

**California Senate Bill 35  
Ministerial Housing  
Notice of Intent Application**

California Government Code section 65913.4; City Code  
Section 17.860.020

**Application Instructions**

State housing law, commonly referred to as SB 35, requires that project applicants submit a “Notice of Intent” prior to submitting an application ([CDD-0427](#)) for Ministerial Approval of Infill Housing pursuant to [California Government Code 65913.4](#).

Upon receipt of a complete Notice of Intent application, the City of Sacramento will engage in a scoping consultation with any interested California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed development. The timeline for noticing and commencing a scoping consultation is as follows:

- Within 30 days of receiving a complete Notice of Intent application, the City of Sacramento will invite each tribe to engage in a scoping consultation;
- Within 30 days of receiving the invitation, all tribes must notify the City if they wish to engage in a scoping consultation;

The City of Sacramento will commence a scoping consultation within 30 days of receiving notification from a responsive tribe. If no tribe accepts an invitation for a scoping consultation, or if consultation results in agreement regarding treatment of resources, the City of Sacramento will notify the project applicant that they may proceed with submitting a ministerial housing application ([CDD-0427](#)). In the event the City is unable to reach such agreement(s), the applicant will be notified that the ministerial process is unavailable.

If the development is proposed in a census tract that is designated either as a moderate resource area, low resource area, or an area of high segregation and poverty on the most recent California Tax Credit Allocation Committee (CTAC) and Department of Housing and Community Development (HCD) Opportunity Map, a public meeting to allow the public and local government to comment on the development is required within 45 days of submitting a “Notice of Intent” and before an application for SB 35 Ministerial Approval of Infill Housing ([CDD-0427](#)).

**How to submit this application:**

This application is only submitted through an online process. For more information about the online application submittal process, please visit the e-Planning Submittal Service Webpage. That webpage includes a guide that explains the entire submittal process. You may also go directly to the Citizen Permit Portal, located online at [aca.accela.com/sacramento](http://aca.accela.com/sacramento). Applications may be digitally signed. All responses from the Citizen Permit Portal will be emailed to you from the email address [noreply@accela.com](mailto:noreply@accela.com). Please

check your email's junk mailbox or spam filter regularly to make sure you are receiving the communications.

**How to pay fees:**

Once the application is accepted, Planning Staff will send the applicant an invoice for the necessary application fees online. Payment of the fee, along with submittal of all information required by this form, constitutes the application submittal date.

**How to ask questions:**

All questions can be directed to the Planning Helpdesk: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org), or by visiting the public counter in-person through a scheduled appointment. To schedule an in-person appointment at the public counter, please visit the [Appointment Scheduling website](#).

**Application Submittal Requirements**

1. Completed and signed "SB 35 Ministerial Housing Notice of Intent" application.
2. Payment of the permit processing fee (\$1,260 plus 8% technology fee (\$1,360.08 total).
3. Signed Letter of Agency, if applicable.
4. A legal description of the parcels subject to this application
5. Required Exhibits on page 4

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Please complete all sections of this application and provide the required exhibits as described:

**Subject Site Information**

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

Site Address(es), if applicable: \_\_\_\_\_

**Property Owner Information**

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant Information**

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Staff Use Only**

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

File Number: \_\_\_\_\_

## I. Letter of Agency

This section of the application is required to be completed **only if** this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

to apply for a Preliminary Review application for a proposed project on my property.

Signature of Owner of Record: \_\_\_\_\_

## II. Required Exhibits

I am submitting the following exhibits. One copy of each exhibit is required and may be provided electronically:

(A) A <b>legal description</b> of the parcels subject to this application.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(B) A <b>site plan exhibit</b> that shows the location of development on the property.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(C) <b>Elevation exhibit(s)</b> showing design, color, and material, and the massing, height, and approximate square footage of each building that is to be occupied.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(D) A <b>site map</b> showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands. <i>If there are no resources, state "Not Applicable."</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable
(E) An <b>exhibit</b> demonstrating the location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way. <i>If there are no public easements, state "Not Applicable."</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable

### **III. General Project Information**

(A) Describe existing uses on the project site and identify major physical alterations to the property on which the project is to be located. *Information may also be provided through an attached letter or memorandum*

(B) Proposed number of **parking spaces**: \_\_\_\_\_

(C) Are any approvals under the **Subdivision Map Act** being requested, including, but not limited to, a parcel map, a tentative map, or a condominium map?  YES  NO

(D) Is the development proposed in a census tract that is designated as any of the following on the most recent [California Tax Allocation Committee/Housing and Community Development Opportunity Map](#)?  YES  NO

- Moderate resource area,
- Low resource area, or
- Area of high segregation and poverty

## IV. Residential Unit Information

(A) Identify the total number of units, square feet of residential development, and square feet of non-residential development. The total number of units includes all projects on the site or adjacent to the site if previously developed under SB 35 and subdivided from the site after 1/1/2023:

Unit Type:	#	Min. sq. ft.	Max. sq. ft.
# of Single Unit Dwellings:	_____	_____	_____
# of Duplex Units:	_____	_____	_____
# of Condominium/Halfplex Units:	_____	_____	_____
# of Multi-Unit Dwellings/3+ Units:	_____	_____	_____
Total Number of Dwelling Units:	_____		
Total Square Footage of Residential Development:	_____		
Accessory Dwelling Units:	Total sq. ft.		
ADU 1	_____		
ADU 2	_____		
Bedroom Types (For Multi- Unit /3+ Units/Apartments):	#	Min. sq. ft.	Max. sq. ft.
# of Studio Units	_____	_____	_____
# of 1-Bedroom Units	_____	_____	_____
# of 2-Bedroom Units	_____	_____	_____
# of 3-Bedroom Units	_____	_____	_____
# of 4+ Bedroom Units	_____	_____	_____
Total Square Footage of Non-Residential Development:	_____		

(B) Are any of these proposed units to be **below market rate units**?  YES  NO  
 If yes, please state the number of units and their affordability levels:

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(C) Identify the number of existing residential units on the project site that will be **demolished** and whether each existing unit is occupied or unoccupied:

(D) List and describe the number of **bonus units and any incentives**, concessions, waivers, or parking reductions requested pursuant to Section 65915 of the California Government Code (Density Bonuses and Other Incentives).

### V. Environmental Information

(A) Are there any proposed point sources of **air or water pollutants**?  
If yes, please describe:

YES  NO

(B) Are there any **species** of special concern known to occur on the property?  
If yes, please describe:

YES  NO

(C) Are there any **historic or cultural resources** known to exist on the property?  YES  NO  
 If yes, please describe:

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Please identify whether a portion of the property is located within any of the following:

(D) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area as defined in Public Resources Code Section 410, or the site has adopted fire hazard mitigation measures identified in Government Code Section 65913.4(a)(6)(D).	<input type="checkbox"/> YES <input type="checkbox"/> NO
(E) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).	<input type="checkbox"/> YES <input type="checkbox"/> NO
(F) A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless Government Code Section 65913.4(a)(6)(E)(i) or (ii) apply.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(G) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(H) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(I) A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.	<input type="checkbox"/> YES <input type="checkbox"/> NO



## **VI. Certification**

I understand that an applicant shall be deemed to have submitted a Notice of Intent application only upon providing both of the following:

1. Information about the proposed project as required by California Government Code section 65913.4 using the attached application form; and
2. Payment of the permit processing fee (\$1,260 plus 8% technology fee (\$1,360.08 total).

I understand that if the proposed project is in a census tract where a public meeting is required, I will attest in writing that I attended the meeting and review the public testimony and written comments.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this Notice of Intent Application to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

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Signature of Applicant

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Date