

Non-Entitlement Planning Review (PLNR) Application

Form ID: PER-002

Instructions. Select the desired Non-Entitlement Planning Review, complete the following form, attach any relevant exhibits, and submit:

- By email to **planning-applications@sacounty.gov**; or
- Submit in person at the Downtown Building Assistance Center (BAC) (see our [Counter Service page](#) for details on visiting the BAC).

Fee Estimate. For an estimate on the cost of a Non-Entitlement Planning Review, visit our [Fee Calculator](#), select fee code "PRF – Planning Review Hourly Rate" and enter in the quantity based on the hours of review notated in this application.

Please note that the review times listed below are intended to cover the typical processing time for each type of request. However, some requests can be extensive and require additional time. If additional time is required to complete the request, the applicant will be informed after initial review by the lead planner and supplemental fees will be requested on an hourly basis based on the "PRF" fee.

This application is not for review of draft development plans. For review of a draft development proposal, please apply for a Pre-Application Meeting or Planning & Environmental Review Consultation (Form PER-090).

1.5 Hour Reviews

Zoning Verification Letters / Burn-Down Letters

Requests for general zoning information such as Planning entitlement history of site, information on legality of use (i.e. permitted or non-conforming) and information on reconstruction if destroyed.

One application may include all contiguous parcels that are part of the same project, or up to two non-contiguous parcels where same information is being requested.

Wireless Community Facility (WCF) / Cell Tower Eligible Facilities Request

3 Hour Reviews

Accessory Dwelling Unit Standards

Requests for any of the following:

- Minor deviation to front or side street yard setback to allow for development of up to an 800 square foot ADU.
- Allowance for an 18-foot tall detached ADU based on roof pitch compatibility with the primary dwelling.

Senate Bill 9 (SB-9) Standards

Requests for any of the following:

- Minor deviation to front or side street yard setback to allow for development of up to an 800 square foot secondary dwelling unit (SDU) when not submitted as a part of an Urban Lot Split application.
- "Single family zoning" eligibility review for properties located in a Special Planning Area (SPA) where there is not an underlying zoning district (i.e. RMU/CMU-C zone)

Planning Director's Determination

Requests for determination of the applicable use classification for a use or definition not listed pursuant to Section 3.2.4 along with any other requests for interpretations of the Zoning Code by the Planning Director.

Tentative Map Expiration Date or Extension Eligibility Research Request

Buildability Determination for Nonconforming Lots of Record (SZC 1.9.2)

Miscellaneous Research Request Not Covered by Other Categories

Please only select after contacting Planning staff. Please attach correspondence with Planning staff.

4 Hour Reviews

Administrative Parking Reduction Requests.

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

5 Hour Reviews

Substantial Compliance Determinations

Requests for a determination on whether a minor deviation to a previously approved Planning permit is substantially compliant with the original approval.

Approved Planning Permit Control Number (PLNP/DRCP/PLNR): _____

Project Information:

Project Name: _____

Project Site Address(es): _____

Project Assessor Parcel Number(s): _____

Applicant Information:

Applicant Name (first and last name): _____

Applicant Company (if applicable): _____

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

Applicant Phone Number: _____

Applicant Email Address: _____

Description of Request (attach additional pages as necessary):

Applicant Signature: _____ Date: _____

Property Owner's Authorization (SUBSTANTIAL COMPLIANCE DETERMINATIONS ONLY!)

Owner or Owner's Agent's Name: _____

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

Applications for Substantial Compliance Determinations will **not be accepted** without signature(s) of legal property ownership or official agent / authority to file. Signatures must either be electronic certified signatures (i.e. Adobe and DocuSign) or scanned wet signatures. Signatures using a cursive typeface are not acceptable.