

Swimming Pools & Equipment

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 new or modified pools.

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 showing the location of the pool.
- ☐ **Color photographs:** Provide photos of the work area, including photos of existing structures.

How to submit this application: Email the completed exemption form, building permit forms, and all required supporting materials to planning@cityofsacramento.org.

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 Design Director Fee

II. Compliance ChecklistDocuments to upload:☐ Plans☐ Photographs merged into one PDF**Instructions:** Answer Section A and B, or C. Each question requires "yes" for SPDR exemption.

A. Is the swimming pool, spa, or hot tub:		Yes	N/A
1.	Compliant with setback standards? Front Yard Setback - (Required): _____ (Proposed): _____ Interior Side Yard Setback - (Required): _____ (Proposed): _____ Street Side Yard Setback - (Required): _____ (Proposed): _____ Rear Yard Setback - (Required): _____ (Proposed): _____	☐	☐
2.	Located outside the landside toe of levee?	☐	☐
B. Is the mechanical equipment?		Yes	N/A
1.	Not located within the front, interior side, or street side yard, unless screened or landscaped from view and compliant with all noise standards and ordinances?	☐	☐
C. Is the swimming pool, spa, or hot tub being removed:		Yes	N/A
1.	Backfilled to match existing grade?	☐	☐