

Residential Hotel Administrative Permit Planning Application

Review of Special Use Regulations (City Code Section [17.228.112](#))

Residential hotels require an administrative permit in the R-2A, R-2B, R-3, R-3A, R-4, R-4A, R-5, RMX, RO, OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, C-4, M-1, M-1(S), M-2, M-2(S)¹, and M-T zones. The purpose of this application is to review compliance with the special use regulations in City Code Section 17.228.112.

If the residential hotel is part of an application for site plan and design review, this form (CDD-0447), must be submitted with the Planning Entitlement Application (CDD-0063).

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 Public Permit Portal, located online at 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. 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 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 in-person through a scheduled appointment. To schedule an in-person appointment at the public counter, please visit the Appointment Scheduling website. [Click here to make an appointment.](#)

Application Submittal Requirements

1. ___ Completed and signed application (i.e., this application form)
2. ___ Administrative Permit Fee as specified in the Administrative Permit Fee Sheet (form CDD-0028) ([click here](#))
3. ___ One full size set of plans, drawn to scale. Set of plans must include a site plan, floor plan, and elevations of all sides.
4. ___ Photos of all sides of the project site.

¹ A residential hotel requires an administrative permit in the C-4, M-1, M-1(S), M-2, and M-2(S) zones when located within the Central City, or a Zoning Administrator Conditional Use Permit when located within ¼ mile of light rail.

Residential Hotel 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: _____

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 residential hotel for my property.

Signature of Property Owner

Date

Project Narrative

Please describe the scope of work proposed for review. Include additional pages, if necessary.

Special Use Regulations

Please answer “yes,” “no,” or “N/A” (not applicable) to the items below and provide the requested information. For an administrative permit to be approved, the project must meet all applicable standards below. If staff concurs with the answer, the ‘staff’ checkbox will be marked.

		Yes	No	N/A	Staff
Location					
1.	Is the site located in one of the following zones? R-2A, R-2B, R-3, R-3A, R-4, R-4A, R-5, RMX, RO, OB, OB-2, OB-3, EC, SC, C-1, C-2, C-3, C-4*, M-1*, M-1(S)*, M-2*, M-2(S)*, or M-T Zoning of site: _____ <i>*Eligible for an administrative permit when located within the Central City, or with a Zoning Administrator Conditional Use Permit when located within ¼ mile of light rail</i>				
Floor Size and Occupancy					
2.	Will the floor size and occupancy of individual residential hotel units comply with the applicable standards in Title 15 of the City Code? <i>This may be shown through a note on the plans that will be verified during the building permit phase.</i>				
Kitchens					
3.	Does the residential hotel provide one or more of the following (<i>check all that apply</i>): <input type="checkbox"/> A kitchen within individual hotel units <input type="checkbox"/> One or more kitchens for shared use by tenants and located within a common room <input type="checkbox"/> No kitchens <i>A kitchen means a room, space, or area with equipment for the preparation and cooking of food.</i>				

Bathrooms

4.	<p>Does the residential hotel provide one or more of the following (<i>check all that apply</i>):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full bathrooms within individual residential hotel units <i>A full bathroom means a room that includes a water closet, lavatory, and bathtub or shower.</i> <input type="checkbox"/> Partial bathrooms within individual residential hotel units <i>A partial bathroom means a room that includes at least one of the plumbing fixtures: water closet, lavatory, bathtub, or shower</i> <input type="checkbox"/> No bathroom within individual residential hotel units 				
5.	<p>Is at least one full bathroom for shared use by tenants provided on each floor that includes an individual residential hotel unit without a full bathroom?</p>				

Common Space

6.	<p>Is at least one common space for passive or active recreational use by tenants at a location within the building or outdoors in a yard provided at a ratio of 10 sq ft per unit, or at least 150 square feet, whichever is greater?</p> <p><i>Number of Units:</i> _____</p> <p><i>Common Space Required:</i> _____ <i>sq ft</i></p> <p><i>Common Space Provided:</i> _____ <i>sq ft</i></p> <p><i>Rooms used for laundry, storage, sanitation, or hallways do not constitute open space.</i></p>				
7.	<p>Is the common space accessible by all tenants?</p>				
8.	<p>If provided outdoors in a yard, is the width and depth of the common space at least 10 ft?</p> <p><i>Width of common space:</i> _____ <i>ft</i></p> <p><i>Depth of common space:</i> _____ <i>ft</i></p>				
9.	<p>Does the floor plan show each common space furnished for use by tenants (e.g., couches, tables, chairs, or desks)? The plans must include a note that furniture shown on the floor plan is preliminary and will be inspected prior to issuance of the certificate of occupancy.</p>				

Security

10.	<p>Do the plans include the following statement? Security will be provided within each residential hotel unit by means of a separate dead bolt and latch lock.</p>				
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Manager's Office

11.	<p>If the residential hotel has 12 or more units, do the plans include a statement that the residential hotel has either a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manager that resides on site; or <input type="checkbox"/> 24-hour front-desk service near the main entry with a full view of the entry area 				
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		Yes	No	N/A	Staff
12.	If the residential hotel has 12 or more units, do the plans include a statement that signage is provided with the current phone number to contact management staff and posted near the main entry?				

FOR CITY STAFF USE ONLY

The proposed project meets all Planning development standards; therefore this Planning application is **approved**. This approval is subject to a seven-day reconsideration period, consistent with City Code Section 17.812.020. Planning approval is valid for up to three years from the date of decision pursuant to City Code Section 17.808.470. Conditions of approval may be imposed pursuant to City Code Section 17.808.240 in a memorandum attached to this application. Please note that subsequent Building permits may be required for construction. The project may require additional permits from other agencies or departments.

The proposed project does not meet all Planning development standards; therefore this application is **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.