

Planning Entitlement Application Instructions

Planning Entitlement Applications are filed with the Planning Division at the Community Development Department. This application may be used for all Planning, Site Plan and Design Review, and Preservation applications. Submitting a complete application and accurate development plans will help avoid delays in processing the application. ***Applications submitted without the required information may not be accepted.***

How to submit this application: The Planning Division accepts online applications only. For more information about the online application submittal process, to submit an application, or pay a fee, please visit the [E-Planning Submittal Service](#) webpage. 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 Public 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 accepted, Planning Staff will send the applicant an invoice for the necessary application fees. Fees are also paid online.

Deposit Fees: 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. Please ask Planning Staff if you have any questions.

NOTICE: *The City of Sacramento 2040 General Plan is effective March 28, 2024, and includes new standards for both Floor Area Ratio (FAR) and Density. Development of new single units and duplex dwellings in the R-1, R-1A, R-1B, and R-2 zones must comply with maximum net building area requirements per lot in order to be approved. Some exceptions apply. Additional information is provided on Page 16 of this application.*

How to contact a planner if you have questions or need assistance:

1. Email your questions to the Planning Helpline: planning@cityofsacramento.org;
2. Call the City Operator by dialing 311 or (916) 264-5011 from outside the city;
3. Visit the Public Counter, located at 300 Richards Boulevard, Third Floor. (Please check the [Planning Website](#) for service hours or appointment availability prior to visiting the public counter.

Submittal Matrix

For a project application to be determined to be complete, the following items must be submitted:

Submittal Materials	Rezone	PUD Designation, PUD Amendment, or Plan Amendment	Tentative Map Or TM Time Extension	Conditional Use Permit, Variance, including Time Extensions. For Modifications, use Form CDD-0450. ¹	Site Plan and Design Review. For Modifications, use Form CDD-0450. ¹	Preservation Review
Planning Entitlement Application	X	X	X	X	X	X
Schematic Site, Floor, Landscape, Elevation, Roof, Demolition Plans – (PDF, with font embedded and all layers flattened. No construction documents)				X	X	X
Design Guidelines Checklist ¹					X	X
Cannabis Supplemental ¹				X		
Tentative Map, Preliminary Title Report, Grant Deed, Soils Report, and Preliminary Grading Plans, see Tentative Map Application Form CDD-0443 ^{1, 2}			X			
Design Concept Narrative					X	X
Color Photographs	X labeled	X labeled	X labeled	X labeled	X labeled	X labeled
Photo Simulation & Coverage Map ³				X	X	
Color/Materials Sample(s), inc. Fixtures, Materials, and Cutsheets					X	X
Streetscape Drawings ⁴					X	X
3D Model (Sketch-up Compatible) ⁵					X	X
Schematic Plan and PUD Guidelines		X				
Historical Evaluation (if Project will Demolish Primary Structure 50 Years or Older) ⁶	X	X	X	X	X	X

¹ This form may be found online at <https://www.cityofsacramento.gov/community-development/planning/planning-forms>.

² A signed copy of the tentative map exhibit is required prior to the Subdivision Review Committee meeting.

³ Photo simulations and coverage maps are required for all wireless facility applications only.

⁴ Streetscape drawings are required for all Commission level projects. For Director and Staff level projects, as requested by Staff.

⁵ Staff will contact the applicant if a three-dimension model is required for insertion into the City-wide aerial Sketchup model.

⁶ Applicants may request this requirement be waived by contacting Historic Preservation staff at preservation@cityofsacramento.org. Provide staff with project details and clear color photographs of the building to be demolished.

ALL PROJECTS:

Applicants are required to furnish the following information when filing a Planning Entitlement Application:

1. _____ **Completed Planning Entitlement Application.** Complete all sections of the application. If a section of the application is not applicable to your project, please write, “Not applicable,” or N/A.
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 for the necessary application fees. Fees are paid online through the [Citizen Permit Portal](#).

Some application fees 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. Please ask Planning Staff if you have any questions.
3. _____ **Letter of Agency.** The Letter of Agency is a form that a property owner signs to allow a representative to file the Entitlement Application for the owner. If you own the property and are also the applicant, you do not need to fill out the Letter of Agency. The form may be signed with an electronic signature.
4. _____ **Project Narrative.** Provide a written description of the project being proposed for development. It must include a description of the project and **detailed scope of work** for which entitlement/review is being requested and how the project will address any potential negative effects on the community.
5. _____ **Digital Submission of Application Packet.** Digital submission of Application files (e.g. application, plans, photos, supplemental information) are required in high quality, PDF format, no greater than 300 DPI. All uploaded files are required to be submitted using the [Planning File Naming Convention](#). Exhibits must be to-scale. It is recommended that all fonts are embedded and layers flattened.
6. _____ **Color and Material.** Information on proposed color and materials are required for all projects unless the requirement is waived by Staff. If actual material samples are provided or requested, those samples will remain with the file as part of the public record. The proposed colors and materials must be specified, rather than simply referenced by, “See Color/Material Board.” Provide electronic brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.
7. _____ **Photographs.** Provide color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). Please refer to, “Guidelines for Photographing Project,” for more information (Page 8).
8. _____ **Streetscape Drawings.** Streetscape drawings are required for all Commission level projects. Staff will let the applicant know if streetscape drawings are needed for a Director or Staff level application. Streetscape drawings should show how the new project will appear in the context of surrounding buildings, structures, streetscapes and other relevant parts of the setting.

All Development plans shall include the following:

- _____ Date(s) of plans and revisions
- _____ 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.
- _____ “Cloud, delta, and date,” revisions to any plans previously submitted to or considered by Planning Staff. **Please Note:** For those projects that are approved for concurrent building plan review, it is the responsibility of the applicant to advise the Building Division of any changes to building plans already submitted for Plan Check and to provide revised plan sheets as may be deemed necessary.
- _____ Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage if different from the applicant.
- _____ Any approved late submittal of information, revised plans, etc. shall be referenced by the Planning file number to make it easier to include these with the appropriate application file.

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. 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.
- _____ Sufficient adjoining areas to enable the evaluation of adjacent impacts. Site Plans must show location and distance from closest adjacent structures on neighboring properties and where required to determine required front setback, accurate dimensions of front setbacks for buildings on adjacent parcels.
- _____ The location of streets with street names, proposed right-of-way dedications, and location and dimension of lot lines.
- _____ The location and nature of all 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 that any errors on the plans may be detected more easily and earlier in the City’s review process.
- _____ 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 existing and proposed driveways, 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 and identification of drainage courses, creeks, etc.
- _____ Location of onsite 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 Section 15.92. See Section 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. **For Single-Unit Dwellings and Duplexes, demonstrate compliance with Design Guideline Sec. 2-11 ([see Page 9 and 10 of the Guidelines](#)).**
- _____ 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 depict and/or reference any anticipated roof mounted equipment and equipment screening.
- _____ Roof plans are required unless waived by Staff. 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 nonresidential 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.

Landscape Plans must show: *Please note- For new projects, use conceptual graphics to convey preliminary design intent. Use separate pages, 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 Section 15.92. Please note: Some Preservation applications may require a full set of detailed landscape plans for projects involving historic properties with significant site or landscape features, or where proposals for excavation and grading could impacts cultural resources.*

_____ 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.

_____ For Preservation projects, provide plans showing existing (E) and new (N) site construction or excavation work, including retaining walls, fencing, driveways, grade changes or changes to other physical features. If planting elements are identified as significant features of the historic property, provide plans showing those existing (E) significant features and any proposals to remove, move or replace those features.

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.

Streetscape Plans must show:

_____ The adjacent building massing and spatial relationships, including relationship to public rights-of-way, if applicable.

***NOTE: For Preservation Projects only,** provide plans (existing and proposed) for projects proposing changes to publicly accessible interiors.

Tentative Map Submittals

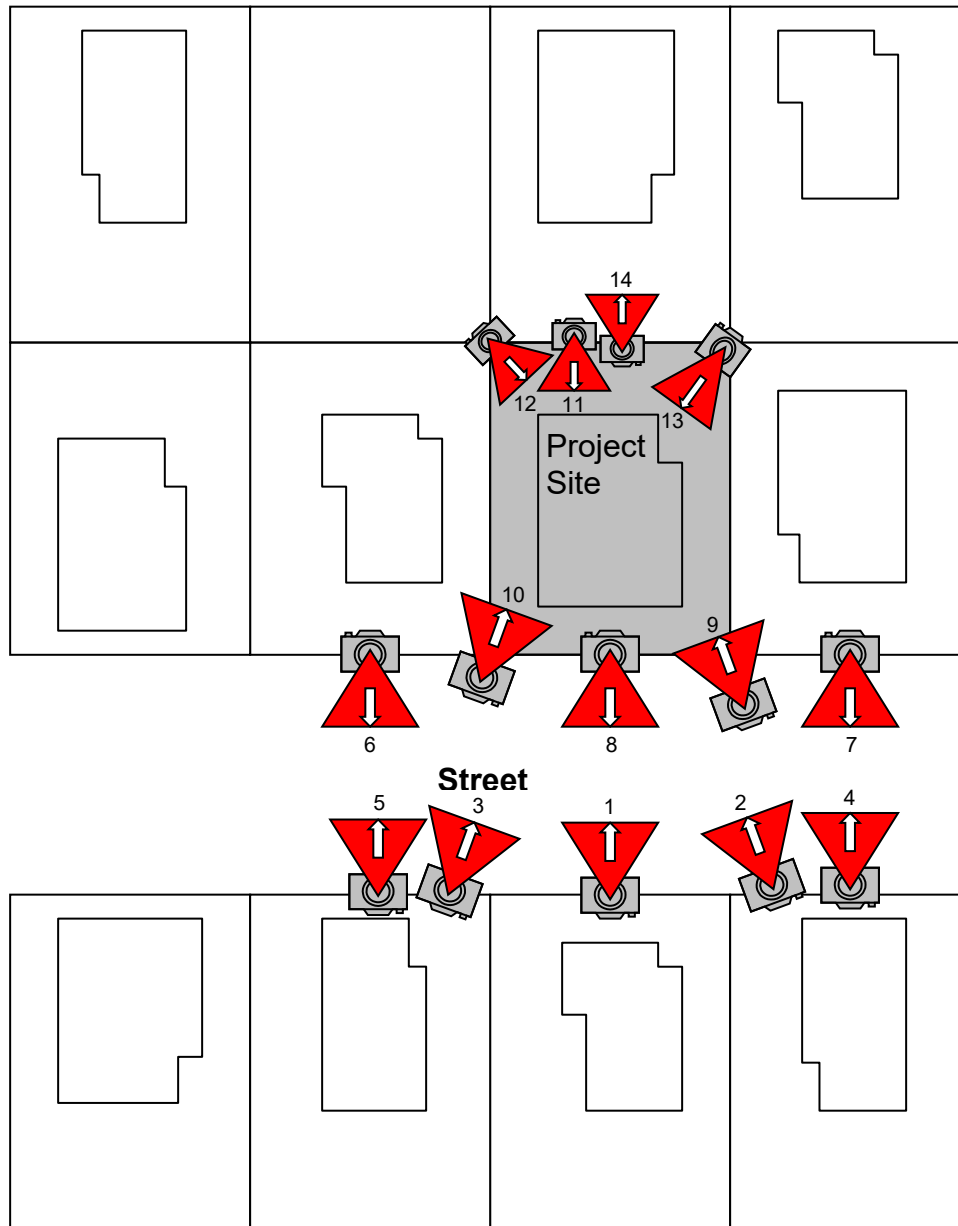
Tentative Map submittals shall be consistent with the requirements set forth in the Tentative Map Application Information Guide and Submittal Checklist (CDD-0443) located [here](#). The Guide provides information for tentative maps, submittal requirements, how to submit and additional information relating to the processing of tentative map applications.

Who May Prepare Plans

A licensed architect shall prepare and affix their stamp to all plans except for the following:

- Single-family dwellings of woodframe construction not more than two stories and basement in height.
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
- Garages or other structures appurtenant to buildings described above and of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved.
- Or as provided by Business & Professions Code Sections 5537.1 through 5537.7 and concerning other licensed professionals.

Photo Instructions
Guidelines for photographing a project site



1. 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.*
2. If your application involves a historic property with work proposed for publicly-accessible interiors, provide color pictures of surfaces of each interior area where work is proposed.
3. Label all photographs with the corresponding numbers above.
4. Submit an aerial photograph showing your property and the immediately adjoining parcels.

Planning Entitlement Application

The City of Sacramento Planning Division has designed this application to obtain important information about your proposed project that will help to expedite the application review process. 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

Please describe the scope of work being proposed for review. Your “Project Narrative” will provide Planning Staff with a clear vision of what you are proposing to do. Answer in complete sentences in the space below or on a separate attachment. The description of your project should include ALL the entitlements being requested for your project (i.e., Rezone, Tentative Map, Site Plan and Design Review, Preservation, etc.). You must state any deviations from development standards and any deviations from applicable design guidelines. Provide as much detail as possible regarding all the characteristics of your project and the scope of work requiring review, including physical site disturbance and work to occur:

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: 9/12/2025 _____

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 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)

All Projects

Land Use

What is the current use of the site? _____

Please list all previous land use(s) of site for the last 10 years. _____

Do you have knowledge of any **environmental issues** related to hazardous materials (e.g., underground storage tanks, site contamination, past clean-up activities, etc.)? Is the project site included on any list compiled pursuant to section 65962.5 of the Government Code?

Have any **technical reports** been prepared, such as a Phase I ESA, Biological Resources Survey, Noise Analysis, etc.? YES NO If Yes, please provide a copy.

Does the proposed project take place on one or more Housing Element inventory sites? YES NO
(To look up this information, visit the [Web Based Housing Element Sites Inventory](#) or download the 2021-2029 Housing Element [Sites Inventory Table](#))

Neighborhood Contact

Please describe any contact you have had regarding the project with the following: neighbors/property owners adjacent to the subject site, Neighborhood Associations, Business Associations, or Community Groups in the project area:

Site Characteristics

Providing the following information regarding the environmental setting with your application is one the most effective ways to expedite your project's environmental review. If your site contains structures, large trees, mature vegetation, natural drainage ways, low lying areas where water pools during the rainy season, or wetland areas, supplemental information may be requested in order to conduct the environmental review of your project.

Are there any **structures** or **buildings** on the project site? YES NO

If yes, how many? _____

What is the construction date of each structure/building? _____

Current Use of Existing Structure(s)? _____

Proposed Use of Existing Structure(s)? _____

Are any existing structures proposed for **demolition**? _____

Are there any **trees** on the project site? YES NO

Are there trees proposed to be **removed**? YES NO

Does your site contain any **natural drainage** ways? YES NO

Does your site contain any **wetland areas** or areas where water pools during the rainy season? YES NO

What land uses surround your site? (for example, single family or multi-family residential, commercial)
Please describe:

Are you proposing any new **fencing or screening**? YES NO

If yes, please describe the location of the fencing, the height, and the materials (i.e. wood, masonry, etc.):

Is there **parking** onsite? YES NO

If yes, how many spaces are existing (for the entire property) and how many are proposed onsite with this project?
Existing _____
Proposed _____

Are you proposing any parking offsite? YES NO

If yes, where is it to be located and how many spaces? _____

Are you proposing to waive any parking spaces? YES NO

Are you proposing any new **signs** with this project? YES NO

If yes, please describe the number and type. _____

Are there any **easements** crossing the site? YES NO

Are there any **trash/recycling** enclosures onsite? YES NO

If yes, what is the size of the enclosure(s) and where are they located? _____

Please describe the height and materials. _____

What is the total number of cubic yards allocated for recycling? _____

Building Setback from Property Lines:	Existing (feet'-inches")	Proposed (feet'-inches")
Front		
Rear		
Street side		
Interior Side		

What are the front setbacks of the two nearest buildings (on adjacent property) on the same side of the block? If there are no other buildings/properties, please write "N/A."

1st Address: _____ 2nd Address: _____

Setback: _____ Setback: _____

Exterior Materials

Existing Exterior Building Materials: _____

Existing Roof Materials: _____

Existing Exterior Building Colors: _____

Proposed Exterior Building Materials: _____

Proposed Roof Materials: _____

Proposed Exterior Building Colors: _____

Residential Projects

Note: Fill in this section if your project has residential units. Complete both residential and non-residential sections if you are submitting a mixed-use project.

Total Number of Lots:

Net Acreage of Site:

Total Dwelling Units:

Density/Net Acre:

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:	_____	_____	_____
Accessory Dwelling Units	#	Min. sq. ft.	Max. sq. ft.
# of ADUs:	_____	_____	_____
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	_____	_____	_____

Are any of these proposed units to be subsidized or affordable? YES NO

If yes, please state the number of units and describe the type and source of the subsidy.

Building Height

Building Height means the vertical dimension measured from the average elevation of the finished lot grade at the front of the building to the plate line, where the roof meets the wall.

Existing building height:	(Measured from ground to the plate line): _____ ft.	# of floor	
	(Measured from the ground to the top of roof) _____ ft.		
Proposed building height:	(Measured from ground to the plate line): _____ ft.	# of floor	
	(Measured from the ground to the top of roof) _____ ft.		

Lot Coverage

(Not applicable on Neighborhood Scale Multi Unit Dwellings (MMH) Zones R-1, R-1A, R-1B, R-2)

Total (proposed new and existing to be retained) Building Coverage Area* (sq. ft.): _____ Project Site Lot Area (sq. ft.): _____

Total lot coverage percentage: _____ %

Example: building area (2000')/ lot area (5000') = 40% total lot coverage

*Include all covered structures (patios, porches, sheds, detached garages, etc.)

Open Space

Neighborhood-Scale Multi-Unit Dwellings (Missing Middle Housing)

Does the project conform to [Neighborhood Scale Multi-Unit Dwelling \(Missing Middle Housing\) Open Space Requirements Ordinance 2024-0027 Sec. 7.C](#))? YES NO N/A

Citywide Standard-Scale Multi-Unit Dwellings

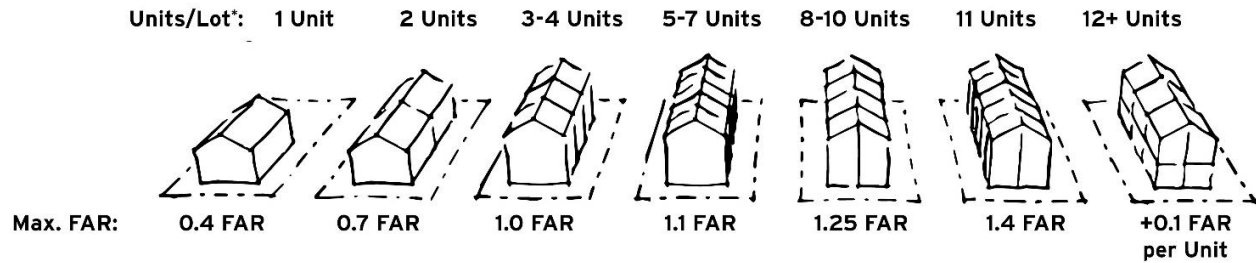
Does the project conform to [17.600.135 Open space for multi-unit dwellings](#) ? YES NO N/A

Central City SPD Multi- Unit Dwellings

Does the project conform to [17.444.050 Open space requirements for multi-unit dwellings.](#) ? YES NO N/A

Structure Size

NOTE: Per the 2040 General Plan, single-unit and duplex dwellings in the R-1, R-1A, R-1B, and R-2 zones, may not exceed 2,000 square feet of net building area or 0.4/0.7 FAR per lot, whichever is greater. **Maximum building area does not apply to remodels and additions.** Additional FAR is allowed for each unit proposed, up to the General Plan maximum FAR. Please contact Planning staff for more information: planning@cityofsacramento.org.



	<u>Existing (to remain)</u>	<u>New Structures or Building Additions</u>	<u>Subtotal</u>
Dwelling(s)			
ADU/JADU			
Garage			
Other			
		Gross Building Area¹	
		Net Building Area²	
		Net Lot Area³	
		Proposed Floor Area Ratio (FAR = NBA / NLA)	

For multiple parcels, please use a supplemental attachment.

¹ Gross building area (GBA): Total area (square feet) of all floors of a building, above and below ground, measured from the exterior faces of the building.

² Net Building Area (NBA): Gross Building area, minus the floor area (square feet) of accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), parking garages, and open space.

³ Net Lot Area (NLA): The total lot size, excluding publicly dedicated land, private streets, and other public use areas.

Bulk Control

Single Unit and Duplex Dwellings

(found here: [Single-Unit Dwelling and Duplex Dwelling Design Guidelines](#))

The base building envelope is a three-dimensional air space (also known as “the tent”) defined in Design Guideline Sec. 2-11. If portions of the building are proposed to be outside the tent, the project may require a public hearing.

Does the project conform to Design Guideline Sec. 2-11? YES NO N/A

Neighborhood-Scale Multi-Unit Dwellings (Missing Middle Housing)

(found here: [Neighborhood Scale Multi-Unit Dwelling \(Missing Middle Housing\)](#))

The base building envelope is a three-dimensional air space (also known as “the tent”) defined in Ordinance 2024-0027 Sec. 7.B. All portions of the building are required to be inside the tent, unless noted otherwise in ordinance.

Does the project conform to Ordinance 2024-0027 Sec. 7.B? YES NO N/A

Residential Historic Districts

(Found here: [Adopted Historic District Plans](#))

The height of new buildings or additions top plate height should be no more than 150% of the height of surrounding contributing buildings.

Does the project exceed 150% of the top plate height of surrounding contributing buildings? YES NO N/A

Housing Questions

Does the project propose demolishing residential dwelling units? YES NO

If yes, does the project propose creating at least as many units as will be demolished? YES NO

Does the project propose demolishing “protected” residential units — whether vacant or occupied? “Protected” residential units are any of the following: YES NO

- (1) Residential dwelling units that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income within the past five years;
- (2) Residential dwelling units that are or were subject to any form of rent or price control through the City of Sacramento’s Tenant Protection Act, Sacramento City Code Title 5, Chapter 5.156 (exemptions include units built after February 1, 1995), or SHRA’s affordable housing preservation ordinance, Sacramento City Code Chapter 15.148, within the past five years; or
- (3) Residential dwelling units that are or were occupied by lower or very low-income households within the past five years;
- (4) Residential units that were withdrawn from rent or lease in accordance with the “Ellis Act,” Chapter 12.75 (commencing with section 7060 of the California Government Code), within the past 10 years

If “protected” units are proposed to be demolished, do *all* the following apply? YES NO

- A. The project will replace (with equivalent size — meaning with at least the same total number of bedrooms as the units being replaced) all existing or demolished protected units
- B. The project will include at least as many residential dwelling units as the greatest number of residential dwelling units that existed on the project site within the last five years.

The applicant agrees to:

Provide relocation benefits to the occupants of those affordable residential rental units as provided by California Government Code Chapter 16 (commencing with Section 7260) of Division 7 of Title 1; and YES NO

Provide a right of first refusal for a comparable unit available in the new housing development affordable to the household at an affordable rent, as defined in Section 50053 of the California Health and Safety Code, or an affordable housing cost, as defined in Health and Safety Code 50052.5. YES NO

Allow existing residents to occupy their units until six months before the start of construction activities with proper notice, subject to California Government Code Chapter 16 (commencing with Section 7260) of Division 7 of Title 1. YES NO

Neighborhood-Scale Multi-Unit Dwellings (Missing Middle Housing) – If Applicable

Does the project propose Neighborhood-Scale Multi-Unit Dwellings (Missing Middle Housing)? YES NO

Does the project satisfy the following findings of fact under Ordinance [\(Ord. 2024-0027\)](#)? The project shall not result in *any* of the following: YES NO

- (1) Fewer dwelling units than currently exist;
- (2) Demolition of a dwelling unit that has been occupied by a tenant within the past year;
- (3) Demolition of a dwelling unit subject to an affordable-housing regulatory agreement.

Non-Residential Projects

Note: Fill in this section if your project has a non-residential component. Complete both residential and non-residential sections if you are submitting a mixed-use project.

Hours of operation of the proposed use: _____

If your project includes fixed seats, how many are there? _____

Building Size

Total Building Square Footage Onsite: _____ gross square feet

Breakdown of square footage: Please mark all that apply.

	Existing	Proposed		Existing	Proposed
Warehouse Area:			Sales Area:		
Office Area:			Medical Office Area:		
Storage Area:			Assembly Area:		
Restaurant/ Bar Area:			Theater Area:		
Structured Parking:			Other Area:*		

*Describe use type of "other" areas

Building Height

Existing building height (Measured from ground to highest point): _____ ft. _____ # of floors

Proposed building height (Measured from ground to highest point): _____ ft. _____ # of floors

Lot Coverage

Total Building Coverage Area, existing and proposed* (sq. ft.): _____ Project Site Lot Area (sq. ft.): _____

Total lot coverage percentage: _____ %

Example: building area (2000')/ lot area (5000') = 40% total lot coverage

*Include all covered structures (patios, porches, sheds, detached garages, etc.)

Open Space

Office Use

Does the project conform to [17.600.140 Open space for offices?](#) YES NO N/A

Design Guidelines

Design Guidelines have been established by the City Council for every area of the city. The intent of the Design Guidelines is to foster and maintain a level of quality in building development that supports desirable neighborhoods, livability, and community value, consistent with the City's General Plan.

YES NO I have read the applicable Design Guidelines and have completed the Design Guidelines Checklist for the district or area of this project.

YES NO This project meets all the Design Guidelines listed on the checklist.

YES NO This project proposes to deviate from the Design Guidelines.

Please note: For projects involving historic Landmarks or their sites, or properties within Historic Districts, please include the Secretary of the Interior's Standards for Historic Properties, and Guidelines for Interpreting the Standards, as part of your responses to the Design Guidelines questions above.

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:

9/12/25

(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.

Citywide Commercial Design Guidelines
Site Plan and Design Review Guidelines Checklist

Applicant's Name: _____

Phone: _____

Project Address: _____

Email: _____

The following checklist is a summary of the Citywide Commercial Design Guidelines. Please review the complete list of guidelines in the full document (<https://www.cityofsacramento.org/Community-Development/Resources/Online-Library/Design-Guidelines>). Applicant shall fill out the design guidelines checklist for all guidelines applicable to the project. Check the box if the project meets the guidelines and indicate in the comments how the guidelines are met. Indicate NA if a design guideline is not applicable. Any design guideline that the project does not meet shall be indicated as a deviation with a comment explaining the rationale for the deviation.

Site Design

1. BUILDING LOCATION/SITE ORGANIZATION

- Site planning and building location must address context of the urban environment, consistency of the public streetscape, and potential impacts on existing and planned adjacent uses. Site planning must address potential traffic, transit access, parking, circulation and safety issues, light and glare, noise, odors, dust control and security.
- a. Express the character of the street as a shopping area by features such as display windows.
 - b. Arrange buildings to create functional public and private outdoor spaces.
 - c. Locate structures to create continuity of frontage along the street face by matching or reducing front and side setbacks. Orient buildings toward the primary nearby street.
 - d. Consider pedestrian orientation, access, and experience in site planning, including in building size and placement, circulation, and open space design. Provide adequate walkways without obstructions to pedestrian movement separated from traffic design.
 - e. Orient buildings to for natural lighting opportunities. Depth of interior office spaces should generally be a maximum of 4 times their width.
 - f. Buildings on corner lots should address both streets with windows, entryways, architectural detailing, and/or landscaping.
 - g. If a project has a large setback from the street, provide elements to reduce visual prominence of parking from the street. For developments with frontages of 150 feet or more, avoid monotonous facades.

Comments/Deviations:

Staff Comment:

2. PARKING

- The visual prominence of parked vehicles shall be minimized where feasible. Vehicular circulation and parking must be designed to minimize potential pedestrian conflicts, and provide for simple and efficient vehicle movement. Parking paved areas should be minimized as is feasible.
- a. Locate parking areas to the rear or side of the property or beneath buildings for urban and infill locations. Screening parking areas from views exterior to site is encouraged.
 - b. Collective and shared parking areas are strongly encouraged.
 - c. Provide parking lot access from side streets. Provide landscaping and walkways between parking lots and public streets, right-of-ways, and pedestrian routes. Parking areas visible from the street right-of-way should be screened with landscaping, berms, or other architectural features.

- d. Provide parking to meet but not exceed expected demand, considering pedestrian transit trips, rideshare programs, and shared parking agreements
- e. Provide lighting in parking areas that avoids glare on adjacent properties. Design and height of the fixture should be compatible with overall building design.
- f. Treat pedestrian circulation with priority over auto circulation; devices such as trellises that separate people and cars are encouraged. Large parking lots should be provided with benches in pedestrian areas.
- g. Areas for extended parking of fleet, company, or service vehicles should be located at the rear of the property or other low visibility areas.
- h. Parking structures on primary commercial streets should be designed with retail, office, or other uses at street level. All parking structures should be designed with architectural features complementary to commercial, office, and mixed-use buildings in the vicinity.
- i. Parking should be designed to incorporate passive safety design features. Parking structure entry/exit ramps would be mid-block or toward service areas, not facing pedestrian streets.

Comments/Deviations:

Staff Comment:

3. CIRCULATION OF CARS, TRUCKS, PEDESTRIANS, AND BICYCLES

- Balanced circulation routes must be provided for both vehicular and pedestrian movement with a priority to pedestrians and bicyclists. Conflict between all modes of transportation should be minimized, and convenience to pedestrians should be maximized. Access and circulation should be clear and articulated to announce 'entry' or 'exit'. Prominent, attractive pedestrian routes must be provided from the public streetscape to each building or complex entrance.

Pedestrian Circulation

- a. Pedestrian planning should provide for easy access to public bicycle/pedestrian ways, nodes, neighborhood centers, and transit stops. Routes should be obvious, direct, and simple. Routes should also be direct as possible to discourage landscape-damaging shortcuts.
- b. Pedestrian walkways should connect each primary entrance of a commercial building to adjacent parking lots, structures, or site amenities and public sidewalks, and must be ADA accessible.
- c. Separate pedestrian and vehicular entries. Employ changes in grade, color, texture, material, color, and/or finish to differentiate pedestrian access from driveways.
- d. Consider walking distances to transit services in project design. Measure pedestrian accessibility by the actual paths available.
- e. Locate bicycle parking close to and with direct access to buildings. Parked bicycles should be out of travel paths. Projects should be consistent with and supportive of the policies of the City's Pedestrian Master Plan and Bicycle Master Plan. Long-term bicycle parking shall be interior and secured or in lockers located adjacent to buildings where employees are working.
- f. All facilities and amenities should be made accessible to people with disabilities.

Vehicle Circulation

- a. Consolidate driveways, parking lots, and access routes wherever feasible to limit curb cuts, minimize development costs, and reduce auto/pedestrian conflicts. Minimize curb cuts to reduce impacts to pedestrians, cyclists and on-street parking.
- b. Provide access to parking lots from side streets. Avoid parking lots with dead ends or that require backing out. Large parking lots (over 50 vehicles) should have more than one point of entry/exit.
- c. If gates are used to secure vehicle or parking areas, treat them as a design element. Gates should also meet the requirements of the public works department to avoid backing up vehicles on public streets.
- d. Use textures, patterns, and colors in the design of paved parking areas or entries. Use planting, site features, berms, etc., to break up large areas of unbroken, single-color untextured paving.
- e. Provide connections between adjacent non-residential developments if appropriate.
- f. Highlight project entryway drives and parking court entries using landscape or pavement features.
- g. Provide common or shared service delivery access for adjacent buildings when feasible. Separate access points for service trucks and garbage pick-up from cars. Consider heavier demands of trucks in paving design.

Comments/Deviations:

Staff Comment:

4. SITE AMENITIES

- Projects must be designed whenever feasible to maximize opportunities for creating usable, attractive, and integrated public spaces and site amenities. Nearly every project can incorporate some degree of site amenity, which will vary appropriate to the overall scale and character of the project. Examples of site amenities include mini-parks, public plazas, street furniture, public art, sidewalk cafes, transit shelters, open/green spaces, pedestrian walkways, water features, clock towers, landscape feature, landscape lighting, receptacles for trash, trellises, arbors and colonnades.
- a. Distinguish transit stops from the surrounding context by changes in paving materials, larger sidewalk width, amenities, and shade/shelter structures.
 - b. Public areas should be visible from the street.
 - c. Exterior site design and landscaping should provide functional social spaces and/or pedestrian amenities. Site amenities provided by a commercial development project should be accessible from sidewalk or public walkways.
 - d. Materials used to construct any site amenity shall be at least of equal quality as materials of primary buildings and landscaping on the site.
 - e. Implement site amenities such as public art, water features, public plazas, or landscape features when the architectural features of a building do not provide a focal point or anchor at a major street corner.

Comments/Deviations:

Staff Comment:

5. LANDSCAPING

- Landscape elements are key components of virtually every commercial property. Design applications include but are not limited to enhancing the appearance of structures, defining site functions and edges, screening undesirable views, and introducing color, texture, and softness.
- a. Use dense landscaping of plants and/or landscape vertical elements to screen unattractive elements.
 - b. Appropriate landscaping usually includes a variety of trees, shrubs, and other plantings. Unpaved areas should be planted with irrigated plant materials. Other unpaved areas where landscaping is challenging should be mulched.
 - c. Landscaping compatible with building design is encouraged. Landscaping should be in scale and compatible with adjacent land uses.
 - d. Consider security issues in the landscape design of the site. Landscape plans should avoid potential conflicts between landscaping, lighting and signage by proper plant material selection, placement, and maintenance.
 - e. Provide deciduous shade trees along south sides of structures to reduce cooling loads during the summer and allow solar gain during the winter. Deciduous shade trees and shrubs should be planted, where appropriate, to shade the west and south sides of buildings and all paved areas to reduce heat transmission.
 - f. Streetscape should incorporate a planter strip the sidewalk from the street (except where prohibited by existing street cross-section).
 - g. Retain existing mature trees in landscaping, site, and building plans whenever possible.
 - h. Landscaping must not impede access to hydrant connections or other essential services, but may be used with good design to soften the elements and make them blend in.
 - i. Provide maintenance for landscape areas, including watering, removing debris and litter, pruning, and plant replacement when necessary.
 - j. New planting strips located between the sidewalk and the street should be a minimum of six feet wide to promote health of shade trees. Plants may still be used if carefully selected and trained if insufficient space for a planter.
 - k. May include fences and low walls to create pleasing and functional definition of space.

Comments/Deviations:

Staff Comment:

6. EQUIPMENT/SERVICES/ACCESSORY STRUCTURES

- Service elements and infrastructure such as trash enclosures, loading docks, storage, and mechanical equipment must be screened from street views and integrated into the design to make it as unobtrusive as possible. Accessory structures such as storage facilities must be integrated with the architectural style of the project.

Accessory Structure/Storage

- a. Design of accessory structures should be consistent with the overall architectural design of the adjoining building.
- b. Prefabricated trailers, metal shipping containers, and other temporary structures are not permitted by City ordinances to be part of ongoing business operations or site design.
- c. Integrate storage areas into the building design. Storage for inventory, equipment, or other materials should be fully enclosed.

Enclosures

- d. Trash enclosures should include enough space to facilitate both waste disposal and recycling.
- e. Trash enclosure design should address solid waste personnel safety and have access routes allowing solid waste personnel to easily access dumpsters for collection.
- f. Views of trash storage should be minimized from public streets and be located to avoid impacting adjacent properties. Landscaping should be used around trash enclosures to provide screening.
- g. Construct trash enclosures of split face block, brick, stucco over block, or similar materials. Trash enclosures shall have roofs.
- h. Consider the access route to the trash enclosure in the site design. Position large enclosures so service trucks can approach them straight on.

Mechanical/HVAC/Utility Equipment

- i. Integrate mechanical equipment into the architectural design of projects as much as possible. Screening elements should be an integral part of the overall building design. Rooftop mechanical equipment shall be screened from public view from adjacent streets or parking lots.
- j. Group roof-top plumbing vents, ducts, and equipment away from the public view. Adjust the roof form or add screening elements.
- k. Utility equipment should be screened by walls and/or landscaping. Cluster utilities and services when possible.
- l. Mechanical equipment should be installed consistent with the Comprehensive Floodplain Management Plan.
- m. Provide shade trees adjacent to mechanical equipment to reduce temperature at air intakes.

Loading Docks

- n. Provide sufficient space for transport vehicles so they do not interfere with normal pedestrian and automobile circulation.

Comments/Deviations:

Staff Comment:

7. RESOURCE CONSERVATION

- New development and substantial rehabilitation development must incorporate design features which conserve resources. These include measures for energy conservation, recycling of materials, and provisions for drainage and water quality control.

Drainage and Water Quality

- a. Minimize the increase in runoff pollution typically caused by land development.

- b. Protect the beneficial uses of receiving waters by employing a combination of pollution source control and site-specific treatment measures.

Parking Lots

- c. Areas required for tree planting may be used to satisfy City's requirement to provide on-site stormwater treatment, with early planning and design.
- d. If parking lot is part of a new development with 1 acre of more impervious area, it is required to provide treatment control measures that capture and treat stormwater runoff through settling, filtration and/or biodegradation.

Recycling and Waste Handling Areas

- e. Provide covered and lockable trash and recycling containers. Consolidating them within a trash enclosure is encouraged.
- f. Reuse and recycling of materials produced using sustainable methods is encouraged.
- g. Provide grades or slopes of paved areas directing runoff toward a dead-end sump or drain connecting to sanitary sewer. Do not locate storm drains where runoff is likely noxious.

Vehicle Wash Areas

- h. Pave, berm, and grade where designated vehicle wash areas will drain into the sanitary sewer.

Solar Energy

- i. Use deciduous trees to shade parking lots and buildings to provide reductions in cooling requirements and to reduce the urban heat island effect.
- j. Integrate solar collection with other project elements such as shading.

Water Conservation

- k. Landscape design should incorporate measures to conserve water, including plant selection and consideration of subsurface or drip irrigation.

Comments/Deviations:

Staff Comment:

Architectural Elements

8. BUILDING STYLE/THEME

- When a new building facade is created (either by new construction, or rehabilitation of existing buildings), it must be compatible with the context of its location. In some locations, compatibility may suggest use of thematic elements that are already well established. In other areas, compatibility is measured by broader considerations of scale and character of the area as it is expected to be in the future.
 - a. In commercial centers, there should be a stylistic or thematic expression tying individual storefronts and buildings together.
 - b. Variety in architectural elements and style is generally encouraged. Roof form, mass, changes in plane such as by furring, moldings, shapes and materials, etc., should be used to create variation and interest.
 - c. Design projects to respect the privacy of surrounding uses.
 - d. Provide clearly defined building entries in scale with the proposed project and relating directly to the street frontage wherever possible.
 - e. Corporate identity in the design theme should be secondary to consistency with the surrounding neighborhood or community.
 - f. Provide shade and architectural relief from flat facades by use of awnings, trellises, or canopies above windows, doors, and entrances.
 - g. Provide illuminated addresses clearly readable from the street.

Comments/Deviations:

Staff Comment:

9. SCALE/MASSING ARTICULATION

- Projects should acknowledge the surrounding existing or emerging context with respect to building scale, mass, setbacks, and articulation.
 - a. Projects at defined nodes or gateways are encouraged to provide prominent visual landmarks such as a projecting tower, promenade, arcade, or other pedestrian-oriented feature.
 - b. Design long facades with sufficient building articulation and landscaping to break up visual elements. Articulation such as cornice detail, insets, windows, reveals, etc. should be used.
 - c. Street elevations should contain features to provide visual interest, such as posts or columns.
 - d. Buildings should be stepped down at upper levels in areas with a relatively smaller-scale character.
 - e. Shopping center types of projects should either have a unified or consistent theme or should be visually broken up into separate visual elements.

Comments/Deviations:

Staff Comment:

10. MATERIALS

- Buildings should be constructed of durable materials that will promote the longevity of the structure and provide a pleasing appearance as the materials age.
 - a. Use of materials common in other commercial buildings on the street is to be considered.
 - b. Durable, solid facing materials should be used. Use of vinyl or grooved plywood siding, sprayed-on, textured stucco, or raw, raised grain, or rough-sawn wood is not allowed.
 - c. Common materials used in commercial areas include brick, stucco, and ceramic tile, and their continued use in new construction is recommended.
 - d. Wood should be milled with a smooth, painted finish.

Comments/Deviations:

Staff Comment:

11. ADDITIONS

- Additions should either be consistent with established themes, or established new themes, consistent with the approach to context selected.
 - a. An addition should respect, but be subordinate to, the design of the original building. Additions should not alter or destroy the architecturally defining features of the building.
 - b. Large additions should be broken into smaller, varied components that relate to the scale and massing of the original structure.
 - c. Additions should be compatible with the overall character of the property, block, and neighborhood. An addition should be set back from the primary facade.

Comments/Deviations:

Staff Comment:

12. ROOF FORMS

- The roof forms of new development should be integrated with the overall design.
 - a. For taller buildings, articulated facade surfaces with multiple rooflines are encouraged. Roof parapets may be used to add visual interest to flat roof lines.
 - b. One-story buildings should avoid the use of exaggerated, sloped roof forms.
 - c. Specific roof forms on corner buildings are encouraged to help accentuate the corner location.

Comments/Deviations:

Staff Comment:

13. ENTRY FEATURES

- Entry features should be clearly visible to pedestrians, approaching from street and sidewalk.
 - a. Locate primary entries on major sidewalks to provide clearly visible pedestrian access. The size of the entry should be proportional to the building.
 - b. Secondary entries may be located at the side or rear of the building to provide access from parking areas.
 - c. Entries should be clearly defined with signage and architectural details.
 - d. In mixed-use buildings, the entrance to residential uses on the second story should be clearly defined and approachable from a public street or sidewalk.

Comments/Deviations:

Staff Comment:

14. WINDOWS/DOORS

- Windows and doors should be used as a design element, and provide 'eyes' on the surroundings to enhance both functional and implied security.
 - a. Windows, entries, and doors should occupy most of the wall surface on the ground floor. Building openings should maintain the proportions and spacing of other openings on the block.
 - b. Headers, trim, and sills of windows of new buildings should be articulated in design, dimensions, and profiles.
 - c. Windows should be clear glass to allow pedestrians to see into structure. Doors should be constructed from transparent materials, such as panels with glass, full-light glass, or glass panes in a wood or metal frame.
 - d. Security bars outside of commercial windows is highly discouraged.

Comments/Deviations:

Staff Comment:

15. CANOPIES/AWNINGS/ARCADES

- When incorporated into a commercial building, canopies, awnings, and arcades should be durable components that complement the overall design.

- a. Canopies, awnings, arcades, and overhangs are encouraged over window displays and entries along public sidewalks on the ground floor of commercial buildings. Canopies, awnings and overhangs projecting into public right-of-way are subject to City revocable encroachment permit.
- b. Design canopies, awnings, and arcades with respect for the proportions of the building in terms of size, shape, and placement. Canopies and awnings should fit within individual bays or structural divisions of the building facade.
- c. Each window should be articulated with an individual (rather than continuous) canopy or awning. The color and style should complement ground-level awnings and canopies.
- d. Brightly colored awnings should be compatible with colors used on main building. Uncolored or light-colored canvas awnings may be appropriate for dark and north-facing facades.
- e. Canvas, fire-resistant acrylic, and metal are preferred materials for awnings.
- f. Illuminate canopies and awnings where appropriate to the architectural style of the building. Design canopies and awnings to provide window shading to reduce energy use.

Comments/Deviations:

Staff Comment:

16. SIGNAGE

- Building signage must be an integral part of the architectural design of every commercial establishment. Building signage must comply with the sign regulations in the city code.
 - a. Signs should be in areas of the architectural facade planned for signage and constructed of quality weatherproof materials.
 - b. Design signage for its effect both during the day and at night. Sign lighting should be indirect to avoid glare and harshness.
 - c. Dimensional signs are generally preferable to flat signs. Signage should be the minimum in size and number needed to do the job. Signs at building entries should be sized and designed to accommodate all future tenants and individual businesses served by that entrance.
 - d. Any painted sign must be professionally prepared and executed.
 - e. Addresses of buildings must be displayed in accordance with City of Sacramento ordinances.

Comments/Deviations:

Staff Comment:

17. LIGHTING

- Lighting fixtures and the light they disperse should be designed to complement and enhance the architectural style of the building and should be compatible with the character of the area. Lighting fixtures should also provide both functional service as well as design impact.
 - a. Building lighting should relate to the style and character of lighting of the whole site.
 - b. Use of neon, marquee lighting, and other specialized lighting is appropriate in some areas.
 - c. Illuminate pedestrian areas by pole- or bollard-type fixtures no more than 14 feet high for pole lighting, or 3 feet high for bollards.
 - d. Specialized lighting is appropriate for architectural elements like building features and entries. Lighting features must not obscure major architectural features.
 - e. Lighting should provide even illumination and should not direct unwanted glare toward adjacent or other sensitive areas. Downlighting and other features reducing sky-lighting are encouraged.

Comments/Deviations:

Staff Comment:

18. SUSTAINABILITY

- New developments and rehabilitation of existing buildings must incorporate building design features that conserve resources.
 - a. Reduce building energy consumption through design choices. Use recycled and sustainably harvested building materials wherever possible.
 - b. Install energy efficient lighting in public and private when possible. Install Energy Star rated roofs, strategically placed shade trees, and other landscaping to reduce site and building temperatures.
 - c. Include renewable energy measures such as photovoltaic roofs when possible.
 - d. Use drainage swales to provide surface water infiltration and groundwater recharge.
 - e. Use low volatile organic compound paints and coatings and avoid use of solvents and other materials that negatively impact air quality.

Comments/Deviations:

Staff Comment:

19. EQUIPMENT SERVICES

- Service elements and infrastructure such as louvers and exhaust vents, mechanical equipment, pipes and conduits, et cetera, must be integrated into the architectural design. Where such elements cannot be concealed in or behind the building structure, they must be screened from street views.
 - a. Conceal roof-mounted equipment behind parapets or screen walls. If equipment cannot be fully concealed, paint to match visually adjoining surfaces. Screened walls should be integral to building design.
 - b. No visible surface pipes or conduit. Remove any existing visible piping or conduit.
 - c. No additions to buildings that utilize prefabricated trailers, metal shipping containers, and other temporary structures. Where such additions exist, remove if in vicinity of proposed work.
 - d. Locate fire sprinkler valves and other required devices as unobtrusively as possible. Hose bibs should be provided for new construction and substantial remodels in unobtrusive yet convenient locations.
 - e. If storage for garbage is integrated in the building design, do not position where the odors and debris associated with use will detract from the overall building character.

Comments/Deviations:

Staff Comment:

20. BUILDING SECURITY

- Building design must include architecturally integrated provisions for security appropriate to the use and location. CPTED standards as defined in Appendix A shall apply to for site planning, circulation, site, landscape and building lighting, visual barriers and landscaping. Lighting of buildings should be designed in such a way as to not only provide for security, but also contribute to the designed appearance. Other security features that are functional and effective should be integrated into the design, and not contribute to a negative impression or appearance.

Lighting

- a. Architecturally integrate lighting with the building style, material, and colors. Surface mounted lights should not produce unwanted glare on the property, street, or adjacent properties.
- b. Provide accent lighting creating a focal point for entries.

Windows

- c. Discourage simple tubular metal grills mounted on the exterior. Use architecturally integrated alternatives, such as interior mounting of the grills, grills that are decorative in character, and windows that by their size and geometry offer inherent protection from intrusion.
- d. When entire facades of a structure are meant to be secured, consider appearance in design to not create a fortress-like effect.

Comments/Deviations:

Staff Comment:

21. STREETScape/PEDESTRIAN EDGES

- Incorporate design elements that soften the edges between the street and individual properties, to provide a people-oriented scale and character.

Landscaping

- a. Provide a variety of trees along street frontages and in roadway medians. Landscaping is one of the most important elements in creating a streetscape and pedestrian edge.

Alternate Paving

- b. Provide change in grade, texture, material, color, or finish of paved area, particularly in crosswalks and other intersections of pedestrian and vehicle routes.
- c. Design and composition of surface materials must be accomplished while meeting accessibility requirements.

Narrower or Offset or Curved Travel Lanes

- d. Use narrower traffic lanes for arterial streets to slow traffic and create safer pedestrian environments. Offsets and curves can also slow traffic where appropriate.

Providing for Bicycles

- e. Incorporate bike lanes into streetscapes. Provide places for bicycles to travel and park securely.

On Street Parking

- f. Allow for on-street parking to serve commercial parking needs, particularly in infill areas where sites are limited in size and potential for on-street parking is limited.

Streetside Amenities

- g. Provide appropriate amenities such as pedestrian shelters, benches, and trash receptacles.

Gateways

- h. Entryways to neighborhoods or areas should be highlighted as gateways by providing a focal point such as special signage.

Comments/Deviations:

Staff Comment:

22. NODES

- Site planning and project density must be appropriate for the project location. Projects located in areas near major intersections (arterial & collector streets), transit stations, or activity centers such as high activity businesses are areas

referred to as nodes. At these locations, designs should support the higher density, pedestrian and transit-friendly goals that are articulated in the general plan.

- a. Design projects in corridor nodes to accommodate higher levels of pedestrian traffic and alternative modes of transportation such as light rail, bus, etc.
- b. Projects located in corridor nodes should take advantage of any allowable flexibility to reinforce the activity and density at the nodes when appropriate.
- c. Design projects accessible by bus or light rail to facilitate and encourage pedestrian access from the nearest transit stop.
- d. Projects may incorporate a mix of uses where appropriate.

Comments/Deviations:

Staff Comment:

23. GATEWAYS/DISTRICTS/THEMES

- Projects shall be designed to support identified areas of a commercial corridor that serve as a gateway or are a part of a themed commercial district. Themed districts may be architectural, cultural, historical, or land use oriented. Themed districts are identified in various supporting documents that address individual commercial corridors.
 - a. Projects located at the edges of nodes and/or anchor commercial corridors should accentuate corners with use of landscaping, architecture, public art, signage, etc.
 - b. Design elements of individual projects in districts with common themes or purposes to complement and support these themes/purposes.

Comments/Deviations:

Staff Comment:

24. SIDEWALK USE/FUNCTION

- Sidewalks are the primary areas within the public street right-of-way that are reserved specifically for pedestrian use. The Pedestrian Realm's principle location is the sidewalk. Functionally it serves several purposes—circulation facility, social space, and amenity zone—and must accommodate numerous features and facilities to support these functions however, the primary function being pedestrian circulation.

Frontage Zone

- a. Minimum frontage zone is 1.5 feet. Frontage zone is not necessary if sidewalk corner is adjacent to a landscaped space.
- b. Frontage zone can be reduced to augment widths of the walkway and amenity zones if there is insufficient right-of-way width.

Pedestrian Zone

- c. Ensure minimum sidewalk width for pedestrian traffic is not obstructed by utility poles, trees, etc.
- d. Pedestrian Zone shall comprise at least 50% of the sidewalk width, but never less than 6 feet.

Public Amenity Zone

- e. Public Amenity Zone should comprise at least 35% of the sidewalk width, but never less than 30% or 4 feet (whichever is greater).
- f. Sidewalk cafes are encouraged within the frontage zone, and may be acceptable in the amenity zone in certain situations. Such use will require special findings to ensure such use and facilities enhance overall quality of the public realm and do not impede pedestrian traffic or conflict with access to on-street parking.
- g. Sidewalk cafes with more formal dining facilities or more than a single row of tables must provide a decorative element that separates the café from the pedestrian travel zone. This is not required for less formal eateries that have a single row of chairs and tables.

