

Accessory Structures

Application for Site Plan & Design Review Exemption

City Code [Section 17.808.160\(A\)\(1\)](#)

Overview: [Site Plan and Design Review \(SPDR\)](#) is a planning permit required for the exterior aspects of development such as new structures, additions to existing structures, and site features (e.g., fences/walls, landscaping). SPDR does not include consideration of land use (e.g., residential dwelling, retail business). Unless exempted, new development requires SPDR approval before filing a building permit application.

Purpose: This form is used for the review of SPDR exemption requests for accessory structures, including storage sheds, workshops, recreation rooms, and non-commercial greenhouses.

Historic Properties: This form may not be used for properties located in a historic district or ones that involve a historic landmark. [Review Preservation Step by Step](#) for info about the review process for historic properties.

Application requirements: Applications shall include all the following:

- ☐ **Application Form:** Fill all portions of this form with required text, check all boxes that apply.
- ☐ **Plans:** A site plan, building elevation plans, and floor plans. Plans should be merged into one PDF.
- ☐ **Color photographs:** Provide photos of the front of the building and work area, including photos of existing siding and roofing materials. Photos should be merged into one PDF.

How to submit this application: Use the Public Permit Portal to submit your application form, building permit forms, plan, and photographs. Review the [Planning Permit Submittal webpage for more information](#) on how to submit.

Fees: There is a fee of **\$132.00** for this form. The fee will be invoiced upon building permit acceptance.

After submittal: The assigned planner will review in two sequential phases: (1) for completeness (i.e., Is all the information required by this form present and accurate); and, once complete, (2) for compliance with City Code Section 17.808.160(A)(1).

How to ask questions: All questions before and during the submittal process can be directed to planning@cityofsacramento.org, or by visiting the public counter in-person through a scheduled appointment. In-person appointments can be scheduled through the [Appointment Scheduling](#) website.

I. Property & Applicant Information**Property Information**

Address or Assessor Parcel Number(s): _____

Planning Approval Stamp

Applicant Information

Name: _____

Company Name: _____

Contact Information: _____

☐

Invoice Planning Intake Fee

II. Compliance Checklist

Instructions: Use the [Land Information Lookup App](#) to enter the following property information:

Zone: _____

Special Planning District: _____

Planned Use Development: _____

Required Documents: Check all to ensure complete submittal.

☐

Plans

☐

Photographs merged into one PDF

III. Roofing Type / Material**Existing roofing is:**☐

Dimensional composition shingle

☐

Metal

☐

Wood shake or shingle

☐

Clay or concrete tile

☐

Flat/membrane/hot mop

☐

Slate

☐

3-tab

☐

Other: _____

Existing gutters/rafter tails are:☐

Dutch

☐

Fascia

☐

Exposed rafter tails

☐

Ogee

☐

No gutters / rafter tails

IV. Siding Information**Existing siding material type is:**☐

Wood or Composite Horizon Lap

☐

Wood or Composite Shake or Shingle

☐

Stucco/Plaster

☐

Brick as main façade or wainscot

☐

Grooved Plywood

☐

Metal

☐

Vinyl

☐

Board And Batten

Instructions: Use the [City Code](#) to identify the applicable standards. Each question requires "yes" for an exemption.

Is the accessory structure:		Yes	N/A
1.	Compliant with the setback standard(s)? Interior Side Yard Setback - (Required): _____ (Proposed): _____ Street Side Yard Setback - (Required): _____ (Proposed): _____ Rear Yard Setback - (Required): _____ (Proposed): _____ Main Building Setback - (Required): <u>4 feet</u> (Proposed): _____	 ☐ ☐ ☐ ☐	 ☐ ☐ ☐ ☐
2.	Compliant with the lot coverage standard? Lot area (square feet): _____ (Existing lot coverage in %): _____ Proposed lot coverage with addition: _____ Compliant with maximum rear yard setback coverage, if applicable? Rear yard coverage: _____	 ☐ ☐	 ☐ ☐
3.	Compliant with the maximum building height of 18 feet and wall height of 10 feet?	☐	☐
4.	Not visible from the street?	☐	☐
5.	Using exterior materials (e.g., siding, roofing) that are the same or substantially similar to the existing structure? See Section III and IV above.	☐	☐