

County of Sacramento

Planning and Environmental Review (PER)
827 7th Street, Room 225
Sacramento, CA 95814
(916) 874-6141

For staff only
Control No.

PRE-APPLICATION MEETING APPLICATION FORM

Select Meeting Type:

- Pre-Application Meeting (PAM)** - Multi-Department Meeting. This is a 45-minute meeting with representatives of Planning and Environmental Review (PER); Site Improvement and Permits (SIPS); Department of Water Resources, Sacramento Metropolitan Fire District, and the Department of Transportation (DOT) to review draft development proposals.
 - Fee: \$1,450.53 (current as of July 1, 2025; for current fees, visit our [Planning Fees Page](#) and review fee code "PAM")
 - Projects outside of Sacramento Metropolitan Fire District’s jurisdiction will not be charged Fire District Review (FDR) fees.
 - Meetings are held every Thursday and last 45 minutes. Upon receipt of the below materials and confirmation of payment, staff will process the materials and schedule an appointment on a **first-come, first-serve basis with a minimum lead time of 2 weeks**. Appointment date is dependent on the number of PAMs already in the queue.

- PER Consultation (PERC)** - Planning and Environmental Review (PER) Meeting only. This is a 45-minute meeting with a representative from PER. This meeting may be most appropriate for projects that will not require major off-site improvements or land use changes that do not include immediate development.
 - Fee: \$717.81 (current as of July 1, 2025; for current fees, visit our [Planning Fees Page](#) and review fee code "PERC")
 - **Meetings are held every 1st and 3rd Tuesday of the month**. Appointment availability is dependent on number of PERCs already in the queue.

Instructions:

- Complete and email the application form below with attached preliminary exhibits to planning-applications@saccounty.gov.
- In order to provide adequate preparation, staff will not schedule appointments in the same week that the applicant submits the necessary fee and materials.

Notes:

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

Project Information:

Project Name: _____

Project Site Address(es): _____

Project Assessor Parcel Number(s): _____

Applicant Information:

Applicant Name (first and last name): _____

Pre-Application Meeting Form

Applicant Company (if applicable): _____

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

Applicant Phone Number: _____

Applicant Email Address: _____

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

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

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

APPLICANT SIGNATURE: _____

Staff Use Only: Community: _____ Current GPLU: _____ Current Zoning: _____

Current Use: _____