

**Staff Level Site Plan and Design Review  
Reconsideration Form  
(City Code Section [17.812.020](#))**

Any person dissatisfied with staff action has the right to request reconsideration by the Design Director or Preservation Director. Requests for reconsideration must be received within seven (7) calendar days of the staff action.

Contact Name: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Application Number: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Project Location: \_\_\_\_\_

Summarize the reasons why you would like the Director to reconsider the staff action on this project:

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record. However, the City will not sell your data or information for any purposes.

**THIS BOX FOR OFFICE USE ONLY**

Filing Fee Received By: (\$415) \_\_\_\_\_ Date: \_\_\_\_\_

Distribute Copies to: Planning \_\_\_\_\_ Urban Design Manager \_\_\_\_\_ Staff Planner \_\_\_\_\_

Submit the Reconsideration Form by email to [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org). OR to 300 Richards Blvd, 3<sup>rd</sup> Floor, Community Development Department Public Counter Tuesday through Thursday, between 9AM to 4 PM. Fees must be paid within the 7-day reconsideration period. A request for reconsideration may not be accepted unless it is timely filed and applicable fees paid.