

**Low Barrier Navigation Centers
Administrative Permit Planning Application
(City Code Chapter 17.876)**

Application Instructions

The purpose of this application is to facilitate compliance with State law pertaining to Low Barrier Navigation Centers. ([California Government Code Title 7, Division 1, Chapter 3, Article 12](#)). This application form facilitates compliance by identifying eligibility criteria and objective development standards.

What is a low barrier navigation center?

Low Barrier Navigation Center is defined as a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. A low barrier navigation center may be non-congregate and relocatable.

Low Barrier means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

- (1) The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
- (2) Pets.
- (3) The storage of possessions.
- (4) Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms” ([California Government Code Section 65660](#)).

Planning approval is required prior to submittal for a building permit. Acceptance of this planning application and subsequent approval does not constitute issuance of a building permit.

How to Submit This Application

The Planning Division accepts online applications only. For more information about the online submittal process, to submit an application, or pay a fee, please visit the e-Planning Submittal Service webpage ([click here](#)). The page includes a guide that walks you through how to register for the online service and how to upload your files. You may also go directly to the Public Permit Portal, located online at aca.accela.com/sacramento. Applications may be digitally signed.

How to Pay Fees

Once the application is received, Planning staff will send the applicant an invoice and link to pay the necessary application fees online.

How to Ask Questions

All questions can be directed to the Planning Helpdesk: planning@cityofsacramento.org, or by visiting the public counter. [Click here to make an appointment.](#)

Review Timeline

The City will notify the applicant whether the application is complete within 30 days of receipt of an application. Within 60 days of receipt of a completed application, the City shall act upon its review of the application. If the application is denied for failure to meet any of the criteria, a new application may be submitted pursuant to [City Code Section 17.800.050](#). New application fees will be required with each subsequent application, as noted below under “Application Submittal Requirements.”

Application Submittal Requirements

1. Application fees.
2. One full size set of plans, drawn to scale, and which include:
 - a. Site plan,
 - b. Landscape plan,
 - c. Elevations of all sides of all proposed structures,
 - d. Roof plan,
 - e. Floor plans,
 - f. Photometric plan, and
 - g. Color and Materials.

Plans must show information consistent with the plan requirements (pages 3-6) and of sufficient detail to allow staff to discern compliance with City Code standards. All plans must be prepared by a licensed design professional.

3. Color photographs of the project site; photos of the properties on either side of the project site and directly across the street from the project site.
4. Signed Letter of Agency, if applicable.

Plan Exhibit Requirements

All Development plans shall include the following:

- _____ Date(s) of plans
- _____ Labeled Dimensions
- _____ Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16. Larger scale may be needed to provide clear understanding of the project.
- _____ North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.
- _____ Identify all items as: existing (E), new (N), or relocated.
- _____ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage if different from the applicant.

Site Plan(s) must show:

- _____ A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
- _____ The entire property under consideration, including property lines and adjoining public rights-of-way up to the centerlines. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development. The second site plan would focus on the specific areas of the proposed development.
- _____ Site Plans must show location and distance from closest adjacent structures on neighboring properties and accurate dimensions of front setbacks for buildings on adjacent parcels, where required to determine required front setback.
- _____ The location and nature of all existing and proposed easements.
- _____ Dimensions of the parcel, existing and proposed buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in order to determine if the site meets development standard requirements.
- _____ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated, or demolished. Indicate the type of use and include all dimensions.
- _____ Square footage for all existing and proposed buildings and proposed additions.

_____ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).

_____ Location of existing and proposed walls/fences, height, and materials of construction.

_____ Location of all off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.

_____ Location of all off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.

_____ For all projects with three or more dwelling units projects should comply with the objective standards in [City Code Chapter 17.508](#), and in the City's adopted Design and Procedures Manual and Standard Specification including: Location of all existing and proposed driveways, including all pertinent off-site features such as existing and proposed paved streets, gutters, sidewalks, ditches, fences, poles, hydrants, valves, signals, trees, signs, or other street furniture which may be near driveways or affect site distance. ([City Code Section 17.508.030](#))

_____ Location and identification of drainage courses, creeks, City drainage facilities, etc.

_____ Location of sewer service connection points.

_____ Location of water source(s), supply and storage facilities.

_____ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required.

_____ Location of proposed trash, recycling, or storage areas.

_____ Location of proposed electrical vaults/transformers and backflow preventors, if required.

_____ Please note: All new projects are required to comply with the Water Efficient Landscape Requirements contained in [City Code Chapter 15.92](#). See Chapter 15.92 and the "Landscape Plans" section below for more information.

Building Elevations must show:

_____ The building elevations must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction.

- _____ Elevations must be drawn to scale with an indication of height, construction materials, and colors to be used. The location of existing and proposed signs must also be indicated on elevations. *Please note:* Renderings that are not true elevations may be included, however they do not replace the requirement for true elevation drawings.
- _____ Provide building elevations for all affected views, and identify them as North, South, East, and West, not front, rear, right side, etc.
- _____ Identify exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired or to be replaced.
- _____ Identify all areas of walls and roof that are proposed to be demolished.
- _____ Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
- _____ Indicate the height from grade to the top of plate line, and to the top of the roof, and also depict and/or reference any anticipated roof mounted equipment and equipment screening.
- _____ Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).
- _____ Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information must be included on the required site plans and building elevations.
- _____ For buildings over one (1) story in height or buildings over 50,000 sq. ft. in gross area, provide a visual representation of the nighttime lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.
- _____ Identify any existing or proposed encroachment by the building onto the right of way. This includes, but is not limited to, signs, canopies, balconies, bay windows, etc.

Landscape Plans must show: *Please note- For new projects, use conceptual graphics to convey preliminary design intent. Use separate sheets, if necessary. A full set of detailed landscape plans (planting plan, irrigation plan, and grading plan) will be required with the Building Permit process in order to comply with Water Efficient Landscape Requirements, [City Code Chapter 15.92](#).*

- _____ Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.

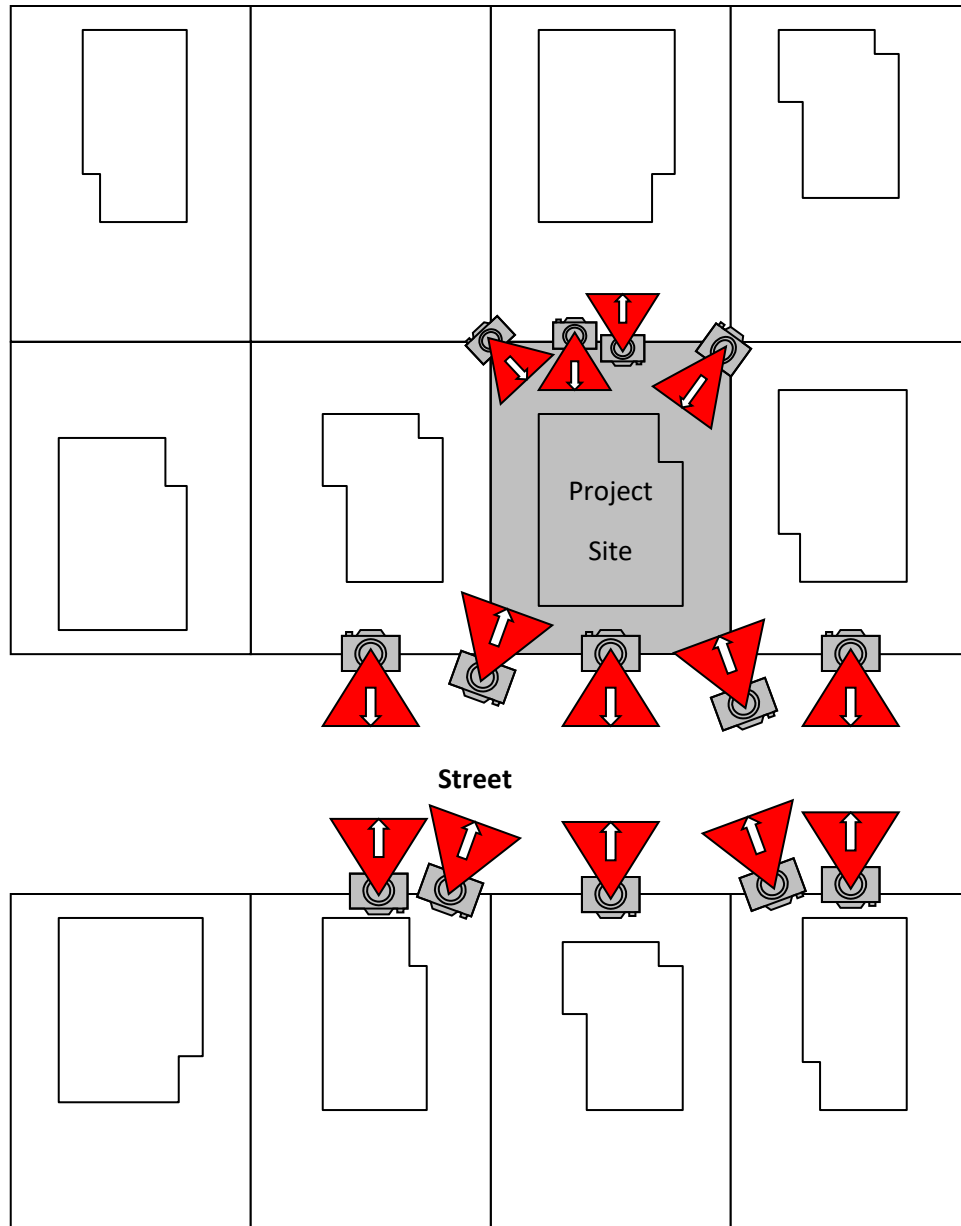
- _____ Conceptual Drainage Plan: Show how on-site drainage is to be handled, including surface and underground drains, drainage courses, and how impacts to offsite areas will be avoided. Show proposed Low Impact Development (LID) features such as retention/detention basins, bioswales, pervious pavement/asphalt, etc.
- _____ Impervious Surface: The conceptual drainage plan should also show the total area of new impervious surfaces (due to the cumulative area of impervious parking lots, building footprint, driveways, sidewalks, courtyards, etc.) Note: At this stage, only simple area measurements are required. If applicable, LID credits and BMP Sizing Calculations may be required later in the process.
- _____ Conceptual Landscape Design Plan: Using conceptual graphics, show hardscape elements such as patios, water features, decks, walls, and sidewalks; and softscape elements such as trees, shrubs, groundcover, turf and planter areas. Use conceptual graphics only. A detailed planting plan, grading plan, and irrigation plan will be required with Building plan check.
- _____ Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with [City Code Section 17.612.040](#).

Floor Plans must show:

- _____ All buildings under consideration. Although it is generally only the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces.
- _____ A dimensioned floor plan for each level of the structure.
- _____ Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced.
- _____ Identification of all rooms.
- _____ Identification of all exterior landings at doors.
- _____ Indicate all walls, windows, doors, and ancillary structures proposed to be demolished.

Photo Instructions

Guidelines for photographing a project site



Take pictures of all sides of the building/site to be reviewed and each of the adjacent properties. If access to the rear of the project is limited, take photos on the corner of the lot within actual property lines.

Low Barrier Navigation Centers Administrative Permit Planning Application Form

Please complete all sections, providing as much detail as possible regarding the scope of your proposal.

Subject Site Information

Project Name: _____

Site address or location of property: _____

Assessor's Parcel Number(s): _____

Total property size in acres (Gross/Net): _____

Square feet if less than one (1) acre: _____

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 (New Applications / Original Application for Modifications)

Date Filed: _____ Received By: _____

File Number: _____

Staff Use Only (Modification of Approved Application)

Date Filed: _____ Received By: _____

File Number: _____

Letter of Agency from Property Owner

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

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

Name of Applicant

to apply for a low barrier navigation center project proposed for my property.

Signature of Property Owner

Date

Project Narrative

Please describe the scope of work being proposed for review below or attach a memorandum. Please provide information about the eligibility requirements on pages 10-11, such as services provided, reduced barriers to entry, and system for entering client information.

Objective Requirements

The proposed development will be evaluated against the eligibility requirements specified in California Government Code and local applicable objective development standards. If the project meets these requirements and standards, the planning application will be approved. If it does not, the application will be denied and the applicant may resubmit pursuant to [City Code Section 17.800.050](#), subject to the application requirements including additional fees for staff review.

Please answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. To be considered for by right approval, the proposed project must meet all eligibility requirements below (as indicated by the shaded box).

Eligibility Requirements		Yes	No	Staff
1.	<p>Is the site located in one or more of the following zones:</p> <ul style="list-style-type: none"> • RMX, RO, OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, M-T; or • C-4, M-1, M-1(S), M-2, M-2(S) and located within the Central City* <p>Zoning of site: _____</p> <p>*If the site is outside of the Central City and within ¼ mile of a light rail station, the low barrier navigation center is not eligible for this permit and a Zoning Administrator level Conditional Use Permit is required. <i>(Government Code section 65662)</i></p>			
2.	<p>Is the proposed use a <u>low barrier navigation center</u>, which means “a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homeless to income, public benefits, health services, shelter and housing. A Low Barrier Navigation Center may be non-congregate and relocatable”?</p> <p style="text-align: right;"><i>(Government Code Section 65660(a))</i></p>			
3.	<p>Does the low barrier navigation center include best practices to reduce barriers to entry, such as the following (<i>check all that apply</i>):</p> <ul style="list-style-type: none"> <input type="checkbox"/> The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth <input type="checkbox"/> Pets <input type="checkbox"/> The storage of possessions <input type="checkbox"/> Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms <input type="checkbox"/> Other: _____ _____ _____ <p style="text-align: right;"><i>(Government Code section 65660(a))</i></p>			
4.	<p>Does the low barrier navigation center offer services to connect people to permanent housing through a services plan that identifies services staffing?</p> <p style="text-align: right;"><i>(Government Code section 65662(a))</i></p>			

Eligibility Requirements		Yes	No	Staff
5.	<p>Is the low barrier navigation center linked to a coordinated entry system, so that staff in the interim facility or staff who collocate in the facility may conduct assessments and provide services to connect people to permanent housing?</p> <p><u>Coordinated entry system</u> means a “centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.”</p> <p>(Government Code section 65662(b))</p>			
6.	<p>Does the low barrier navigation center comply with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code?</p> <p>(Government Code section 65662(c))</p>			
7.	<p>Does the low barrier navigation center have a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations?</p> <p>(Government Code section 65662(d))</p>			

Please answer “yes”, “no”, or “N/A” (not applicable) to the items below and provide the requested information. In order to be approved, the project must meet all the applicable objective standards below:

Objective Development Standards		Yes	No	N/A	Staff
General Standards					
1.	<p>Does the site have a General Plan designation that allows development at the proposed FAR?</p> <p><i>General Plan designation:</i> _____</p> <p><i>Allowed FAR:</i> _____</p> <p><i>Project FAR:</i> _____</p>				
2.	<p>Does the development meet the lot coverage requirement?</p> <p><i>Maximum lot coverage:</i> _____</p> <p><i>Proposed lot coverage:</i> _____</p>				
3.	<p>Are all new structures at or below the height limit in the zone?</p> <p><i>Maximum allowed height:</i> _____</p> <p><i>Proposed height to plate line:</i> _____</p>				
4.	<p>Do all roof structures comply with the requirements in City Code Section 17.600.145?</p> <p><i>Roof structures/height:</i> _____</p>				

Objective Development Standards		Yes	No	N/A	Staff
5.	Do all new structures meet the required front, rear, interior side, and street side setbacks ? Allowed exceptions can be found in City Code Section 17.600.125 . <i>List applicable exceptions:</i> _____				
6.	If the site is less than five acres in size, is all development setback a minimum of 20-feet from the landside toe of any flood control levee ? If five acres in size or greater, is all development setback a minimum of 50-feet? <i>Size of development site:</i> _____				
7.	Does the development meet open space requirements for two units, multi-unit dwelling, and/or office uses? (City Code Sections 17.600.135 and 17.600.140 or unless specified in a special planning district). <i>Open Space provided (sq.ft.):</i> _____				
8.	If a mixed use project, does the development meet the architectural design standards for vertical mixed use development in City Code Section 17.600.150 ?				
9.	If located within ¼ mile of a light rail transit station, does the site development meet the standards in City Code Section 17.600.160 ?				
10.	Is all mechanical equipment screened from view from adjacent streets and public areas? (City Code Section 17.600.165)				
Parking and Maneuvering					
11.	Does the project not exceed the maximum allowed vehicle parking, if applicable? (City Code Section 17.608.030) <i>Maximum parking:</i> _____ <i>Parking provided:</i> _____				
12.	Does the site plan/floor plan depict the location of the required minimum amount of short-term and long-term bicycle parking ? [Table 17.608.030C and 17.608.040(N)] <i>Minimum required parking:</i> _____ <i>Maximum required parking:</i> _____ <i>Parking provided:</i> _____				
13.	Do all bicycle racks and layouts meet the City of Sacramento Bike Rack Design and Placement Design Standards ?				
14.	Do all driveways comply with the objective standards in City Code Section 17.508, including minimum width and location?				
15.	Do all parking spaces comply with parking facility standards, including the location of parking, minimum width, length, and maneuvering, ratio of compact spaces, and overhang into planter areas? (City Code Section 17.608.040) <i>Number of compact spaces/% of total:</i> _____				

Objective Development Standards		Yes	No	N/A	Staff
16.	Does exterior lighting in vehicle and bike parking areas comply with the requirements in City Code Section 17.608.040(L) ?				
17.	Do all required loading and unloading areas meet the requirements of City Code Section 17.608.050 ?				
Landscaping and Paving					
18.	Do all duplex dwellings and multi-unit dwellings meet the landscaping requirements in City Code Section 17.612.010(A) ?				
19.	If a multi-unit dwelling or mixed-use project, does the site comply with the landscape planter requirement in City Code Section 17.612.010(B) ?				
20.	Does the site meet paving requirements in City Code Section 17.612.020 ?				
21.	Does the site plan show the minimum walkway width and comply with other site requirements in City Code Section 17.612.030 ?				
22.	Does the landscape plan demonstrate compliance with the tree shading requirements for parking lots? (City Code Section 17.612.040)				
Recycling and Solid Waste					
23.	Does the site plan depict adequate area to meet the required recycling and solid waste volume requirements ? (City Code Section 17.616.030)				
24.	Does the site comply with the development standards for recycling and trash enclosures found in City Code Section 17.616.040 ?				
Wall, Fence, and Gate					
25.	Does the project meet the wall and fence requirements for duplex and multi-unit dwelling developments in City Code Section 17.620.110 ?				
26.	If gates are proposed, does the site plan demonstrate compliance with design and operations requirements in City Code Chapter 17.620 Article II. Gated Developments ?				
27.	If provided, do sound walls comply with the development standards in City Code Section 17.620.320 ?				
28.	Do all accessory structures , such as carports, garages, patios, and other enclosed structures meet the development standards in City Code Section 17.624 ?				

Objective Development Standards		Yes	No	N/A	Staff
Other (answering “no” does not disqualify the project)					
29.	Please contact the City prior to submitting this application to determine whether a traffic study is needed. Has a City-approved traffic operations and safety study been completed and submitted with this application? If not, what is the expected date of completion? <i>Please note:</i> The study is not needed if no driveways or curb cuts are proposed as part of the project. The requirement of a traffic operations and safety study will be determined in a pre-application meeting (optional, but highly recommended), prior to a pre-application meeting or through the building permit submittal process. Staff review time can take up to 12 weeks. <i>Completion Date:</i> _____				
30.	Does the project include abandoning easements or rights-of-way ? If so, please note that this requires approval by the City Council as a discretionary action (not ministerial).				
31.	Request for information: Does the project include a proposal for a density bonus ? <i>Please note:</i> Density bonus is <u>not</u> required.				
32.	Advisory Note: The Department of Utilities will <u>not</u> review this project during this application timeline. One or more studies may be required concerning water, sewer and/or drainage. Please note that utility needs will be addressed following Planning approval during the Building permit phase.				
33.	Advisory Note: Sacramento Municipal Utility District (SMUD) Consultation Meeting strongly recommended. Infill development can be difficult to serve and may require complex solutions that ensure service to the proposed project, the surrounding properties, as well as access to onsite equipment. SMUD offers a free consultation that can outline potential issues and provide service solutions. Electing to pass over this step could require changes to project design or project delays.				
34.	Advisory Note: A permit will be required by Public Works if “regulated work” concerning a Private Protected Tree or a City Tree is part of the project. (See City Code Chapter 12.56)				

2021-2029 Housing Element	Yes	No	Staff
Does the proposed project take place on a parcel (or parcels) that is included in the 2021-2029 Housing Element Sites Inventory?			

Note: You can find a web-map of the 2021-2029 Housing Element Sites inventory [here](#) or view the full detailed sites inventory on the City’s Housing Element [webpage](#).

Applicant Certification

I hereby certify under penalty of perjury that the statements furnished above and in the attached exhibits present the data and information required for this ministerial approval process 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.

I hereby give permission to City Staff and other authorized personnel to post public notification signs on my property during the processing of this application.

I understand that some application fees required to submit this application may be an initial deposit and based on full cost recovery. If the time to review the project exceeds the amount of deposit that is collected, additional payment will be required.

I understand that in the event of a dispute over the project, I am required to defend, indemnify, and hold harmless the City of Sacramento as follows:

1. Except as provided in paragraph 2, immediately below, I agree that in connection with any claim, action, or proceeding (collectively "claim") brought against the City of Sacramento and its City Council, agencies, commissions, boards, departments, officers, employees, and agents (collectively the "City") to attack, set aside, void, or annul any City action arising out of or in any way connected to the project, including any determination made pursuant to the California Environmental Quality Act, I will defend, indemnify, and hold harmless the City from and against all damages, costs, and attorneys' fees, excluding the City's staff attorneys' fees. I understand that the City, in its sole discretion, may decide to use outside counsel or its staff attorneys (or both) to defend the claim.

2. As a condition of a tentative, parcel, or final map application or approval, I agree to defend, indemnify, and hold harmless the City of Sacramento and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of a tentative, parcel, or final map by the City, advisory agency, appeal board, or legislative body concerning a subdivision, which is brought within the time period provided for in Government Code section 66499.37, from and against all damages, costs, and attorneys' fees. The City will promptly notify me of any such claim and will cooperate fully in the defense. The City, in its sole discretion, may elect to defend any such action with attorneys of its own choice and, in such case, shall bear its own attorneys' fees and costs and will defend the action in good faith.

Signature of Applicant

Date

Please note that once this document is submitted to the City of Sacramento, your information will be posted online and is part of the public record; however, the City will not sell your data or information for any purposes.

FOR STAFF USE ONLY:

No net loss findings (Gov. Code, § 65863)

200-Year Flood Protection

FOR STAFF USE ONLY:

The proposed project meets all Planning development standards and Planning design standards; therefore, this Planning application/modification of approved application is **approved**. This approval is subject to a seven-day reconsideration period, consistent with [City Code Section 17.812.020](#). Please note that subsequent Building permits are required for construction. The project may require additional permits from other agencies or departments.

The proposed project does not meet all Planning development standards and Planning design standards; therefore, this application/modification of approval application is hereby **denied**. The unmet Planning standards are as noted on the checklist above. A new application can be submitted pursuant to [City Code Section 17.800.050](#), subject to the standard submittal requirements and fees.

Signature of Staff

Date of Decision

Planning approval is valid for up to three years from the date of decision.