

## **Modification of Approved Discretionary Planning Permits Site Plan and Design Review, Conditional Use Permit, and Variance ([City Code Sections 17.808.430 and 17.808.440](#))**

The purpose of this application is to facilitate review of modifications of approved discretionary Planning Permits (i.e., site plan and design review permit, conditional use permit, and variance). This application shall not to be used to modify an approved administrative permit (i.e., City of Sacramento Ministerial Approval of Infill Housing, SB 35, or SB 9). To modify an approved administrative permit, please see the application form for that permit ([click here](#)).

### **Modification of Site Plan and Design Review Permit – City Code Section 17.808.430**

A request to modify the terms and conditions of a Site Plan and Design Review Permit may be made by filing an application for modification. A request for modification is discretionary and is not the automatic right of an applicant. ***Requests will be determined as major or minor by the Design Director, or by the Preservation Director if the project is located in a historic district or involves a landmark.***

#### Major Modification

A major modification is one that will result in any one of the following:

- The deletion of a condition of approval,
- A change to a condition of approval that prevents or substantially alters its intended outcome, or
- A substantial change to exhibits (e.g., site plans, architectural plans, landscape plans, design specifications, etc.) that accompany the permit.

A major modification is subject to review by the Design Director, or Preservation Director when located in a historic district or involving a landmark.

Approval of a major modification is made at the Director level at a public hearing and based on the findings in [City Code Section 17.808.140](#). Approval may include the imposition of new or different conditions as determined to be necessary or appropriate to make the required findings.

#### Minor Modification

A minor modification is one that is not classified as a major modification.

A minor modification is subject to review by the Design Director, or Preservation Director when located in a historic district or involves a landmark.

Approval of a minor modification is made at the Staff level and based on the findings in City Code Section [17.808.150](#). Approval may include the imposition of new or different conditions as determined to be necessary or appropriate to make the required findings.

### **Modification of Conditional Use Permits and Variances – City Code Section 17.808.440**

A request to modify the terms and conditions of a conditional use permit or variance may be made by filing an application for a modification at any time during the term of the permit. A request for a modification is discretionary and is not the automatic right of an applicant. ***A proposed modification is classified as either major or minor by the Zoning Administrator, without notice or hearing. The decision on the classification is final and is not subject to reconsideration or appeal.***

The Zoning Administrator or Planning Director, in their sole discretion, may elect to elevate the review and decision of a request to modify the terms and conditions of a conditional use permit or variance under their general direction or authority from the staff level to the director level, or from the director level. The decision of the Director under [City Code Section 17.808.440](#) is final and is not subject to reconsideration or appeal.

#### Major Modification

A major modification is one that will result in a material change in the nature of a project. The following are deemed major modifications. This list is not inclusive, and the fact that a particular change is not included does not limit discretion or authority of the decision-maker to determine that a particular proposed change or set of changes to the permit constitutes a major modification. The following changes constitute major modifications:

- Any major change in the pattern or volume of traffic flow either on or off any property covered by the permit;
- Any change in the nature of the use;
- Any increase in the density of dwelling units per acre; and
- Any material changes in the orientation or location of structures on the parcel

A request for a major modification to the terms and conditions of a conditional use permit or variance is subject to review at the director level at a public hearing by the Zoning Administrator.

The decisionmaker may approve the request for the modification based on the findings required for approval of the conditional use permit or variance as stated in [City Code Chapter 17.808](#). The decision maker may impose conditions on the modification as the decisionmaker determines necessary or appropriate to make the required findings.

A decision on a request for a major modification is appealable to the Planning and Design Commission, as provided in [City Code Section 17.812.060](#).

#### Minor Modification

A minor modification is any modification that is not classified as a major modification.

A minor modification to the terms and conditions of a conditional use permit or variance is subject to review at the staff level under the general direction of the Zoning Administrator.

The decisionmaker may approve the request for modification based on the findings required for the approval of the conditional use permit or variance as stated in [City Code Chapter 17.808](#). The decisionmaker may impose conditions on the modification as the decisionmaker determines to be necessary or appropriate to make the required findings.

A decision on a request for a minor modification is subject to reconsideration under [City Code Section 17.812.020](#) and is not appealable.

### **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](http://aca.accela.com/sacramento). Applications may be digitally signed. All responses from the Public 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 and link to pay the necessary application fees online.

### **How to ask questions:**

If you have questions about this guide, submit them via email to [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) or call 311 or 916-264-5011. Alternatively, appointments for an in-person meeting with Planning Division staff can be made online ([click here](#)).

## **Application Submittal Requirements**

1. Completed and signed application form.
2. Application fees. Fees are to be paid to the City of Sacramento at the time of application submittal. Once the application is accepted, Planning Staff will send the applicant an invoice and link to pay the necessary application fees. Fees are paid online through the Citizen Permit Portal.
3. One full size set of the affected plan sheets, drawn to scale. Plan sheets that remain unchanged are not required to be submitted. Plans must show information consistent with the plan requirements (pages 4-7) and of sufficient detail to allow staff to discern compliance with City Code standards. All plans must be prepared by a licensed design professional.
4. 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. Please note that screenshots from Google Street View are not accepted.
5. 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.

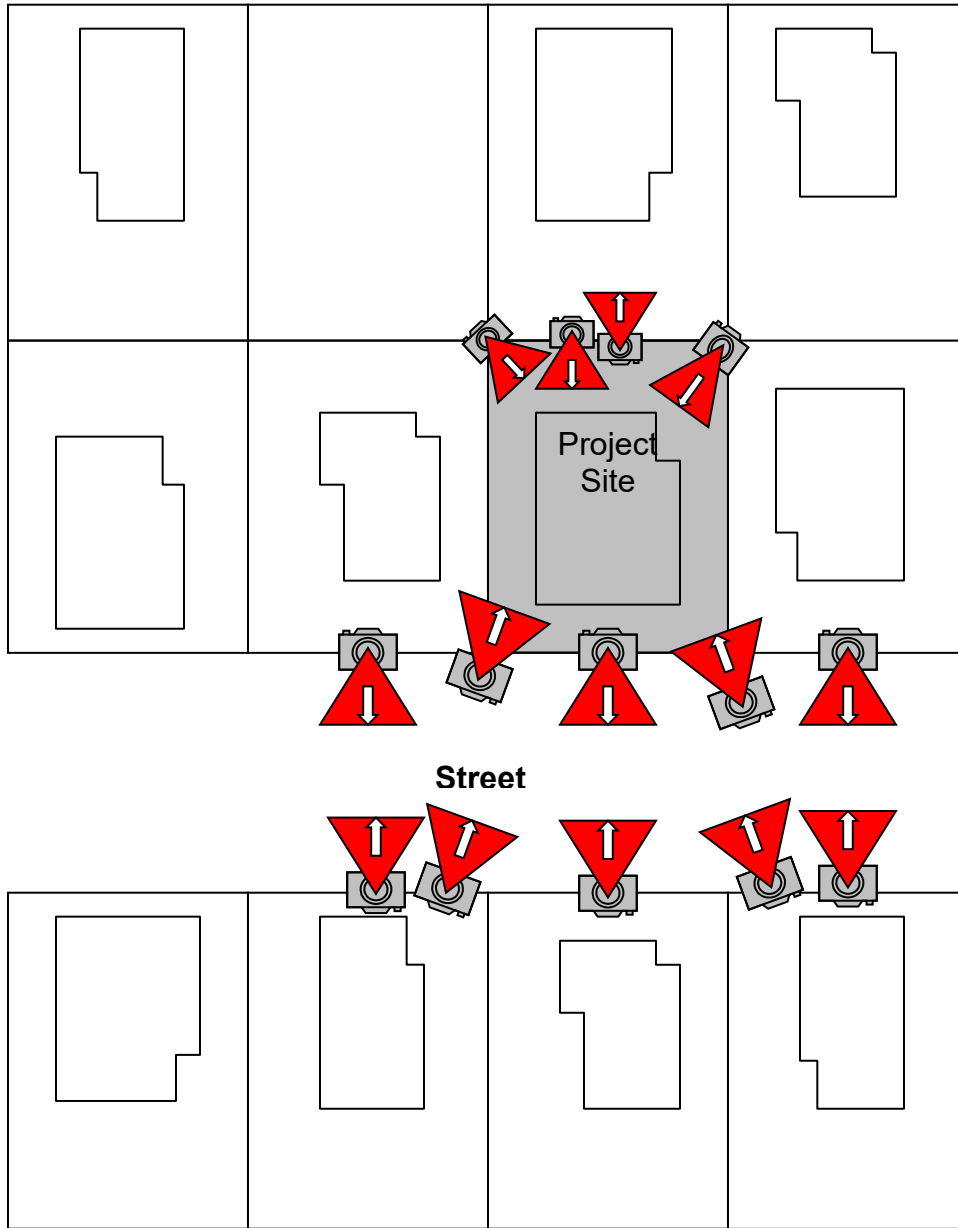
\_\_\_\_\_ Parking Lot Tree Shading: Landscape plans must include a table identifying the percent (%) shade coverage provided, consistent with [City Code Section 17.612.040](#).

**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. *Please upload all photos as a single PDF attachment, rather than as individual files. Screenshots from Google Street View are not accepted.*



**Modification of Approved Discretionary Permits Application**  
**Site Plan and Design Review, Conditional Use Permit, and Variance**

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

**Subject Site Information**

Project Name: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
General Plan Land Use: \_\_\_\_\_  
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: \_\_\_\_\_  
Lot dimensions: \_\_\_\_\_

**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: \_\_\_\_\_

Licensed  
Architect/Design  
Professionals

### **Project Narrative**

Previously approved file number(s) (*i.e.*, P-, Z-, or DR- file number):

Please describe all proposed modifications to the approved permit. Answer in complete sentences in the space below or in an attached memorandum. You must state any new deviations from development standards and any deviations from applicable design guidelines.

A large, solid gray rectangular area that occupies most of the page below the instructions. It is intended for the user to provide a project narrative, describing proposed modifications to an approved permit and any deviations from standards and design guidelines.

**Modification of a Site Plan and Design Review Permit**

Please complete all sections below if the application requests a modification to an approved Site Plan and Design Review Permit. If the application requests a modification to an approved Conditional Use Permit or Variance, please complete pages 13-14 of this application form.

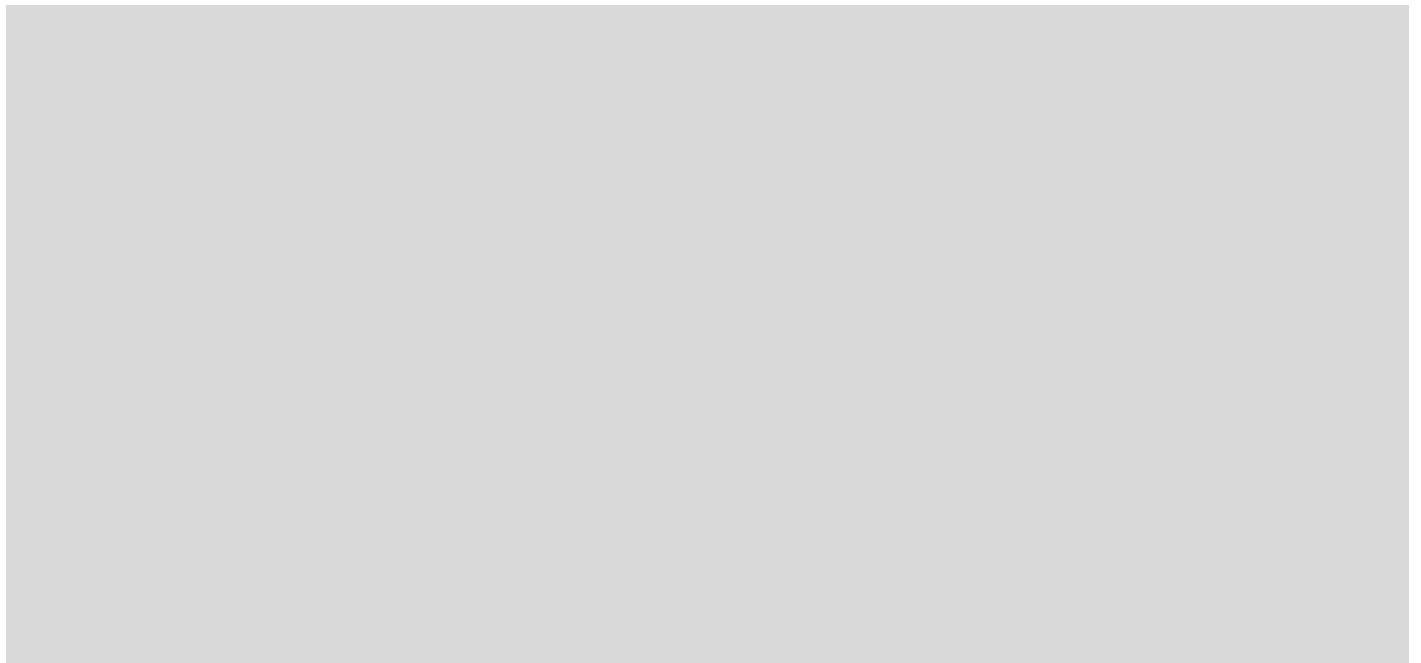
Will the modification result in the deletion of any conditions of approval? YES NO

If yes, please provide the condition(s) below or in an attached memorandum.



Will the modification change any conditions of approval that prevent or substantially alter its intended outcome? YES NO

Provide an explanation for your answer below or in an attached memorandum. If you would like to modify the language of a condition of approval, please provide any proposed language.



**Modification of a Site Plan and Design Review Permit (cont.)**

Will the modification result in any changes to the exhibits (e.g., site plans, architectural plans, landscape plans, design specifications, etc.)?

YES

NO

If yes, please describe the changes below or in an attached memorandum.

If the modification will result in any changes to the number or square footage of any residential units, please provide the information below.

Total Number of Lots:  
Total Dwelling Units:

Net Acreage of Site:  
Density/Net Acre:

Unit Type	Previously Approved			Proposed Modification		
	#	Min. sq. ft.	Max. sq. ft.	#	Min. sq. ft.	Max. sq. ft.
# of Single Unit Dwellings:						
# of Duplex Units:						
# of Condominium/Halfplex Units:						
# of Multi-Unit Dwellings/3+ Units:						
Accessory Dwelling Units	#	Min. sq. ft.	Max. sq. ft.	#	Min. sq. ft.	Max. sq. ft.
# of ADUs:						
Bedroom Types (For Multi-Unit/3+ Units/Apartments)	#	Min. sq. ft.	Max. sq. ft.	#	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						

## **Modification of a Conditional Use Permit or Variance**

Please complete all sections below if the application requests a modification to an approved Conditional Use Permit or Variance Permit. If the application requests a modification to an approved Site Plan and Design Review permit, please complete pages 11-12 of this application form. If the application requests a modification to a previously approved cannabis conditional use permit, the [Supplemental Material for Cannabis Applications \(CDD-0413\)](#) is also required.

Will the modification result in any major change in the pattern or volume of traffic flow either on or off any property covered by the permit? YES NO

Provide an explanation of your answer below or in an attached memorandum.

Will the modification change the nature of the use? YES NO

Provide an explanation of your answer below or in an attached memorandum.

**Modification of a Conditional Use Permit or Variance (cont.)**

Will the modification result in any material changes in the orientation or location of structures on the parcel?

YES

NO

If yes, please describe the changes below or in an attached memorandum. Any changes to the site plan, elevations, or floor plan must also be labelled on the plans.



**City of Sacramento**  
**Letter of Agency**

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to apply for the requested entitlement(s).

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

To: City of Sacramento  
Community Development Department  
300 Richards Boulevard,  
Third Floor  
Sacramento, CA 95811

Community Development Department:

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

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

Applicant's Address: \_\_\_\_\_

to agree to the covenants set forth in this application and to apply for a modification to the following entitlement(s):

The subject property located at: \_\_\_\_\_

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

Printed Name of Owner of Record: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

(may be a digital signature)

## Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial elevation 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.

Applicant

Signature: \_\_\_\_\_

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

(may be a digital signature)

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.