



CITY OF SACRAMENTO

ENTITLEMENTS

Listed below are the requests that can be made with the Planning Permit Application. These requests are referred to as "Entitlements". Contact the Planning Division Public Counters if you have any questions concerning entitlements. The Planning Division Public Counters are located at 2101 Arena Blvd, Suite 200, Sacramento, California 95834; or at 1231 I Street, Room 200, Sacramento, California 95814. The telephone number is (916) 808-5656. Information and documents also can be obtained on our Website at <http://www.cityofsacramento.org>.

Following the list are the estimated processing timelines for each entitlement. Applicants should be aware that there are a number of factors that affect the timely processing of planning applications. The following are some of those factors:

- Availability of staffing versus the volume of planning applications
- Submission of Incomplete Applications;
- Public Controversy;
- Consensus Building;
- Applicant's Responsiveness; and
- Community Meetings

What Happens to Your Application Once It is Received?

The submitted application will receive an environmental determination, a project analysis and staff recommendation. Depending upon the request, the final decision making body will be the Design Review and Preservation Board, Planning Director, Zoning Administrator, Planning Commission or the City Council. Most decisions allow for an appeal process.

The application is structured with the goal of obtaining enough project related information to allow the Design Review and Preservation Board, Planning Director, Zoning Administrator, Planning Commission and City Council to make an informed decision on a project. At the time of application submittal, the provided information will be reviewed by staff at the Planning Division Public Counter for completeness. The submittal will not be accepted unless all required information has been provided. In addition, the applicant may be required to provide project details during the review of the application to address specific concerns and/or issues.

How Can Applicants Expedite the Processing of Their Projects?

There are no guarantees that a project will be approved by the City. However, the following tips should help make the process a successful one.

A. Review Site History.

1. Know your project site. Document all of the physical characteristics. Note unusual features.
2. Ask for records of project files for any applications that were previously filed on the project site.
3. Ask for any prior Building Permit records.

B. Review Adopted Planning Policies & Guidelines which apply to the project site.

1. Review General Plan provisions that pertain to the project site.
2. Review Community Plan Provisions that pertain to project size.
3. Specifically examine the Land Use Descriptions, height requirements, setback requirements, etc. Again, don't rely solely on summarized oral information obtained at the public counter.
4. Review adopted specific plans and design guidelines where applicable.

C. Comply with all Zoning Requirements.

1. Review the Zoning Ordinance and provisions that pertain to the project site. There is a nominal cost for a copy of an entire ordinance, or available online for free.
2. Don't rely solely on oral information at the public counter. Ask for copies of the specific code provisions and ask for clarification on those items you don't understand.

D. Use Quality Design Professionals.

The single most important aspect of a project is to obtain professional help when feasible to assist in the project's design. Architects, landscape architects, engineers and sign consultants are trained and practice in the development field. The quality of the plans and project presentation reflect on the applicant and the quality of the application.

E. Respect the Character of the Project Area.

A proposed development does not stop at the property lines. A multiple story granite and reflective glass office building next to a Victorian mansion creates a sharp contrast in character. Large buildings with no setback can screen the sunlight and street exposure to a smaller neighboring structure with gracious setbacks. The project designer should examine and give thoughtful consideration to the life of the building and its contribution to the community over the years.

F. Public Contact.

1. Obtain a copy of a mailing list of the project area. All public hearings include notification to neighbors within close proximity of the project site. Use the mailing list to provide your own correspondence.
2. Meet with the neighbors and community organizations. Get together with neighbors, property owners and tenants to discuss your proposal early in the process or prior to filing an application. Although they may not agree to portions of a project, they will generally respect the effort to keep them informed.
3. Follow up with outside agencies. Ask to be on the mailing list for all correspondence relating to the project site. When plans are referred to outside agencies, follow-up by making direct contact with those agencies to find out the status of the project review.

GENERAL PLAN AND COMMUNITY PLAN AMENDMENTS

The City of Sacramento General Plan and Community Plans are official policy statements of the City Council regarding long range community goals and objectives. These documents were adopted only after extensive study and public hearing by the Planning Commission and the City Council. Any change in the General Plan or Community Plans must also go through the same process of study, review and public hearings by the Planning Commission and the City Council.

REZONES

The City of Sacramento Zoning Ordinance may be amended by reclassifying property from any zoning district to any other zoning district provided that any such amendment is consistent with the City of Sacramento General Plan. Rezone applications require actions by the Planning Commission and the City Council. The Planning Commission makes a report of its findings and recommendations with respect to the proposed amendment, and files it with the City Council. Upon receipt of the Planning Commission's report, the City Council sets the matter for public hearing. The decision of the City Council is the final action on such applications.

SPECIAL PERMITS

A Special Permit is a zoning instrument used primarily to review the location, site development, or conduct of certain land uses. These are uses that generally have a distinct impact on the area in which they are proposed to be located, or are capable of creating special problems for bordering properties unless given special attention. A Special Permit is granted at the discretion of the Planning Commission, the Zoning Administrator, or the Planning Director. It is not an automatic right of any applicant. In considering an application for a special permit, the following guidelines are observed.

1. **Sound Principles of Land Use:** A Special Permit shall be granted upon sound principles of land use.
2. **Not Injurious:** A Special Permit shall not be granted if it will be detrimental to the public health, safety or welfare, or it results in the creation of a nuisance.
3. **Must Relate to a Plan:** A Special Permit use must comply with the objectives of the General or Specific Plan for the area in which it is to be located.

When allowing a project, the approving body may impose conditions on the Special Permit to insure that the proposed use will not be detrimental to its surroundings. A Special Permit is also known as a Conditional Use Permit, Special Use Permit, or Use Permit.

VARIANCES

A variance is a request to modify or waive a requirement of the Zoning Ordinance. The Zoning Ordinance provides for variances because the strict application of a given set of requirements, will, when applied to the development of all parcels of land in the City, occasionally result in a practical difficulty or unnecessary hardship for some property owner. Variances are granted at the discretion of the Planning Commission and the Zoning Administrator. It is not an automatic right of any applicant. There are certain ground rules, however, which govern the consideration of any variance request.

1. **No Special Privilege**: A variance cannot be a special privilege extended to one individual property owner. The circumstances must be such that the same variance would be appropriate for any property owner facing similar circumstances.
2. **Use Variance Prohibited**: The consideration of “use variances” is specifically prohibited. These are variances that request approval to locate a use in a zone from which it is prohibited by Ordinance.
3. **Disservice Not Permitted**: A variance must not be injurious to public welfare, nor to property in the vicinity of the applicant.
4. **Not Adverse to General Plan**: A variance must be in harmony with the general purpose and intent of the Zoning Ordinance. It must not adversely affect the affect the General Plan or Specific Plans of the City, or the Open Space Zoning regulations.
5. **Subject to Conditions**: A variance, if approved, must be made subject to such conditions as are necessary to accomplish the purpose of these rules.

PLAN REVIEW (R – REVIEW)

Projects located in a zone with an R suffix, and in certain other zones, are required by the Zoning Ordinance to go through the plan review process. A plan review allows for the review of a proposed development plan to ensure, among other things, that the proposed development is consistent with the General Plan and any applicable Community or Specific Plans; that the utilities and infrastructure is sufficient to support the proposed development and are compatible with City standards, and that the proposed development is compatible with surrounding development. Plan Reviews are granted at the discretion of the Planning Director, Zoning Administrator or Planning Commission.

DESIGN REVIEW

Design Review districts have been established for the protection of the value, appearance, and use of public and private property; the maintenance of a high level of community development and the achievement of orderly, harmonious and integrated development within the City of Sacramento. The City Council has declared that a disregard for the integration of design with the general appearance, scale, capacity, use and character of certain neighborhoods, districts, and environments within the City adversely affects its health, safety, welfare and economy. Depending on the level of project sophistication, Design Review applications may be approved on the same day at the Planning Division's public counter (minor projects), at staff level for medium level projects, and at the discretion of the Design Review and Preservation Board for larger projects.

Design Review is required for projects proposed on properties located in the Central City Community Plan Area, Alhambra Corridor, Oak Park Redevelopment Area, Del Paso Heights Redevelopment Area, Portion of Campus Commons Planned Unit Development, Strawberry Manor, Certain land uses in the South Natomas Community Plan Area, Expanded North Area Design Review, and the Stockton-Broadway Special Planning District. Contact the Design Review staff of the Planning Division at the earliest opportunity to determine whether a project is located in a Design Review area and what restrictions apply to a project's design.

HISTORIC PRESERVATION

The purpose of historic preservation is to protect and maintain the character of architecturally, historically and culturally significant structures and areas within the City of Sacramento. To ensure that all development activities within Historic Districts are directed toward the enhancement of these areas, the Design Review and Preservation Board has been given the responsibility of approving all projects involving relocation, signage, demolition, new construction and exterior remodeling of landmark structures and buildings within the Historic Districts, prior to the issuance of appropriate permits. The Board seeks to maintain the area's scale and character through protection and preservation, while at the same time allowing for creative, yet appropriate rehabilitation and new construction. The intent of the Design Review and Preservation Board is not to require new construction to be reproductions of older structures, but rather to insure that new construction be complementary to the Historic District in scale, bulk, height, design and general character. Depending on the level of project sophistication, Historic Preservation applications may be approved on the same day at the Planning Division's public counter (minor projects), at staff level for medium level projects, and at the discretion of the Design Review and Preservation Board for larger projects.

TENTATIVE SUBDIVISION AND PARCEL MAPS

Tentative Subdivision and Parcel Maps allow the subdivision of property. After a Tentative Map is approved, a Final Map must be approved prior to formal completion and recordation. A subdivision request for 4 parcels or less is considered a Parcel Map. Parcel Maps are granted at the discretion of the Zoning Administrator. A subdivision request for 5 or more parcels is considered a Major Subdivision. Major Subdivisions are granted at the discretion of the Planning Commission. For more information about Tentative Maps contact the Planning Division located at 1231 I Street, Room 300, Sacramento, California 95814. For more information regarding Final Maps, contact the City of Sacramento Public Works Department located at 1231 I Street, Room 200, Sacramento, California 95814.

FINAL SUBDIVISION MAPS

When all of the conditions set forth in the Approved Tentative Map have been satisfied, the City will approve a Final Map. Unlike a Tentative Map, which can be denied if it does not meet City standards, the Final Map must be approved (with some exceptions) if it substantially complies with the previously approved Tentative Map. Applicants may pay the processing fees for Final Maps at the time a Tentative Map application is submitted.

APPEALS

Actions by the Planning Director, Zoning Administrator, Design Review and Preservation Board and the Planning Commission are subject to appeal. Actions by the City Council are final, and cannot be appealed. An Appeal must be filed within ten (10) calendar days from the time the approval letter is officially mailed. An Appeal may be filed by the applicant regarding a project denial or condition of approval. An appeal may also be filed by any person residing or owning property within the city who objects to a project approval. A member of the City Council may also call any item up for review by the full City Council. Because of the volume of issues acted on by the City Council, scheduling an appeal may take awhile. Questions regarding the planning items and scheduling for City Council's agendas should be directed to the Planning Division, and questions regarding the City Council Agenda procedures, should be directed to the City Clerk's Office.

ESTIMATED PROCESSING TIMELINES

GENERAL PLAN, COMMUNITY PLAN, ZONING ORDINANCE AMENDMENT & REZONE APPLICATIONS

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews</i>	<i>Environmental Determination</i>	<i>Evaluation Report Preparation/ Public Hearing (Planning Commission)</i>	<i>Public Hearing (City Council)</i>	<i>Total</i>
General Plan, Community Plan, Zoning Amendment & Rezoning Applications Heard By Planning Commission and City Council	30 days	Exempt 1 day	30 days	45 days	106 days (3.5 months)
	Within 1 week after Technical Review Committee (TRC), staff will contact applicant to create a processing schedule, and to identify issues and constraints.	Negative Declaration 60 days	30 days	45 days	165 days (5.5 months)
		Mitigated Negative Declaration 120 days	30 days	45 days	225 days (7.5 months)
		EIR 240 days	30 days	45 days	345 days (11.5 months)
				21 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval.	Meeting scheduled by City Clerk

SPECIAL PERMIT, VARIANCE & PLAN REVIEW APPLICATIONS
(PLANNING COMMISSION)

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews</i>	<i>Environmental Determination</i>	<i>Evaluation Report Preparation (Planning Commission)</i>	<i>Action By Planning Commission</i>	<i>Appeal To (City Council)</i>
Special Permit, Sign Permit, Variance and Plan Review Applications Heard By Planning Commission	30 days	Exempt 1 day	30 days	61 days (2 months)	45 days
		Negative Declaration 60 days	30 days	120 days (4 months)	45 days
		Mitigated Negative Declaration 120 days	30 days	180 days (6 months)	45 days
		EIR 240 days	30 days	300 days (10 months)	45 days
	Within 1 week after Technical Review Committee (TRC), staff will contact applicant to create a processing schedule, and to identify issues and constraints.		21 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval.		Meeting scheduled by City Clerk

SPECIAL PERMIT, VARIANCE & PLAN REVIEW APPLICATIONS
(ZONING ADMINISTRATOR)

<i>Entitlement</i>	<i>Intake / Routing/</i>	<i>Environmental Determination</i>	<i>Staff Analysis and Action By Zoning Administrator)</i>	<i>Finalize Notice of Decision</i>	<i>Appeal (Planning Commission)</i>
Special Permit, Variance and Plan Review Applications Heard By Zoning Administrator	7 days	Exempt 1 day	28 days	5 days (1.3 months)	30 days
		Negative Declaration 60 days	28 days	5 days (3.1 months)	30 days
		Mitigated Negative Declaration 120 days	28 days	5 days (5.1 months)	30 days

TENTATIVE SUBDIVISION APPLICATIONS
(PLANNING COMMISSION)

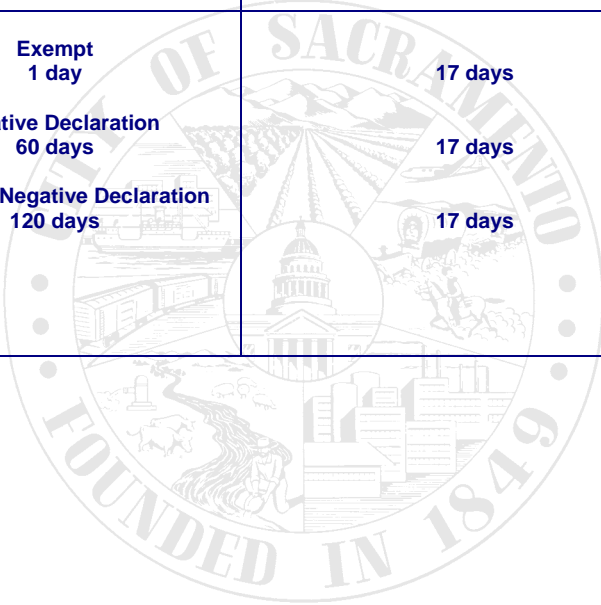
<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews</i>	<i>Environmental Determination</i>	<i>Staff Report Preparation (Planning Commission)</i>	<i>Action By Planning Commission</i>	<i>Appeal To (City Council)</i>
Tentative Subdivision Applications Heard By Planning Commission	30 days	Exempt 1 day	30 days	61 days (2 months)	45 days
		Negative Declaration 60 days	30 days	120 days (4 months)	45 days
		Mitigated Negative Declaration 120 days	30 days	180 days (6 months)	45 days
		EIR 240 days	30 days	300 days (10 months)	45 days
	Within 1 week after Technical Review Committee (TRC), staff will contact applicant to create a processing schedule, and to identify issues and constraints.		21 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval.		Meeting scheduled by City Clerk

LOT LINE ADJUSTMENT / PARCEL MAP, PARCEL MAP TIME EXTENSIONS AND SUBDIVISION MODIFICATION APPLICATIONS (ZONING ADMINISTRATOR)

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews</i>	<i>Environmental Determination</i>	<i>Staff Analysis and Action By Zoning Administrator</i>	<i>Finalize Notice of Decision</i>	<i>Appeal (Planning Commission)</i>
<p>Lot Line Adjustments/ Parcel Merger Applications Heard By Zoning Administrator</p>	<p>5 days</p> <p>Within 1 week, staff will contact applicant to create a processing schedule, and to identify issues and constraints.</p>	<p>Exempt 1 day</p>	<p>20 days</p> <p>14 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval.</p>	<p>5 days (1 month)</p>	<p>30 days</p>
<p>Parcel Map with Subdivision Modification(s) Heard By Zoning Administrator</p>	<p>7 days (routing) plus 60 days (Subdivision Review Committee)</p> <p>67 days</p>	<p>Exempt 1 day</p> <p>Negative Declaration 60 days</p> <p>Mitigated Negative Declaration 120 days</p>	<p>14 days</p> <p>14 days</p> <p>14 days</p>	<p>5 days (3 months)</p> <p>5 days (5 months)</p> <p>5 days (7 months)</p>	<p>30 days</p> <p>30 days</p> <p>30 days</p>

**LOT LINE ADJUSTMENT / PARCEL MAP, PARCEL MAP TIME EXTENSIONS AND SUBDIVISION MODIFICATION
APPLICATIONS
(ZONING ADMINISTRATOR)**

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews</i>	<i>Environmental Determination</i>	<i>Staff Analysis and Action By Zoning Administrator</i>	<i>Finalize Notice of Decision</i>	<i>Appeal (Planning Commission)</i>
Parcel Map & Map Time Extension Heard By Zoning Administrator	7 days (30 days to Subdivision Review Committee) 37 days	Exempt 1 day Negative Declaration 60 days Mitigated Negative Declaration 120 days	17 days 17 days 17 days	5 days (2 months) 5 days (4 months) 5 days (6 months)	30 days 30 days 30 days



DESIGN REVIEW APPLICATIONS
(DESIGN REVIEW PRESERVATION BOARD)

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews/ Community Comments</i>	<i>Environmental Determination</i>	<i>Staff Report Preparation/ Public Hearing (Design Review and Preservation Board)</i>	<i>Appeal To Design Review and Preservation Board</i>	<i>Action By Design Review and Preservation Board</i>	<i>Appeal To Planning Commission</i>
Over the Counter Review	1 day	N/A	N/A	30 days (1 month)	N/A	N/A
Staff Level Review	7 days Within 1 week, staff will contact applicant to create a processing schedule, and to identify issues and constraints.	Exempt 1 day Negative Declaration 60 days Mitigated Negative Declaration 120 days	7 days 7 days 7 days	30 days (1 month) 30 days (1 month) 30 days (1 month)	N/A N/A N/A	N/A N/A N/A
Board Level Design Review	30 days Within 1 week, staff will contact applicant to create a processing schedule, and to identify issues and constraints.	Exempt 1 day Negative Declaration 60 days Mitigated Negative Declaration 120 days EIR 240 days	30 days 30 days 30 days 30 days 21 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval	N/A N/A N/A N/A	61 days (2 months) 120 days (4 months) 180 days (6 months) 300 days (10 months)	30 days 30 days 30 days 30 days

HISTORIC PRESERVATION APPLICATIONS
DESIGN REVIEW PRESERVATION BOARD

<i>Entitlement</i>	<i>Intake / Routing/ Technical Reviews/ Community Comments</i>	<i>Environmental Determination</i>	<i>Staff Report Preparation/ Public Hearing (Design Review and Preservation Board)</i>	<i>Appeal To Design Review and Preservation Board</i>	<i>Action By Design Review and Preservation Board</i>	<i>Appeal To City Council</i>
Over the Counter Review	1 day	N/A	Minor Certificate of Appropriateness Issued 1 day	N/A	N/A	N/A
Staff Level Review	30 days Within 1 week, staff will contact applicant to create a processing schedule, and to identify issues and constraints.	Exempt 1 day	Certificate of Appropriateness Issued 31 days (1 month)	30 days (1 month)	N/A	45 days
Board Level Preservation Review	30 days Within 1 week, staff will contact applicant to create a processing schedule, and to identify issues and constraints.	Exempt 1 day Negative Declaration 60 days Mitigated Negative Declaration 120 days EIR 240 days	30 days 30 days 30 days 30 days 21 days prior to Public Hearing, staff will contact applicant to discuss Draft Conditions of Approval	N/A N/A N/A N/A	61 days (2 months) 120 days (4 months) 180 days (6 months) 300 days (10 months)	45days 45 days 45 days 45 days Meeting scheduled by City Clerk