

**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. OR to 300 Richards Blvd, 3rd 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.