dwellings, up to 30 dwelling units per acre are permitted by right in the LC zoning district, with 40 dwelling units per acre permitted in commercial zoning districts, adjacent to transit. Since the project is served by bus routes, providing 15-minute service to the site, seven days a week, and is envisioned to be served by a future bus trunk line, the project qualifies to have a density of up to 40 dwelling units per acre. However, since the project includes more than 150 units, it requires a Conditional Use Permit by the Planning Commission.

### 2. Refer to additional use standards for Multifamily Dwellings in Section 3.5.1.C.

### 3. Refer to applicable accessory or temporary use standards.

The project includes a swimming pool and spa, gazebos, bocce ball court, and pet area, subject to accessory use standards in Section 3.9.2 and Table 3.2.

## B. Determining Standards for Development

### 1. Refer to the applicable development standards for the zoning district.

The project proposes to utilize an alternative design, rather than the development standards required by the zoning district.

### 2. Refer to other applicable general development standards or regulations in the Zoning Code.

Review the project for compliance with the landscaping standards in Section 5.2, parking standards in Section 5.9, and signage standards in Section 5.10. The project requires a Special Development Permit to reduce the overall number of parking spaces required by the standards in Section 5.9. The project is also subject to the fulfilling the requirement of the County's Affordable Housing Ordinance.

### 3. Determine if the project is consistent with the vision of the General Plan and/or other applicable Community Plans.

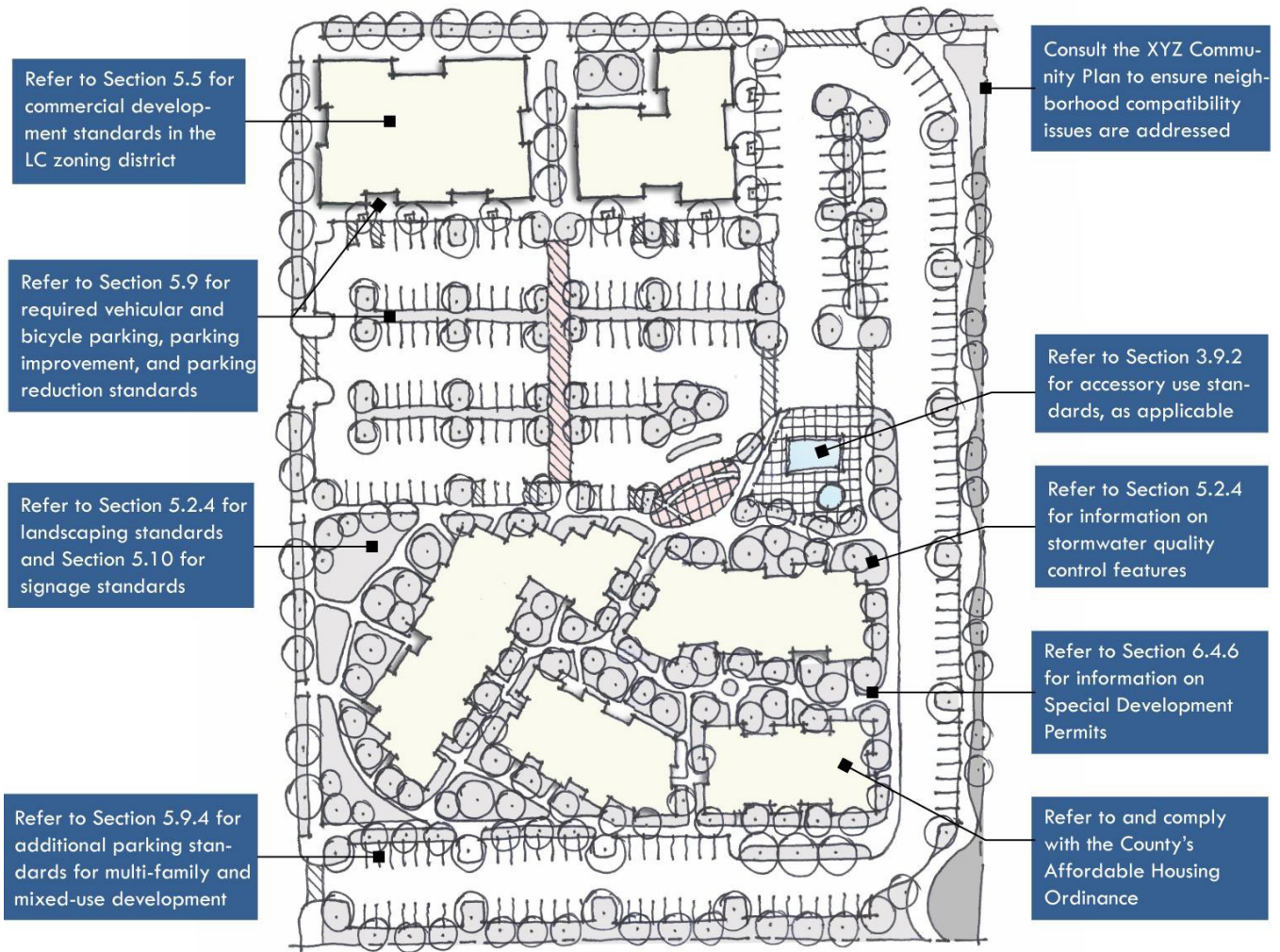
The project is consistent with the vision and policies of the General Plan and XYZ Community Plan.

### 4. Determine if the project is located in a Special Planning Area or Corridor Planning Area.

The project is not located within a Special Planning Area or Corridor Planning Area and thus, not subject to other applicable County regulations.

### 5. Determine if the project requires Design Review.

Since the project is a multi-family residential use, it is subject to Design Review in accordance with the County's Design Guidelines and any applicable design guidelines in the XYZ Community Plan.



**Figure 5-5:** Zoning Code References for Commercial Site with Senior Housing

### C. Determining Applicable Design Guidelines

#### 1. Consult the Countywide Design Guidelines

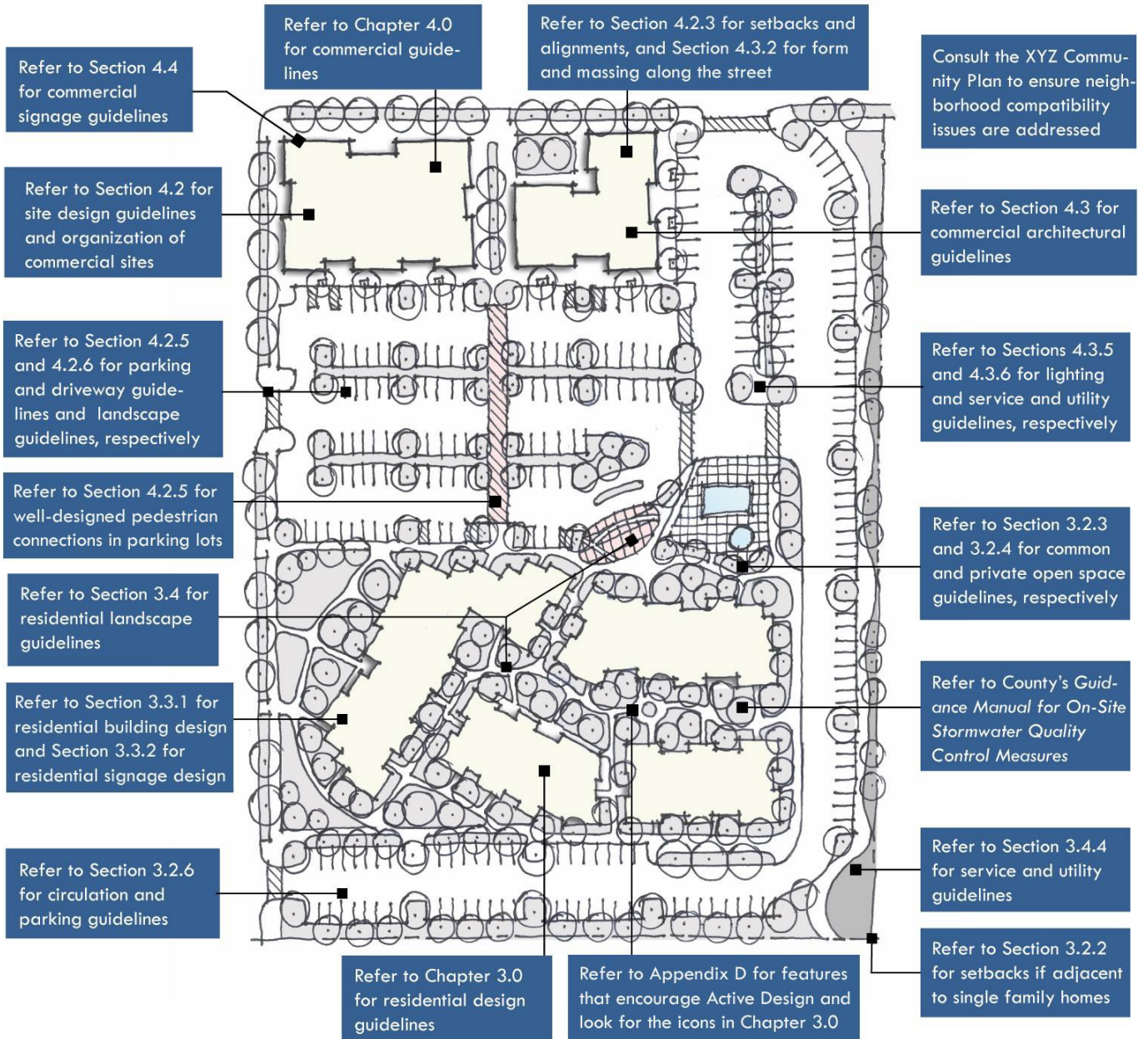
Review the Multifamily Design Guidelines chapter for applicable design guidelines for the residential site and Commercial Design Guidelines chapter for applicable design guidelines for the commercial site. Figure 5-6, below, identifies the sections of the Design Guidelines that should be consulted for specific elements of the project's design.

#### 2. Consult the XYZ Community Plan

Review design guidance in the XYZ Community Plan to ensure the project is designed to address the goals and needs of the community.

### 3. Consult Other Applicable Design Guidance

Refer to applicable guidance on on-site stormwater quality control measures in the County's *Guidance Manual for Onsite Stormwater Quality Control Measures*.



**Figure 5-6:** Design Guideline References for Commercial Site with Senior Housing

#### **D. Determining Application Procedures**

- 1. Pre-Application Meeting.** A pre-application meeting is highly encouraged for multifamily housing projects of more than 150 units.
- 2. Application Submittal.** Submit a general application form requesting the following, with applicable justification statements, neighborhood outreach plans, and project narratives.
  - a. Conditional Use Permit
  - b. Special Development Permit for alternative design and shared/reduced parking
  - c. Early Outreach Effort Summary
  - d. Design Review (refer to additional discretionary Design Review submittal requirements)
  - e. Affordable Housing Plan
- 3. Application Processing.** Application processing shall be bundled, as described in Step 4 of Section 4.1 of this Guide. The most restrictive application process; in this case, the Conditional Use Permit and Special Development Permit shall determine the application review, final approval, and timing of the application process. Applicable review and approval bodies shall be as indicated for the application types addressed in Sections 4.3 through 4.7 of this Guide.
- 4. Environmental Review.** The project is determined to require a Mitigated Negative Declaration under the CEQA analysis.