



Applicant's Guide for Projects in the Delta

To help developers and homeowners
navigate their projects through the
regulatory layers of the Delta

APPLICANT'S GUIDE FOR PROJECTS IN THE DELTA

August 2016



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INTRODUCTION

I.1 THE DELTA

I.1.1. Description of the Delta

The Sacramento-San Joaquin Delta is a geographically unique inland delta that has been shaped by a long cultural history. The Delta is a vital link in the state's water system, spanning six counties in northern California at the confluence of the Sacramento and San Joaquin rivers. The Delta contains about 1,100 miles of rivers and sloughs. These waterways provide habitat for many aquatic species, and the uplands provide year-round and seasonal habitat for amphibians, reptiles, mammals, and birds, including several rare and endangered species. Agriculture is a dominant land use in the Delta, in addition to many popular recreational activities including fishing, boating, hunting, wildlife viewing, water-skiing, swimming, hiking, and biking.

Located in southwesterly Sacramento County, the Delta Community consists of 162 square miles of waterways and fertile land. The area is bounded by the Sacramento City limits on the north, the I-5 freeway on the east, and the County line to the south and west. Several small towns are located within the legally defined Delta. These towns, also referred to as “legacy” communities, include: Freeport, Hood, Courtland, Locke, Ryde and Walnut Grove. Isleton, an incorporated city, is situated in the vicinity as well, but with its own land use rules and regulations.

Federal, state, and local governments have long recognized the uniqueness and importance of the Delta. However, in recent years the need for more robust flood protection, declining health of the Delta's ecosystem and the need to protect and improve the Delta's ability to convey water have moved to the forefront. As a result, a host of government agencies have adopted laws and formed regulatory structures intended to help address the various issues facing the Delta. However, this multi-layer regulatory setting has become increasingly more complex, especially as regulatory documents affecting land use, are being adopted and amended. The County recognizes that this regulatory structure makes it difficult for project applicants and County staff to navigate development projects (e.g., building permits, improvement plans,



Delta Aerial View



Walnut Grove Bridge
Crossing Sacramento River



Town of Locke

grading plans, planning entitlements) through the County's project review processes.

I.2 APPLICANT'S GUIDE FOR PROJECTS IN THE DELTA

I.2.1. Purpose

The Applicant's Guide for Projects in the Delta will help Delta project applicants in unincorporated Sacramento County better understand the applicable requirements and regulatory process(es), and in the end attain the necessary permits for their project. These include building permits, improvement plans, grading permits, final maps and planning entitlements. The emphasis of this Guide is permitting requirements and processes at the local level. Permitting requirements at the State and Federal level for projects at or near levees are also provided by this Guide. The Guide provides descriptions and links that will help prospective applicants prepare plans that meet requirements of applicable regulations and permitting processes. However, more complex projects may require consultation with a professional engineer, architect and/or planner.

This Guide is also intended to assist County staff in reviewing and processing development applications, particularly those that need to be referred to the two State agencies that review projects in the Delta – the Delta Protection Commission (DPC) and the Delta Stewardship Council (DSC).

I.2.2. Caveats

The Delta has long been subject to multiple layers of local, State and federal regulations. Therefore, this Guide is not intended to be all inclusive in that it does not include descriptions of each and every local, State and federal policy document or ordinance that may apply to a prospective development project. The user is encouraged to check the latest permit requirements and regulations at the State and Federal levels. However, because the Delta's islands/tracts are protected from flooding by a vast system of levees, the Guide does include information and links related to State and Federal flood control/management requirements for projects on or near levees.

I.2.3. Organization

The organization of the Guide is as follows:

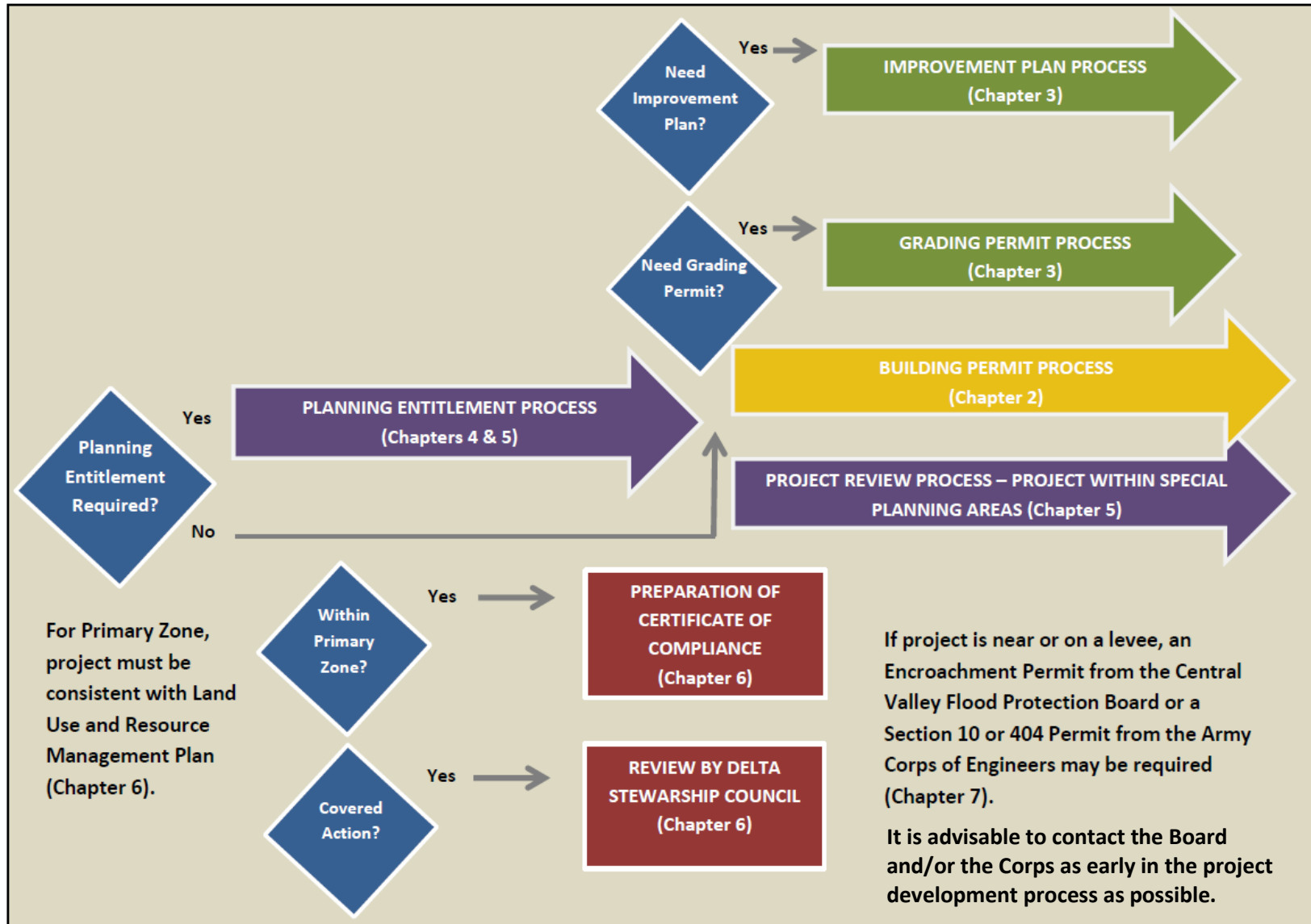
- Chapter 1: A list of typical projects is provided - from a room addition to an entire subdivision and the permits or entitlements that will be required. This chapter will assist a project applicant to determine which chapters in this Guide are applicable to the project.
- Chapter 2: At a minimum, most development projects will require building permits. As a result first chapter on permits will cover the building permit process.
- Chapter 3: Improvement plans, grading permits and final recorded maps, which are required for many development projects will be covered in this chapter.
- Chapters 4 and 5: These chapters will provide information on planning development standards and entitlement processes. Chapter 5 focuses on the Courtland, Locke, Lower Andrus Island and Walnut Grove Special Planning Area (SPA) Ordinances.
- Chapter 6: Delta Protection Commission and Delta Stewardship Council review processes are covered in this chapter. These processes may be required to occur concurrently with planning entitlement processes (Chapter 4).

- Chapter 7: For projects on or near levees, Encroachment Permits from the Central Valley Flood Protection Board and Section 404 or Section 10 Permits from the U.S. Army Corps of Engineers may need to be attained.

Paragraphs that are italicized contain helpful hints that will assist the applicant to successfully attain permits for his or her project. The following **Exhibit I.1** illustrates the relationships between all the Processes described in this Guide.

Exhibit I.1

Project Review Process for Delta Projects



CHAPTER 1: EXAMPLES OF DELTA PROJECTS AND REQUIRED PERMITS

1.1 INTRODUCTION

The purpose of this chapter is to inform project applicants of the types of permits that will be required for various types of development projects. A list of typical development projects that occur in the Delta is provided and the following information is given for each type of project:

- Location of the hypothetical project.
- The required permits and/or planning entitlements.
- Contact information of other agencies that may review project.
- Other useful information.

This chapter will also assist project applicants to refer to the relevant chapters for his or her project if the project and the project's situation match one of listed development projects.

1.2 TYPICAL PROJECTS IN THE DELTA

1.2.1 New Barn in Flood Zone

Location: Rural area, two miles east of the town of Courtland (outside of Courtland SPA)

- Building Permit Required (Chapter 2)

Note: Barns do not need to be elevated at least 18 inches above the base flood elevation.

It would be advisable to check the [County Zoning Code](#) for setback and height restrictions.

1.2.2 Addition to Commercial Building

Location: In the town of Walnut Grove (Inside Walnut Grove SPA) but outside of a Historical Preservation Area.

- Building Permit Required (Chapter 2)
- Design Review Required (Chapter 4)
- Improvement Plans and/or Grading Permits May be Required (Chapter 3)

Note: If addition is less than 50 percent of the size of the existing structure, than the addition does not need to be 18 inches over the base flood elevation.

It would be advisable to check the [County Zoning Code](#) and [Walnut Grove SPA](#) for development standards.

If the building is near or on a levee, you might need an Encroachment Permit (Chapter 7). Please contact the Central Valley Flood Protection Board at (916) 574-0609. It is advisable that you contact the Board before preparing plans for building permits and Design Review.

1.2.3 Parcel Map (One Lot Split into Two Lots)

Location: Sherman Island

- Planning Entitlement Required – Parcel Map (Chapter 4)
- Final Parcel and Subdivision Map Required (Chapter 3)

It would be advisable to check the [County Zoning Code](#) for minimum lot size requirements for the land use zone where the parcel to be split is located.

1.2.4 Remodel of Commercial Building

Location: In the town of Locke (Locke SPA) and inside a Historical Preservation Area.

- Building Permit Required (Chapter 2)
- Plan Check Review Required (Chapter 5). Project will need to be reviewed by the Locke Management Association (LMA) and the Sacramento River Delta Historical Society (SRDHS).
- Historic Preservation Standards Review is required (Chapter 5). This review is to check for compliance with the Secretary of Interior Standards for the Treatment of Historic Properties.

1.2.5 New Accessory Dwelling (1,200 sq. ft.)

Location: 15,000 Sq. Ft. Residential Parcel Zoned RD-5 With Existing Residence in the town of Hood.

- Conditional Use Permit for Accessory Dwelling required (Chapter 4).
- Building Permit Required (Chapter 2).

The new structure will need to be at least 18 inches over the base flood elevation. Contact the County Department of Water Resources at (916) 874-6851.

It would be advisable to check the development standards for accessory dwellings in the [County Zoning Code](#).

If the building is near or on a levee, you might need an Encroachment Permit (Chapter 7). Please contact the Central Valley Flood Protection Board at (916) 574-0609. It is advisable that you contact the Board before applying for the Conditional Use Permit.

1.2.6 New Residential Dwelling

Location: 3 miles north of the town of Locke along the Sacramento River.

- Building Permit Required (Chapter 2)

Note: The new structure will need to be 18 inches over the base flood elevation. Contact the County Department of Water Resources at (916) 874-6851.

It would be advisable to check the [County Zoning Code](#) for development standards. If the building is near or on a levee, you might need an Encroachment Permit (Chapter 7). Please contact the Central Valley Flood Protection Board at (916) 574-0609. It is advisable that you contact the Board before preparing plans for building permits.

1.2.7 New Commercial Building

Location: In the town of Walnut Grove (Inside Walnut Grove SPA) and inside a Historical Preservation Area.

- Building Permit Required (Chapter 2)
- Design Review Required (Chapter 4)
- Plan Check Review Required (Chapter 5). Project may need to be reviewed by the Walnut Grove Homeowners and Merchant's Association (WGHMA) and the Sacramento River Delta Historical Society (SRDHS).
- Historic Preservation Standards Review is required (Chapter 5). This review is to check for compliance with the Secretary of Interior Standards for the Treatment of Historic Properties.
- Improvement Plans and/or Grading Permits May be Required (Chapter 3)

Note: The new structure will need to be 18 inches over the base flood elevation. Contact the County Department of Water Resources at (916) 874-6851.

It would be advisable to check the [County Zoning Code](#) and [Walnut Grove SPA](#) for development standards.

If the building is near or on a levee, you might need an Encroachment Permit (Chapter 1). Please contact the Central Valley Flood Protection Board at (916) 574-0609. Please contact the Central Valley Flood Protection Board at (916) 574-0609. It is advisable that you contact the Board before preparing plans for building permits and Design Review.

1.2.8 New Marina with Restaurant

Location: Along the Sacramento River, 2 miles south of Walnut Grove. Property is located in the Delta Waters (DW) zone.

- Conditional Use Permit for Marina required (Chapter 4).
- Building Permit Required (Chapter 2).
- Encroachment Permit Required from the Central Valley Flood Protection Board (Chapter 7).
- Because the project is in or over navigable waters of the United States, a Section 10 Permit is required from the U.S. Army Corps of Engineers (Chapter 7).
- If fill material is to be discharged into the river, then a Section 404 Permit is required from the U.S. Army Corps of Engineers (Chapter 7).
- Improvement Plans and/or Grading Permits may be required (Chapter 3).
- Because the project is in the Primary Zone of the Legal Delta, the Delta Protection Commission will need to review the project (Chapter 6).
- There would have to be a determination by Planning and Environmental Review Staff whether the project is a "Covered Action" (Chapter 6).

Any new structures will need to be at least 18 inches over the base flood elevation. Contact the County Department of Water Resources at (916) 874-6851. It is advisable that you contact the Central Valley Flood Protection Board and the U.S. Corps of Engineers before applying for the Conditional Use Permit.

CHAPTER 1 LINKS

1.2

County Zoning Code	http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx
Walnut Grove SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/Title%20V%20504-20_Walnut%20Grove%20SPA_Amended%202017.pdf
Locke SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/504-400_Locke%20SPA%20Ordinance%20(Revised%2010-4-16).pdf

CHAPTER 2: BUILDING PERMIT PROCESS

2.1 PREPARING AND SUBMITTING PLANS

2.1.1. Types of Building Permits

Building projects fall into two groups: residential and commercial. Residential projects include single-family or duplex dwellings. Commercial projects are associated with retail, office, industrial, and apartment houses of three or more dwellings.

Both types usually require a building permit and building plan submittal. The building plans must clearly illustrate what is to be constructed and demonstrate building code compliance.

2.1.2. When Building Permits are Required

Building permits are required when:

- Constructing a new building.
- Adding to or remodeling (interior or exterior) an existing building.
- Changing the use of a building.
- Conducting miscellaneous minor repairs such as reroofing, or changing out a water heater, or changing out electrical or gas service.

There is a [list of projects](#) that require building permits.

2.1.3. Submittal of Plans

Number of plan sets required:

- Three sets at permit application.
- Three plan sets for Environmental Management – Environmental Health if a restaurant or food service facility.
- Two additional sets of sprinkler plans complying with NFPA 13 – must be submitted directly to Fire District.

Building plan sets are submitted to the Building Permits and Inspection Division. For a complete list of building plan requirements, please see **Exhibit 2.1** (pg. 15). Please see **Exhibit 2.2** (pg. 18) for diagram on Building Permit workflow process.

Permit Center Locations (Closest to the Delta)

- Downtown Full Service Commercial Center
 - 827 7th Street, Room 102, Sacramento, CA 95814 (916) 875-5296
 - Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.
 - Parking: Bring parking stub to counter for one hour validated parking at 725 7th Street – County Parking Garage.



- Bradshaw Full Service Residential Center
 - 9700 Goethe Road, Suite A (Hwy 50/Bradshaw Road), Sacramento, CA 95827 (916) 875-5296
 - Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.



[Center Location Maps](#)

Applicants with commercial building plans should go to the Downtown Full Service Commercial Center (827 7th Street, Room 102). Applicants with residential building plans could go to either the Downtown Full Service Commercial or the Bradshaw Full Service Residential Center (9700 Goethe Road, Suite A). Most residential plans submitted at the Downtown office will be routed to the Bradshaw office.

Permits can be issued to properly licensed contractors, and owner/builders who accept full responsibility for the project. On commercial projects, tenants may also be considered owner/builders for permit purposes.

During this stage, an actual building plan must be prepared that includes foundations, drainage facilities, structures, and utilities (electrical, plumbing, gas) that will be constructed. Utilities include sewer, water, electrical and gas. Submittal to other agencies for review may also be required.

Some building permits can be [applied for online](#). Online building permits are may be issued for projects associated with one and two family dwellings (this includes duplex homes). Permits related to apartments, condominiums and fourplexes are also included. Permits for commercial building projects such as, but not limited to offices, retail, hotel and manufacturing are not issued online.

New applications take time. For the best possible customer service, please arrive prior to 3:00 pm.

2.1.4. Other Important Considerations

The following are very important considerations you must consider while pursuing a building permit:

- Your project may need a Planning Entitlement(s) (conditional use permit, parcel map, etc.) before you can attain a building permit. Please see Chapters 4 and 5.
- Your project may be located in a designated floodplain. Therefore, please see **Exhibit 2.3** (pg. 19) to see how the recent decertification of Delta levees will affect your project.



Helpful Links

- [Do I need a Building Permit?](#)
- [Building Codes](#)
- [Most Frequently Used Applications](#)
- [Commercial Permits](#)
- [Residential Permits](#)
- [Documents](#)
- [Do I need a Contractor?](#)
- [Frequently Asked Questions](#)

Information on Building Permit Fees

- [Forms of Payment Accepted](#)
- [Where to Pay Fees](#)

Exhibit 2.1

Building Plan Requirements

Residential Plans:

- Assessors' Parcel Number (APN) – need address
- Plot plan showing property lines, setbacks, drainage plan, SWPPP¹, as well as easements and distance to existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, cross sections, details, and electrical items, name and contact info
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details
- Structural calculations as required (need PE #) (Stamped and signed)
- Energy compliance documents as required

Commercial Plans:

- Plot plan showing property lines, existing structures and location of new work
- Architectural plans including floor plans, roof plans, elevations, details, and electrical items
- Structural plans showing foundation plans and anchorage, floor and roof framing plans and details
- Structural calculations as required (Stamped and signed)
- Energy compliance documents as required
- Mechanical plans showing equipment, ductwork, etc.
- Plumbing plans and calculations showing the fixtures, gas, connections to existing work, etc.
- Electrical plans showing panel schedules, load calculations, single line diagrams, lighting, equipment, switching, site work, etc.
- Parking lot photometric light plan (New buildings and additions)
- Landscape drawing
- Food equipment plans (for restaurant)
- Civil drawings* (New buildings and additions)
- Soils reports as required (New buildings and additions)
- Pay fees when plans are submitted. Balance of fees due when plans are approved.

¹ Storm Water Pollution Prevention Plan

* Submit Civil Improvement Plans to Site Improvement & Permits Section

Note: If Design Review is needed, more drawings will be required. Please see pg. 35.

2.2 BUILDING INSPECTIONS

2.2.1. On-Site Inspections

During this stage, a building inspector visits the building or facility location to check (inspect) that construction is consistent with the approved building plans and required building and safety codes.

The approved building plan includes information that shows where and how all foundations, structures, and utilities (electrical, plumbing, gas) must be constructed and installed for the project. All approved documents and plans must be onsite during construction and inspections.

Homeowners or their contractors should contact the County's Building Permits and Inspection Division and request an inspection at necessary stages in the construction process. If the inspector finds problems with the construction, a "Notice of Correction" will be issued. The problem must be corrected before calling another inspection.

The contractor or the homeowner must request an inspection by calling (916) 875-5296 or request an inspection online at:
https://actonline.saccounty.net/CitizenAccess/sacco_help.aspx

Information Needed:

To schedule an inspection: go to https://actonline.saccounty.net/CitizenAccess/sacco_help.aspx. Refer to inspection check list to determine when an inspection is required.

How to Schedule an Inspection

You must be a registered user and logged into your account to schedule inspections and select the correct inspection code. For full Permit search capabilities, log in to the Permit System or search capabilities are restricted to status searches.

[Step-by-step directions in scheduling an inspection.](#)

2.3 BUILDING OCCUPANCY

2.3.1. Certificate of Occupancy

In most cases, issuance of the Certificate of Occupancy (Certificate) is the final step in the building permit process. At this stage, construction is complete but the structure cannot be occupied until the Certificate is obtained. Commercial and multifamily construction projects must obtain a Certificate. Certificates are issued when all work for which the Building Permit was issued is complete and has had a final inspection. A new certificate may not be required for existing buildings that are or have been legally occupied. Certificates are issued at the Building Permit Centers (See pg. 13).

This may take several weeks to complete, as there may be a need to collect reports from a number of agencies before the case can be closed and a certificate issued.

Please note that one and two-family residential dwellings do not require a Certificate.



Exhibit 2.2

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Building Permit Plan Workflow Process

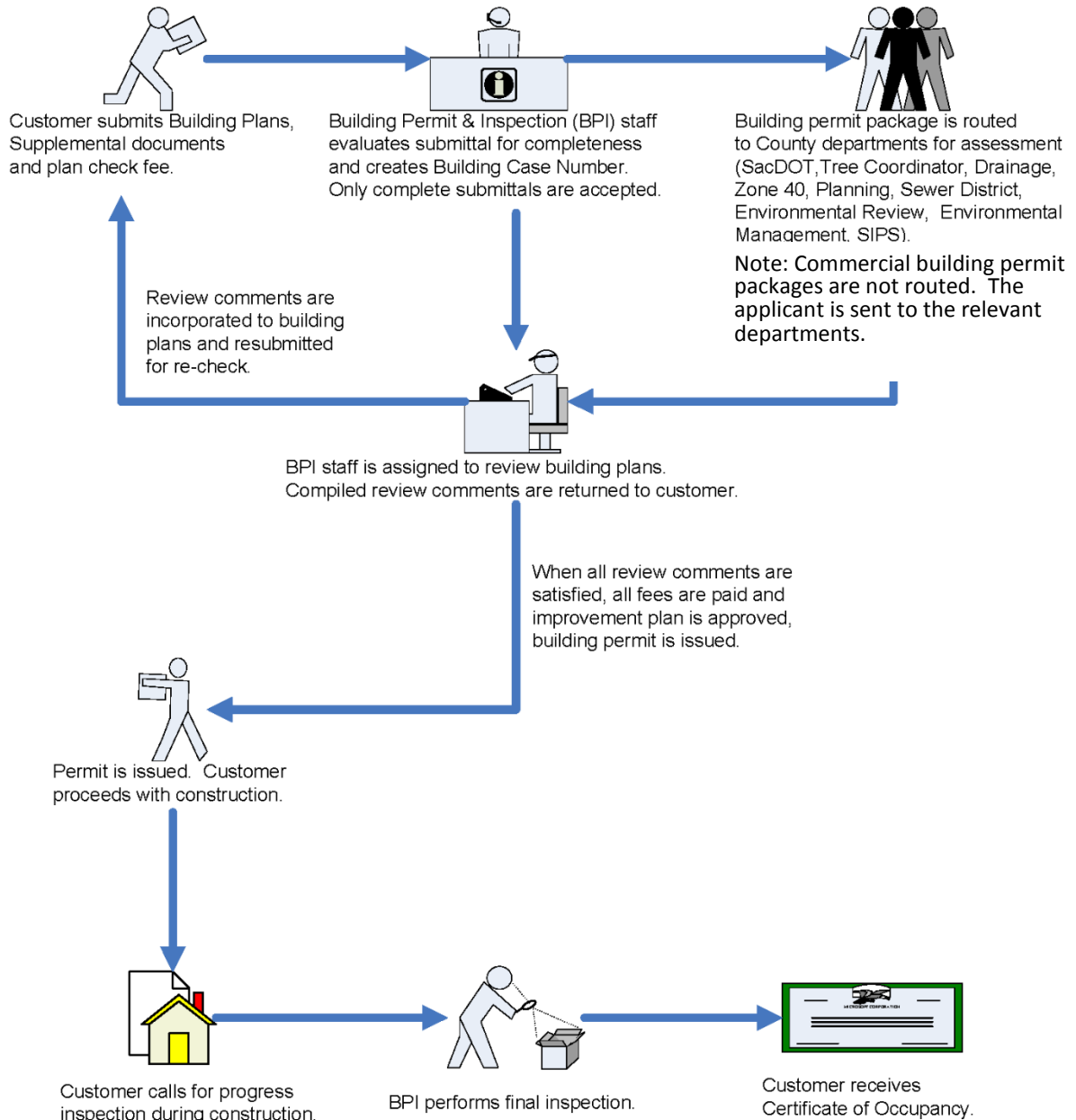


Exhibit 2.3

Decertification of Delta Levees and How This Affects Your Project

Effective August 16, 2012, the Federal Emergency Management Agency (FEMA) mapped the Delta into the Special Flood Hazard Area after de-certifying the levees. The result being that all new structures (exception allowed for garages and barns) must be elevated at least 18 inches above the base flood elevation. Elevation may occur on fill or on a raised flood-resistant foundation. The following table shows the typical ground elevation and base flood elevation for communities in the Delta. These are estimates only and may not be accurate for your property.

Community	Typical Ground Elevation	Base Flood Elevation
Hood	9 ft.	18 ft.
Courtland	10 ft.	16 ft.
East Walnut Grove	8 ft.	17 ft.
West Walnut Grove	4 ft.	10 ft.
Locke	10 ft.	17 ft.

If you are planning to build within a floodplain, you will be required to attain a floodplain management permit from the County. If you plan to build or grade within a federal or local floodplain, you should contact County Water Resources staff at (916) 874-6851. Staff will be able to provide you information on your property's ground and base flood elevations. The Department of Water Resources has information about building in a floodplain, complying with floodplain regulations, and floodplain management permits. This information can be obtained at:

<http://www.stormready.saccounty.net/Pages/Building-in-a-Floodplain.aspx>.

County Water Resources also has a [public counter](#) located at 827 7th Street, Sacramento, 95814.

Additions can be made to existing structures without meeting the above requirements if the value of the addition area is less than 50 percent of the market value of the existing structure. Structures in the Locke and Walnut Grove Historical Preservation Districts may be also improved or repaired to maintain their historical significance without meeting the above requirements by attaining a variance from the [Floodplain Management Ordinance](#). This variance is obtained from the Board of Supervisors.

CHAPTER 2 LINKS

Section 2.1	
Building Codes	http://www.building.saccounty.net/Pages/BuildingCodes.aspx
Most Frequently Used Applications	http://www.building.saccounty.net/Pages/MostFrequentlyUsedApplications.aspx
Commercial Permits	http://www.building.saccounty.net/Pages/ProjectTypes-Commercial.aspx
Residential Permits	http://www.building.saccounty.net/Pages/ProjectTypes-Residential.aspx
Documents and Handouts	http://www.building.saccounty.net/Pages/Documents.aspx
Do I need a Contractor?	http://www.building.saccounty.net/Pages/DoINeedaContractor.aspx
Do I need a Building Permit?	http://www.saccounty.net/news/latest-news/Pages/Do-I-Really-Need-a-Building-Permit.aspx
Frequently Asked Questions	http://www.building.saccounty.net/Pages/FAQs.aspx
List of Projects Requiring Permits	http://www.building.saccounty.net/Pages/Getting%20Started/GettingStarted.aspx
Permit Center Location Maps	http://www.saccounty.net/Government/Pages/ServiceCentersMap.aspx
Building Permits which can be Applied for Online	http://www.building.saccounty.net/Pages/ListingofOnlinePermits.aspx
Forms of Payment Accepted	http://www.building.saccounty.net/Pages/FormsofPaymentWeAccept.aspx
Where to Pay Fees	http://www.building.saccounty.net/Pages/FormsofPaymentWeAccept.aspx
Section 2.2	
To Schedule an Inspection	http://www.building.saccounty.net/Pages/default.aspx
Step-by Step Directions to Schedule an Inspection	https://actonline.saccounty.net/CitizenAccess/Customize/en-US/SACCO_files/Help_pdfs/ACA_Scheduling_An_Inspection.pdf
Information for Building in the Floodplain	http://www.waterresources.saccounty.net/stormready/Pages/Building-in-a-Floodplain.aspx
Floodplain Map Information Service	http://www.waterresources.saccounty.net/stormready/Pages/MapInformationService.aspx
Section 2.3	
Floodplain Management Ordinance	http://www.waterresources.saccounty.net/Drainage/2014%20Floodplain%20Management%20Ordinance.pdf

**CHAPTER 3:
IMPROVEMENT PLANS, GRADING
PERMITS, FINAL PARCEL AND
SUBDIVISION MAPS**

3.1 IMPROVEMENT PLANS

3.1.1. Types of Projects That Need Improvement Plans

Oftentimes site development is a trigger for requiring the property owner to construct street, drainage and/or sewer improvements, and dedicate easements for publicly maintained improvements such as roadway, drainage and sewer facilities.

However, not every application is required to submit improvement plans. The decision falls under the purview of the County's Site Improvement and Permits Section (SIPS) of the County Engineering Division. If plans are required, they must show road, drainage, sewer and on-site improvements. Improvement plan approval is required before a building permit can be issued and construction of improvements must be completed before occupancy of any structures.

Improvement plans are prepared, signed and submitted by registered engineers. The civil engineer coordinates with the local fire district, water district and utility companies.

The County's plan check staff is committed to review and return plan check comments within 20 working days for new plan submittals and 10 working days for subsequent plan submittals. Please see **Exhibit 3.1** (pg. 23) for diagram on Improvement Plan workflow process.

Site Improvement and Permit Section (SIPS)

- 827 7th Street, Room 101
Sacramento, CA 95814
(916) 874-6544
Email:
DSSTechResWeb@SacCounty.net
- Counter Hours:
Monday – Friday
8:30 a.m. to 4:30 p.m.

[View Map](#)

Digital Improvement Plans

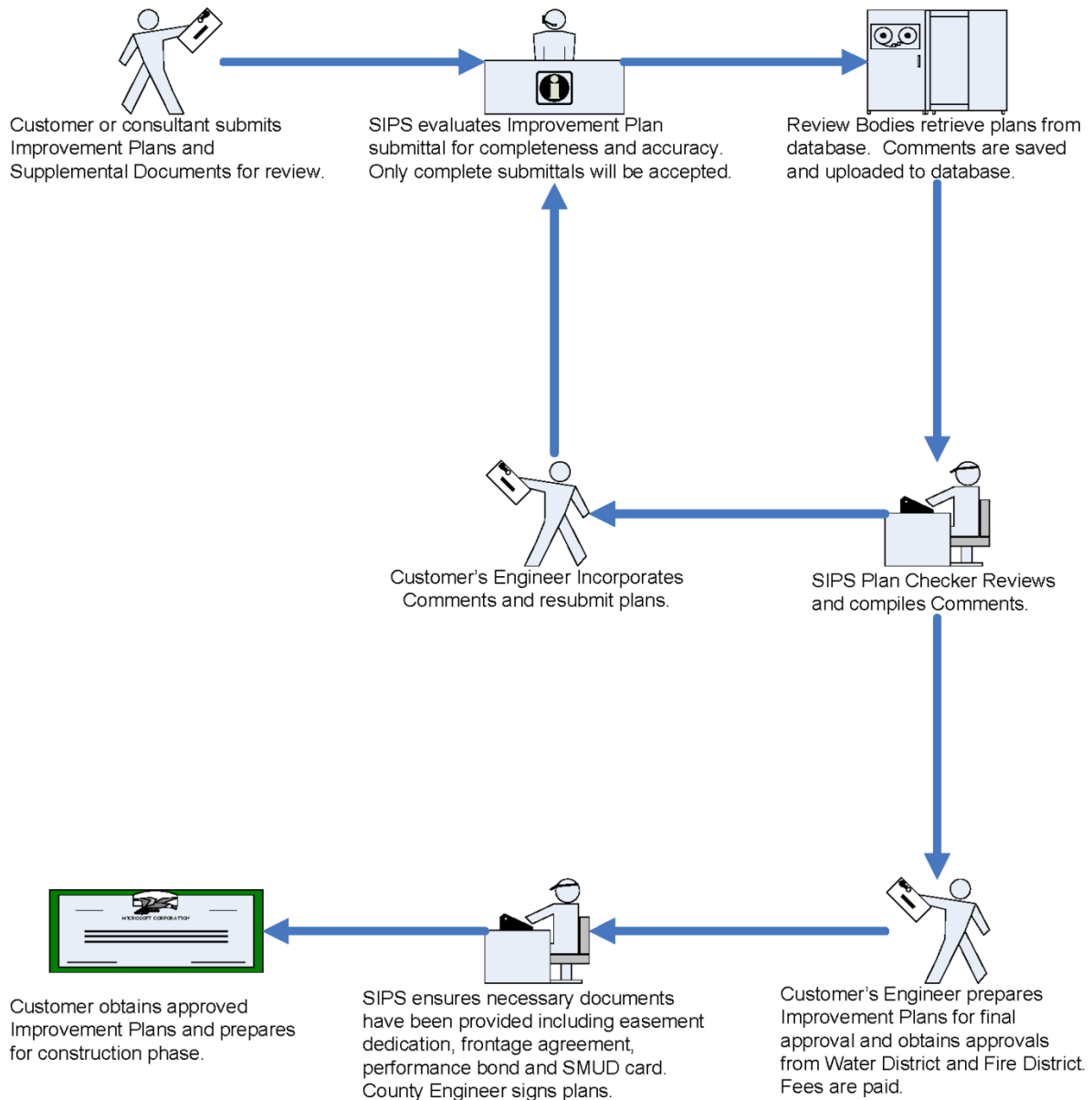
The County now accepts and reviews digital improvement plans. [Learn more about digital improvement plans.](#)

Helpful Links

- [Civil Improvement Plans](#)
- [Civil Improvement Plan Submittal Checklist](#)
- [Improvement Standards](#)
- [Applications and Forms](#)
- [Encroachment Permits \(needed when proposed construction encroaches a public right-of-way\)](#)

Exhibit 3.1

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Improvement Plan Workflow Process



3.2 GRADING PERMITS

3.2.1. Types of Projects That Need a Grading Permit

A grading permit is required if the project:

- Grades, fills, excavates, stores or disposes of 350 cubic yards or more of soil or earthly material or
- Clears and grubs one acre or greater of land

A grading permit is not required if the project:

- Grades, fills, excavates, store or dispose of less than 350 cubic yards of soil or earthly material or
- Clears and grubs less than one acre of land or
- For the grading, filling, excavating, storing, disposing, or clearing or grubbing for:
 - Swimming pools, basements, or footings of structures if authorized by a valid building permit;
 - Underground utilities;
 - Mining or quarry operations, if a use permit has been granted by the County;
 - Refuse disposal sites operated by a government agency;
 - The production of planted agricultural crops.

Site Improvement and Permit Section (SIPS)

- 827 7th Street, Room 101
Sacramento, CA 95814
(916) 874-6544
Email:
DSSTechResWeb@SacCounty.net
- Counter Hours:
Monday – Friday
9:00 a.m. to 4:30 p.m.

[View Map](#)

3.2.2. Grading Permit Application

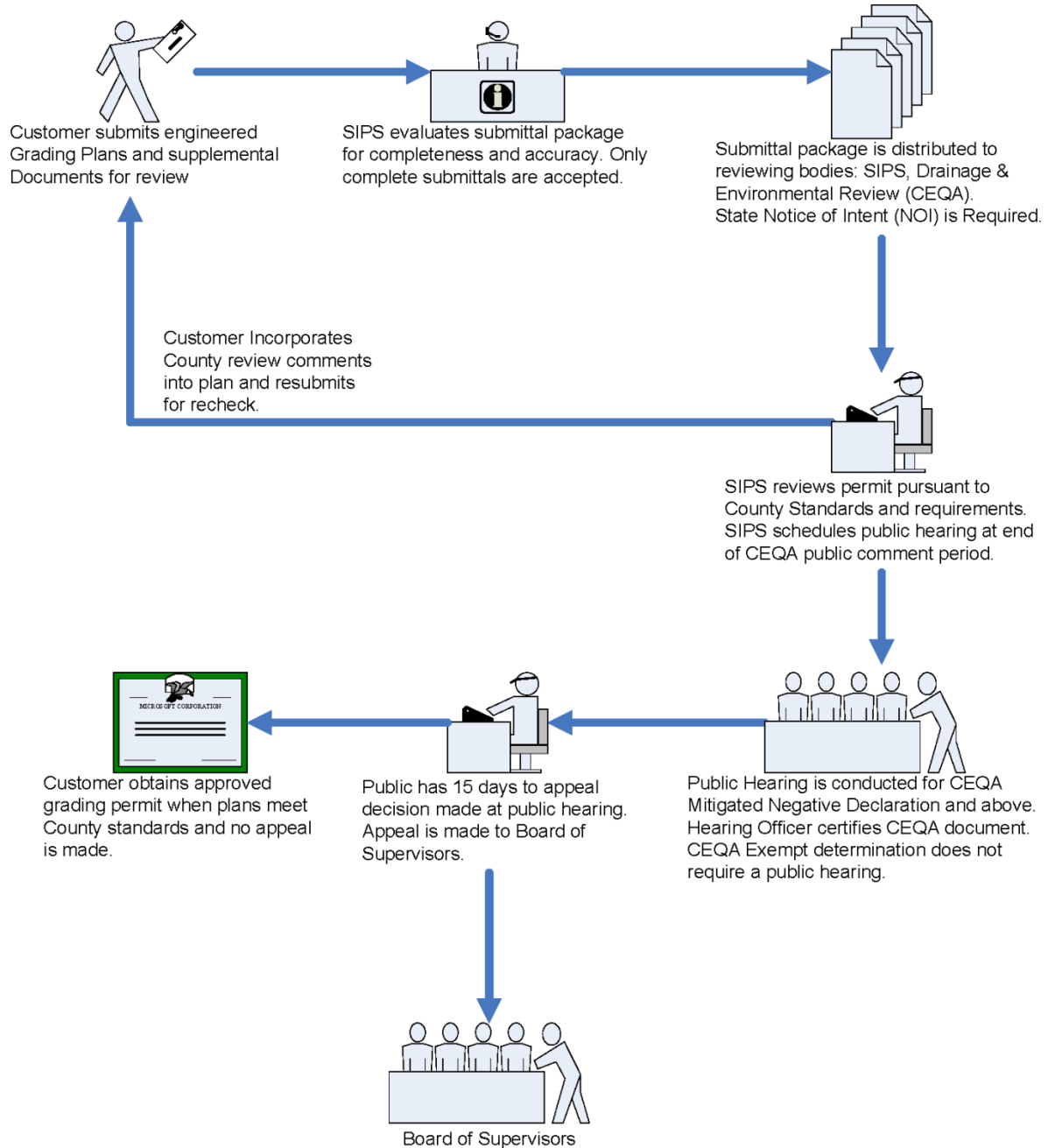
A list of required items for the Grading Permit submittal package can be accessed through this [link](#). Please note that a check payable to Sacramento County is required to open a billable account. There is no on-line option for Grading Permit application submittals.

3.2.3. Grading Permit Review Process

Like improvement plans, grading plans must be prepared, signed and submitted by registered engineers. Once the grading plan application is deemed complete by the Site Improvement and Permits Section (SIPS), the plans are ready to start the permit review process. Please see **Exhibit 3.2** (pg. 25) for Grading Permit review workflow process.

Exhibit 3.2

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Grading Permit Workflow Process



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

3.3 FINAL PARCEL AND SUBDIVISION MAPS

3.3.1. Final Map Review and Recordation Process

All lot splits are subject to the State's Subdivision Map Act and require a Tentative Parcel Map or a Tentative Subdivision Map to be approved by either the Subdivision Review Committee (Parcel Map) or the Planning Commission (Subdivision Map). Once a tentative map is approved (see Chapter 4), a registered engineer or a licensed land surveyor can complete the mapping process by preparing and submitting a final map application package to the Surveys Section of County Engineering. The final map application must include tax, ownership and park fee requirements.

The final parcel or final subdivision map will be processed by the Surveys Section for approval by the Board of Supervisors. Final map review time varies depending on the project complexities. See **Exhibit 3.3** (pg. 27) for Map Check workflow process. All final maps must be recorded with the Sacramento County Recorder.

To help you with your application, there is a [link](#) to a webpage that has frequently asked questions.

Surveys Section of County Engineering

- 827 7th Street, Room 105
Sacramento, CA 95814
(916) 876-5928
Email:
dssurveysweb@SacCounty.net
- Counter Hours:
Monday – Friday
9:00 a.m. to 4:30 p.m.

[View Map](#)

Information Needed for Submittal

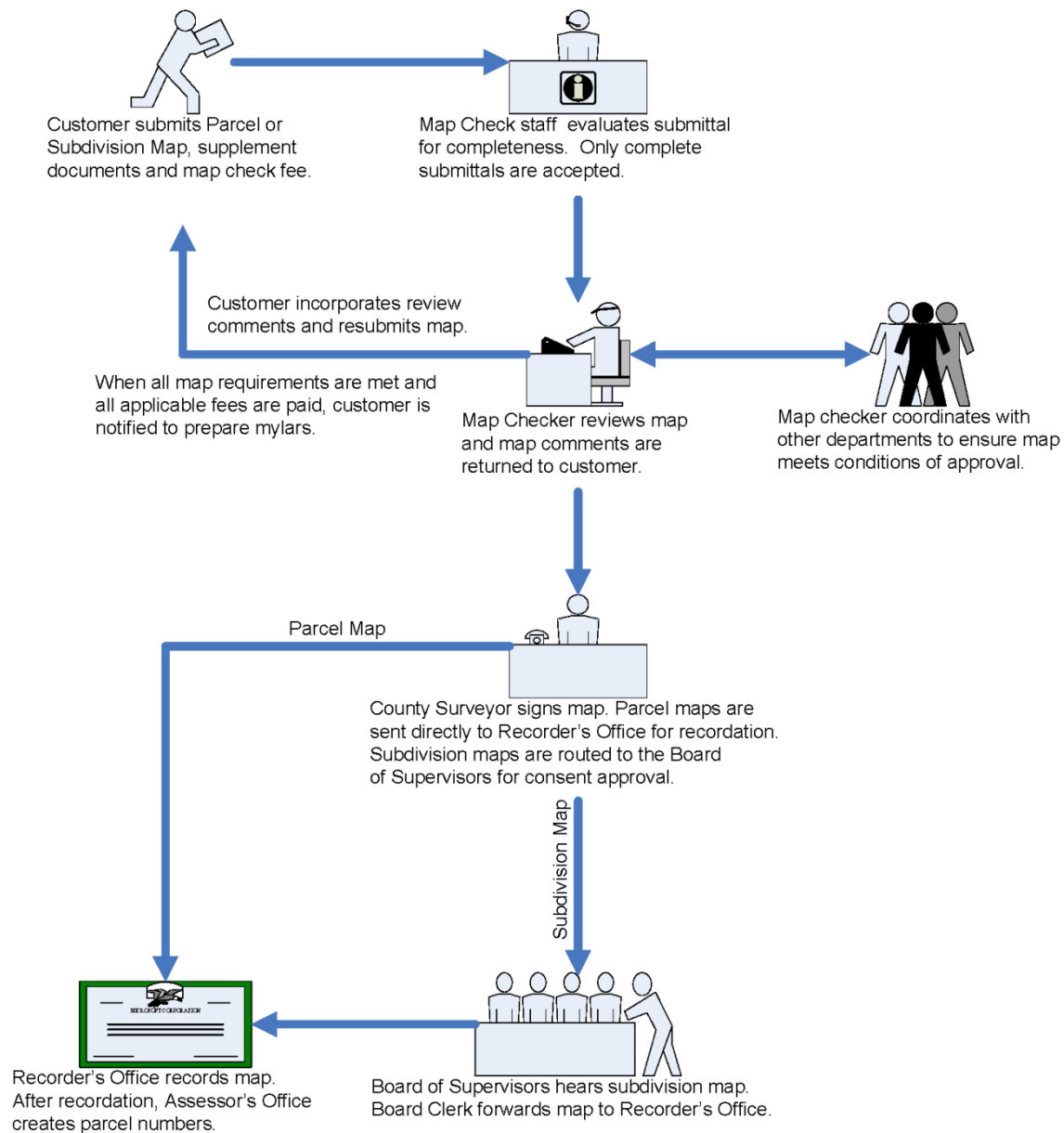
- See [Final/Parcel Map](#) for Submittal Information.

Helpful Links

- Submittal Requirements
 - [Final/Parcel Map](#)
 - [Record of Survey](#)
- Guides and Resources
 - [Sacramento County Mapping Manual](#)
 - [Sacramento County Improvement Standards](#)
 - [Preparation of Records of Survey and Corner Records](#)
- Application Forms
 - [Certificate of Compliance – Parcel Consolidation](#)
 - [Certificate of Compliance – Lawful Parcel](#)
 - [Certificate of Compliance – Parcel Map Waiver](#)
 - [Statement of Applicant's Responsibility](#)
 - [Valuation of Acreage for Park In-Lieu Fees](#)

Exhibit 3.3

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Map Check Workflow Process



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

CHAPTER 3 LINKS

Section 3.1	
Digital Improvement Plans	http://www.engineering.saccounty.net/sips/Documents/eSIPs%20faqs.pdf
Civil Improvement Plans	http://www.engineering.saccounty.net/sips/Pages/CivilImprovementPlans.aspx
Civil Improvement Plan Submittal Checklist	http://www.engineering.saccounty.net/sips/Documents/Civil%20Submittal%20Complete%20Set%20-%20Paper%20%28For%20Email%29.pdf
Improvement Standards	http://www.engineering.saccounty.net/Pages/ImprovementStandards.aspx
Applications and Forms	http://www.engineering.saccounty.net/sips/Pages/ApplicationsForms.aspx
Encroachment Permits	http://www.engineering.saccounty.net/sips/Pages/EncroachmentPermits.aspx
Section 3.2	
Requirements for Grading Permit Submittal Package	http://www.engineering.saccounty.net/sips/Documents/Grading%20Submittal%20Packet.pdf
Section 3.3	
FAQ	http://www.engineering.saccounty.net/Pages/FAQs.aspx
Submittal Requirements	
Final/Parcel Map	http://www.engineering.saccounty.net/Documents/FM%20PM%20Submittal%20Requirements.pdf
Record of Survey	http://www.engineering.saccounty.net/Documents/RS%20Submittal%20Requirements.pdf
Guides and Resources	
Sacramento County Mapping Manual	http://www.engineering.saccounty.net/Documents/Mapping%20Manual.pdf
Sacramento County Improvement Standards	http://www.engineering.saccounty.net/Documents/Improvement%20Standards%202006.pdf
Preparation of Records of Survey and Corner Records	http://www.engineering.saccounty.net/Documents/CEAC%20Guide%20to%20RS-CR%20Prep_2009-03-27.pdf
Application Forms	
Certificate of Compliance –Parcel Consolidation	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Consolidation.pdf
Certificate of Compliance –Lawful Parcel	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Lawful%20Parcel.pdf
Certificate of Compliance –Parcel Map Waiver	http://www.engineering.saccounty.net/Documents/Certificate%20of%20Compliance-%20Parcel%20Map%20Waiver.pdf
Statement of Applicant’s Responsibility	http://www.engineering.saccounty.net/Documents/Statement%20of%20Applicants%20Responsibility.pdf
Valuation of Acreage for Park In-Lieu Fees	http://www.engineering.saccounty.net/Documents/Valuation%20of%20Acreage_Application.pdf

CHAPTER 4: PLANNING ENTITLEMENT PROCESS

4.1 OBTAINING HELP BEFORE FINALIZING PLANS

4.1.1. Zoning Code and Special Planning Area Ordinances

Prior to formal submission of a request for a planning entitlement, it is strongly recommended that applicants review the [County Zoning Code](#) to determine if the project is consistent with the use tables, development standards and regulations contained in the Zoning Code.

A Zoning Code User Guide is available at

<http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/Zoning%20Code%20Final%20Adopted%20July%2022%202015/Zoning%20Code%20User%20Guide%20adpt%20unlinked%207-2215.pdf>

This Guide will help you with the following:

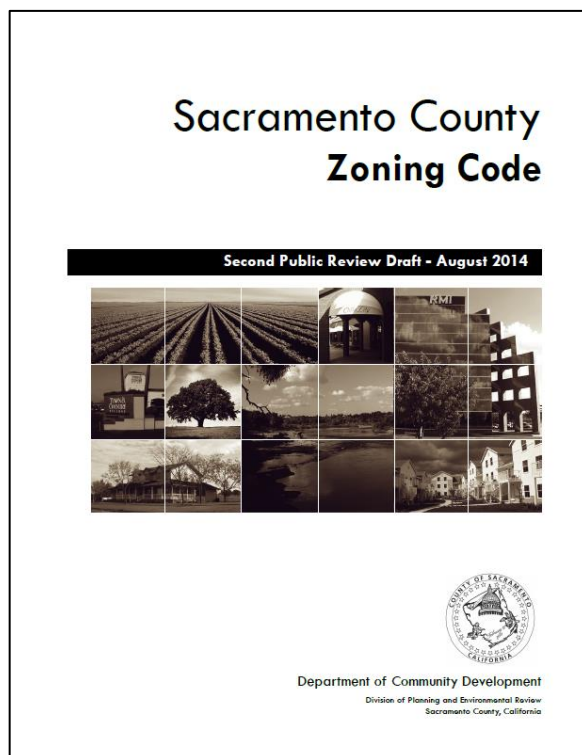
- Find the Zoning Code regulations that are applicable to your property.
- Determine the allowable uses on your property.
- Determine development standards for your project.
- Determine whether your project needs development/permit approvals.
- Information on development/permit approval process.

This Guide also provides examples of the Zoning Code being applied to specific projects.

If your project site is located within one of the Special Planning Areas (SPA) or Neighborhood Planning Areas (NPA) in the Delta, your project will need to be consistent with the relevant SPA or NPA ordinance. Access the relevant SPA or NPA ordinance by using the links below.

- SPA Ordinances – [Courtland](#), [Locke](#), [Lower Andrus Island](#), [Walnut Grove](#)
- NPA Ordinance – [Freeport](#)

If your project is located in the Courtland, Locke or Walnut Grove SPA, please refer to Chapter 5.



The Zoning Code establishes land use zones and standards and regulations for development within those zones within unincorporated Sacramento County.

Website Links to Helpful Information

- [Find the zoning of properties](#)
- [Find your parcel number](#)
- [Status of pending projects](#)
- [Current County General Plan](#)
- [Application Forms](#)
- [County Zoning Code](#)
- [County Design Guidelines](#)
- [Fees](#)

To attain estimates of Planning and Environmental Review (PER) project review costs, please visit the [Planning and Environmental Review Fees webpage](#).

If your project is a new building or a major addition to an existing building, it is highly recommended that you or your architect review [the Countywide Design Guidelines](#) for consistency and compliance.

If the project has the potential to result in major land use ramifications or impacts, it is recommended that you review the [County General Plan](#). The following general plan elements are the most relevant for developing in the Delta.

- Land Use
- Circulation
- Delta Protection

State Agency Review: For projects located in the “Primary Zone” (see pg. 58), applicants are encouraged to contact the [Delta Protection Commission \(DPC\)](#) for the purpose of determining consistency with the Commission’s “Land Use and Resource Management Plan” (LURMP (See Chapter 6). Projects located anywhere in the “legal” Delta (see pg. 69) could be subject to the [Delta Stewardship Council \(DSC\)](#) Delta Plan. Applicants should contact the Council to determine whether the proposal is defined as a “covered action” and subject to their consistency certification (See Chapter 6).

4.1.2. Getting Assistance Before Finalizing Plans

Prior to submitting an application for a project in the Delta, it is strongly recommended that applicants contact the Planning and Environmental Review Division (PER) to discuss the proposed project. PER planners can assist you in determining exactly what kind of permit is needed, how long it will take to process, and what fees are involved.

For larger and more complicated projects, it is highly recommended that you schedule a Pre-Application Meeting (PAM). Staff from various County departments will provide input and guidance. PAM requests are subject to a fee and can be scheduled at the Downtown Business Assistance Center located at 827 7th Street, Room 102 in downtown Sacramento. There is a [Pre-Application Meeting Form](#).

Options in Getting Help

- Contact Sac Plan for planning information and questions. (Phone 916-874-6221), (Email Sacplan@Saccounty.net)
- Visit the Sacramento County Building Assistance Center
 - Hours: Monday – Friday 8:30 a.m. – 4:30 p.m.
 - Address: 827 7th Street, Sacramento, CA 95814, Room 102.
 - Call and make an appointment with a planner (916-874-6141)



[Center Location Maps](#)

Before Arriving at the Public Counter or Appointment

Included below are links to information that you can provide to the planners to streamline the meeting.

- [Determine if project is in unincorporated County](#)
- [Determine your Assessor parcel number](#)
- [Find out your zoning](#)
- Write down a short description of what you intend to do with your property. Please include drawings if possible.

Please note that a Planning Review Fee charged per hour will be charged for public information requests that take longer than 15 minutes. See the [Planning Research Application Form](#) for more information, and to make your specific research request.

4.2 PREPARING AND SUBMITTING AN APPLICATION

4.2.1. Pre-Submittal Meetings

Pre-submittal review meetings with the Planning and Environmental Review Division (PER) are not required but are highly recommended for projects within the Delta. Call 916-874-6141 to schedule a meeting with a Senior Planner on the Application Processing Team.

4.2.2. Preparing Your Application

The General Application Form Packet contains the basic application required for all entitlement applications, except for those listed to the above right. The application forms are “writable” pdf documents. They can be completed electronically and saved for inclusion in the required CD in addition to being printed for signatures. Here is the [link](#) to the packet.

[Application instructions and checklist](#) are available to help applicants prepare complete applications.

Supplemental applications are needed for certain projects in addition to the General Application Packet. These can be accessed through the following links: [Special Development Permit](#), [Rezone](#), [Variance](#), [Minor Use Permit](#), [Hardship \(Close Care\) Mobile Home Use Permit](#), [Certificate of Non-Conforming Use](#).

Examples of application exhibits are also available for applicants. There is an example of a [Rezone Exhibit](#), a [Site Plan](#) and a [Tentative Parcel Map](#).

4.2.3. Submitting Your Application

You will submit your application and appropriate processing and review fees to PER. Submittal options including mailing in your application and check or submitting your plans at the PER counter at the County Building Assistance Center (827 7th Street, Room 102). Please see **Exhibit 4.2** (pg. 39) for planning application workflow.

Miscellaneous Planning and Environmental Forms (No General Planning Application Required)

- [Boundary Line Adjustment](#)
- [Temporary Use Permit](#)
- [Alcoholic Beverage Sales \(ABC/PCN\) Forms and Fees](#)

Design Review Application Forms

- [Discretionary Design Review Supplemental Application Form](#) (Requires [General Application Form](#))
 - [Discretionary Design Review Applicant Guide](#)
- [Non-Discretionary Design Review Application Form](#) (Does Not Require General Application Form)
 - [Non-Discretionary Design Review Applicant Guide](#)

Fees

- [Planning Fee Schedule](#)
- [Environmental Review Fees](#)

Submitting Application

By Mail: 827 7th Street, Room 225
Sacramento, CA 95814

In Person: Sacramento County
Building Assistance Center

Address: 827 7th Street,
Sacramento, CA 95814,
Room 102.

Exhibit 4.1

Types of Planning Entitlements

The following is a list of the most common planning entitlements and a description of each entitlement.

- **Boundary Line Adjustment:** A minor adjustment of lot lines between four or less adjoining parcels. This process does not create new parcels.
- **Design Review:** Review of the buildings and landscaping of a project by the Design Review Administrator and Design Review Advisory Committee. The Countywide Design Guidelines are used for this review.
- **Parcel Map:** A request to subdivide an existing parcel(s) into 4 parcels or less.
- **Rezone:** A request to change the zoning of a parcel(s).
- **Subdivision Map:** A request to subdivide an existing parcel(s) into 5 parcels or more.
- **Use Permit:** A permit granted by the County allowing uses not allowed as a matter of right in a zoning district.
- **Variance:** A type of exception which allows the owner to use his or her property in a manner different from that proscribed for the zone in which the property is located.

4.3 INTAKE AND INITIAL REVIEW

4.3.1. Review for Application Completeness (884 Review)

Per State Planning law (Gov't Code section 65943), the County has 30 days to review a submitted application for completeness. If it is deemed that additional information is needed, the applicant must be notified within this 30-day window. Below is sampling of the materials that Planning and Environmental Review Division looks for during the initial review of an application:

- Complete entitlement requests.
- Complete application forms.
- Complete exhibits.
- Environmental issues.
- Major planning policy issues.

After the project application is deemed complete, a Project Manager is assigned to your project.

4.3.2. Project Distribution

Most project applications are routed to pertinent County departments and outside agencies for review and comment. Numerous departments/agencies can be involved in commenting and recommending conditions of approval for the project. Which agencies receive your plans depends on what type your project is and where the project is located. Agency comments are sent to the Project Manager and these are organized and assembled for the staff report.

4.3.3. Project Review Committee

The Project Review Committee (PRC) meetings enable reviewing agencies to be together in one room in reviewing a project. The applicant and Project Manager both attend this meeting to provide feedback to the agencies and also receive feedback from the agencies. This is an opportunity for the applicant to find out problems or issues early in the planning entitlement process. PRC meetings are held every first and third Thursdays of the month at 8:30 am. The location of the meeting is at 827 7th Street, DCD Community Room, First Floor, Downtown Sacramento.



Submitting Application

By Mail: 827 7th Street, Room 225
Sacramento, CA 95814

In Person: Sacramento County
Building Assistance Center

Address: 827 7th Street,
Sacramento, CA 95814,
Room 102.

Hours: Monday – Friday
8:30 a.m. – 4:30 p.m.

Some Agencies That May Comment on Your Project

Fire
Sheriff's
Transportation
Regional Transit
Water Resources
SMUD
Regional Sanitation District
Parks and Recreation Districts
Sacramento Housing and
Redevelopment Agency
Sewer
Libraries
Airports
Environmental Management

4.4 APPLICATION PROCESSING AND REVIEW

4.4.1. Project Analysis

The Project Manager will review the project plans for consistency with adopted plans and standards and will work with you to address any inconsistencies. The Project Manager will also identify any planning or environmental issues that may impact your project.

4.4.2. Community Planning Advisory Councils

Community Planning Advisory Councils (CPACs) meetings provide a community-based forum where projects can be presented and discussed prior to the formal hearing process. CPACs review plans and make recommendations based on community input and personal knowledge of the community. The CPACs votes to approve or deny a project and can provide conditions of approval for a project.

The CPAC for the Delta Community is the Delta Citizens Municipal Advisory Council (DCMAC). The DCMAC reviews planning entitlements such as parcel maps, use permits and rezones. Building permit plans that need review in the Courtland, Locke, and Walnut Grove Special Planning Areas are reviewed by local review bodies (See Chapter 5).

DCMAC members are volunteers and nominated by the member of the County Board of Supervisor representing the Delta (District 5). When the DCMAC has projects to review, it meets the second Wednesday of the month at 7:30 p.m. The meeting location is the Jean Harvie Community Center – 14273 River Road, Walnut Grove, CA. [Meeting agendas](#) are available at the PER's website.

4.4.3. Design Review

New construction, additions, exterior remodeling of a commercial, office, mixed use, industrial or institutional building, and certain parking lot improvement projects are subject to the County's Design Review process. The Design Review Administrator will review your project for consistency with the County's [Design Guidelines](#).

Adopted Plans and Standards

Zoning Code
General Plan
Specific Plans, Community Plans
Design Guidelines
Neighborhood Planning Areas (NPAs)
Special Planning Areas (SPAs)
Overlay Zones
Improvement Standards



CPAC meetings allow local input on a project.

Design Review Submittal Information

- [Non-Discretionary Design Review Applicant Guide](#)
- [Additional Submittal Requirements for Discretionary Projects](#)
- [Examples of Required Design Review Exhibits](#)

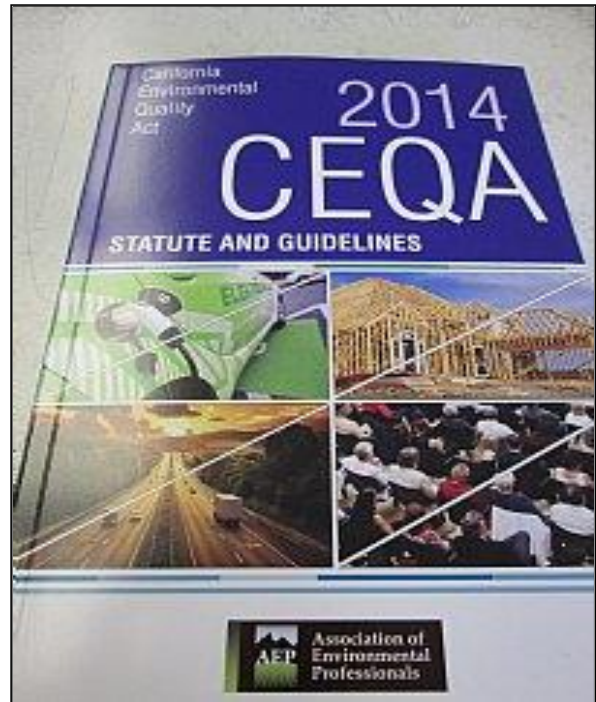
4.4.4. Environmental Analysis

The Planning and Environmental Review Division prepares environmental documents pursuant to the California Environmental Quality Act (CEQA) for all discretionary projects within the unincorporated Sacramento County. A discretionary project is one that requires the exercise of judgment or deliberation by a public agency in determining whether the project will be approved, or if a permit will be issued. For example, a request to build a church in the low density residential zone is subject to the approval of a conditional use permit, and therefore defined as a discretionary project. CEQA does not apply to ministerial projects. A ministerial project is one that requires only conformance with a fixed standards or objective measurement and requires little or no personal judgment by a public official as to the wisdom or manner of carrying out the project. Design Review and issuance of a building or grading permit are examples of ministerial projects that do not need environmental review.

Environmental review times vary based on the nature and complexity of the project. In some cases, state and/or federal agencies must jointly prepare and process the project's environmental document.

A [FAQ Sheet](#) has been prepared if you have questions about the environmental review process. Please note while reading the FAQ Sheet that DERA is now part of the Planning and Environmental Review Division. In addition, there is a [manual](#) on procedures on preparation and processing environmental documents.

One of the most common causes of delay in environmental review is project revision. When a project changes, the impacts change. Substantial revision of environmental analysis already completed is often necessary even with minor physical changes to a project. Document revision is time consuming. Project revision slows document completion and increases costs.



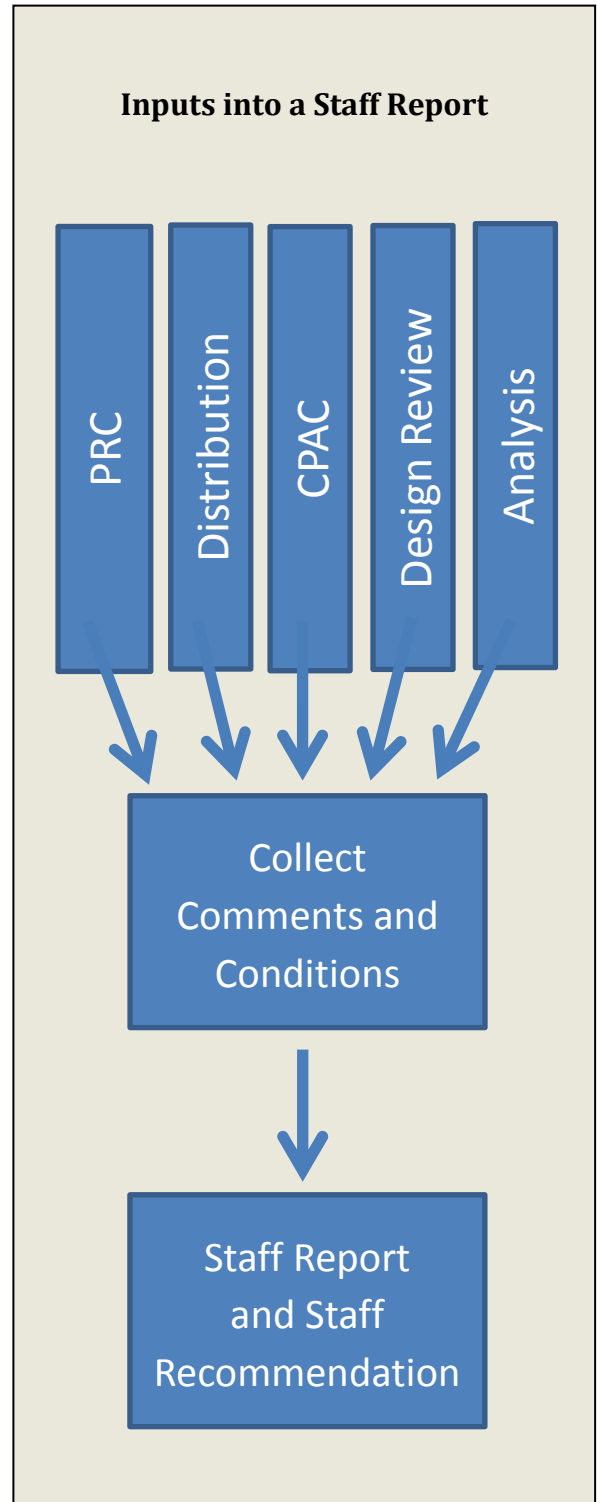
Some Environmental Review Terms

- **Environmental Impact Report (EIR):** A detailed document that describes and analyzes a project's potential significant environmental effects and proposes ways to mitigate or avoid those effects.
- **Exemption:** The project is considered either non-discretionary or is exempt pursuant to a category of the CEQA Guidelines.
- **Initial Study:** A preliminary analysis that is used to determine whether an EIR or Negative Declaration must be prepared or to identify significant environmental effects to be analyzed in an EIR.
- **Negative Declaration:** The project was determined to have less than significant impacts upon the environment and/or those impacts can be mitigated to a less than significant level.

4.4.5. Staff Report

For most planning entitlements, the Project Manager will prepare a staff report that will include a project summary, project analysis, findings, and conditions of approval. Staff reports are not prepared for Boundary Line Adjustments and Design Review. While preparing the staff report, the Project Manager relies on input from the commenting departments/agencies. These comments typically morph into the conditions of approval and provide the basis on which to support or oppose the project.

You can keep track of the status of your project on the Planning and Environmental Review Division's [Planning Projects Viewer](#). Of course, you can also call or email the Project Manager of your project.



4.4.6. Decision Making

The Hearing Body for the project is determined by the entitlement type. Hearing Bodies and Appeal Bodies include the following:

- *Design Review Advisory Committee (DRAC)* evaluates Design Review projects by comparing their design to the appropriate design guidelines and recommending modifications.
- *Zoning Administrator (ZA)* and the Planning Director approve Variances and Minor Use Permits. ZA and Planning Director appeals are heard by the Board of Zoning Appeals.
- *Subdivision Review Committee (SRC)* approves Parcel Maps and Certificates of Compliance. SRC appeals are heard by the County Planning Commission.
- *County Planning Commission (PC)* approves use permits, subdivision maps and others, and makes recommendations to Board of Supervisors (BOS) on complex projects. PC appeals are heard by the BOS.
- *Board of Supervisors (BOS)* is the final authority.

All of the hearing bodies listed above provide agendas for their meetings on their websites. Please see insert to the right. For Planning Commission and Board of Supervisor hearings, agendas are usually posted on the website several days before the hearing.

After the hearing body approves the project, the project applicant can move forward with the project, attaining required permits (building, grading, etc.) and business licenses and commencing project construction or business activity.

Links to Agendas for Hearing Bodies

[Board of Supervisors](#)

[Planning Commission](#)

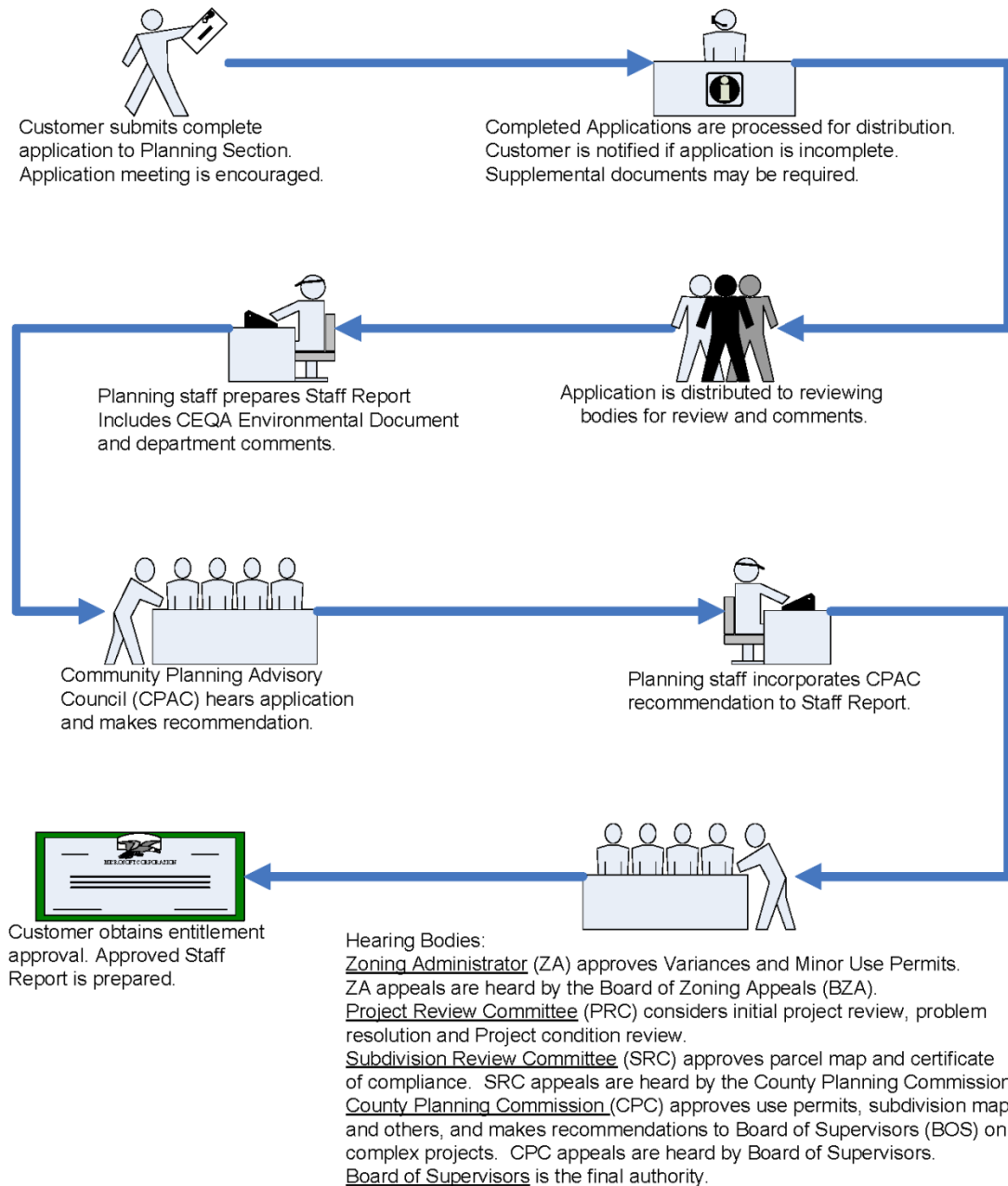
[Zoning Administrator](#)

[Subdivision Review Committee](#)

[Design Review Advisory Committee](#)

Exhibit 4.2

SACRAMENTO COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Application Processing Workflow



Breaking Ground: Your Guide to Development in Sacramento County. Sacramento County, 2013.

CHAPTER 4 LINKS

4.1	
County Zoning Code	http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx
Zoning Code User Guide	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/Zoning%20Code%20Final%20Adopted%20July%202022%202015/Zoning%20Code%20User%20Guide%20adpt%20unlinked%207-2215.pdf
Courtland SPA Ordinance	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20504-500%20Courtland.pdf
Locke SPA Ordinance	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20504-400%20Locke.pdf
Lower Andrus Island SPA Ordinance	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20505-10%20Lower%20Andrus%20Island.pdf
Walnut Grove SPA Ordinance	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20504-20%20Walnut%20Grove.pdf
Freeport NPA Ordinance	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20533-10%20The%20Town%20of%20Freeport.pdf
Find the Zoning of Properties	http://generalmap.gis.saccounty.net/JSViewer/county_portal.html
Find your Parcel Number	http://generalmap.gis.saccounty.net/JSViewer/county_portal.html
Status of Pending Projects	http://www.planningdocuments.saccounty.net/
Current County General Plan	http://www.per.saccounty.net/PlansandProjectsIn-Progress/Pages/GeneralPlan.aspx
Application Forms	http://www.per.saccounty.net/Pages/Planning-Applications.aspx
County Zoning Code	http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx
County Design Guidelines	http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx
Fees	http://www.per.saccounty.net/Pages/Planning-and-Environmental-Fees.aspx
Planning and Environmental Review Fees Webpage	http://www.per.saccounty.net/applicants/Pages/FormsandFees.aspx
Delta Protection Commission	http://www.delta.ca.gov/contact/
Delta Stewardship Council	http://deltacouncil.ca.gov/contact-us
Before Arriving at the Public Counter or Appointment	
Determine if project is in an unincorporated County	http://generalmap.gis.saccounty.net/JSViewer/county_portal.html
Determine your	http://assessorparcelviewer.saccounty.net/jsviewer/assessor.html

Assessor Parcel Number	
Find out your Zoning	http://generalmap.gis.saccounty.net/JSViewer/county_portal.html
Pre-Application Meeting Form	http://www.per.saccounty.net/Documents/WebsiteForms/PAM%20Application%20Form%20MAY%202015.pdf
Planning Research Application Form	http://www.per.saccounty.net/Documents/WebsiteForms/Planning%20Research%20Application%20Form.pdf
4.2	
General Application Form Packet	http://www.per.saccounty.net/Documents/WebsiteForms/General%20Application%20Form%20-%2007.07.16%20Update.pdf
Application Instructions and Checklist	http://www.per.saccounty.net/Documents/WebsiteForms/Application%20Instructions%20and%20Checklist%20-%202-26-16.pdf
Special Development Permit	http://www.per.saccounty.net/Documents/WebsiteForms/Application%20Form%20SDP%20Supplemental%20DEC%202015.pdf
Rezone	http://www.per.saccounty.net/Documents/WebsiteForms/Application%20Form%20Rezone%20Supplemental%20DEC%202015.pdf
Variance	http://www.per.saccounty.net/Documents/WebsiteForms/Application%20Form%20Variance%20Supplemental%20DEC%202015.pdf
Minor Use Permit	http://www.per.saccounty.net/Pages/Minor-Use-Permits.aspx
Hardship Mobile Home Use Permit	http://www.per.saccounty.net/Documents/WebsiteForms/Supplemental%20form%20for%20Close%20Care%20Mobile%20Home_11-09-2016_form.pdf
Certificate of Non-Conforming Use	http://www.per.saccounty.net/Documents/WebsiteForms/Certificate%20of%20NonConforming%20Use%20Forms%20Dec%202015_Combined.pdf
Example Rezone Exhibit	http://www.per.saccounty.net/Documents/WebsiteForms/examplerезoneexhibit.pdf
Example Site Plan	http://www.per.saccounty.net/Documents/WebsiteForms/examplesiteplan.pdf
Example Tentative Parcel Map	http://www.per.saccounty.net/Documents/WebsiteForms/exampletentativeparcelmap.pdf
Boundary Line Adjustment	http://www.per.saccounty.net/Documents/WebsiteForms/Boundary%20Line%20Adjust%20APPnew2form%209%2017%2013.pdf
Temporary Use Permit	http://www.per.saccounty.net/Documents/WebsiteForms/TEMPORARY%20USE%20PERMIT_ApplicationInstructions_ver%2009.16.2016.pdf
Alcoholic Beverage Sales (ABC/PCN) Forms and Fees	http://www.per.saccounty.net/applicants/Pages/Alcoholic-Beverage-Sales-(ABC-and-PCN)-Forms-and-Fees.aspx
Discretionary Design Review Supplemental Application Form	http://www.per.saccounty.net/Documents/WebsiteForms/Design%20Review%20Supplemental.pdf
Discretionary Design Review Applicant Guide	http://www.per.saccounty.net/applicants/Documents/DesignReview/DESIGN%20REVIEW%20DISCRETIONARY%20PROJECTS_Jan%202017_Revised.pdf
Non-Discretionary Design Review Application Form	http://www.per.saccounty.net/Documents/WebsiteForms/Design%20Review%20General%20Application_SDP%20Supplemental.pdf
Non-Discretionary Design Review Applicant Guide	http://www.per.saccounty.net/applicants/Documents/DesignReview/DESIGN%20REVIEW%20PROGRAM-%20NonDiscretionary_01.2017.pdf
Fees	
Planning Fee Schedule	http://www.per.saccounty.net/applicants/Pages/FormsandFees.aspx

Environmental Review Fees	http://www.per.saccounty.net/Pages/MMRPCosts.aspx
4.4	
Design Review Submittal Information	
Non-Discretionary Design Review Applicant Guide	http://www.per.saccounty.net/applicants/Documents/DesignReview/DESIGN%20REVIEW%20PROGRAM-%20NonDiscretionary_01.2017.pdf
Additional Submittal Requirements for Discretionary Projects	http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx
Examples of Required Design Review Exhibits	http://www.per.saccounty.net/applicants/Documents/DesignReview/DR-Exhibits.pdf
Meeting Agendas	http://www.per.saccounty.net/CPAC/Pages/CPAC-Delta.aspx
County Design Guidelines	http://www.per.saccounty.net/applicants/Pages/DesignReviewProgram.aspx
Environmental Review FAQ	http://www.per.saccounty.net/applicants/Pages/FAQ_ER.aspx
Environmental Review Manual	http://www.per.saccounty.net/applicants/Documents/Procedures%20For%20Env%20Doc.%20Prep%20Final%202009.pdf
Planning Projects Viewer	http://www.planningdocuments.saccounty.net/
Links to Agendas for Hearing Bodies	
Board of Supervisors	http://www.sccob.saccounty.net/Pages/BOSPublicMeetings.aspx
Planning Commission	http://www.sccob.saccounty.net/Pages/CCPCPublicMeetings.aspx
Zoning Administrator	http://www.per.saccounty.net/applicants/Pages/ZoningAdministrator.aspx
Subdivision Review Committee	http://www.per.saccounty.net/applicants/Pages/SubdivisionReviewCommittee.aspx
Design Review Committee	http://www.per.saccounty.net/applicants/Pages/DesignReviewDocs.aspx

**CHAPTER 5:
SPECIAL PLANNING AREA
ORDINANCES**

5.1 SPECIAL PLANNING AREA ORDINANCES IN THE DELTA

5.1.1. Purpose of SPA Ordinances

A Special Planning Area Ordinance (SPA) is created for an established area when conventional or uniform zoning regulations (such as the Countywide Zoning Code) do not adequately address unique land use characteristics (e.g., land uses within a community with significant historic or cultural values). SPAs typically allow uses, regulations and standards that would not be allowed under the countywide regulations. Four communities in the Delta are subject to SPA ordinances. They include:

- [Courtland SPA](#)
- [Locke SPA](#)
- [Lower Andrus Island SPA](#)
- [Walnut Grove SPA](#)

For project sites located in one of the above SPAs, you are encouraged to contact PER staff for information on the applicable SPA land use lists, regulations and development standards in addition to those contained in the County's Zoning Code. SPA land use lists, regulations and standards supersede those in the Zoning Code.

The following pages cover the steps in effectively using the SPA ordinances so that your project completes the project review process as quickly as possible. While following the steps, you will need to refer to the relevant SPA ordinance.

*To determine whether your project is within an SPA area, please look at the SPA maps in the following pages. [Courtland – **Exhibit 5.1** (pg. 45), Locke – **Exhibit 5.2** (pg. 46), Lower Andrus Island – **Exhibit 5.3** (pg. 47), Walnut Grove – **Exhibit 5.4** (pg. 48)]. If your project is **not** within an SPA area, then only the [County Zoning Code](#) applies to your project.*



Former Masonic Lodge in Courtland.

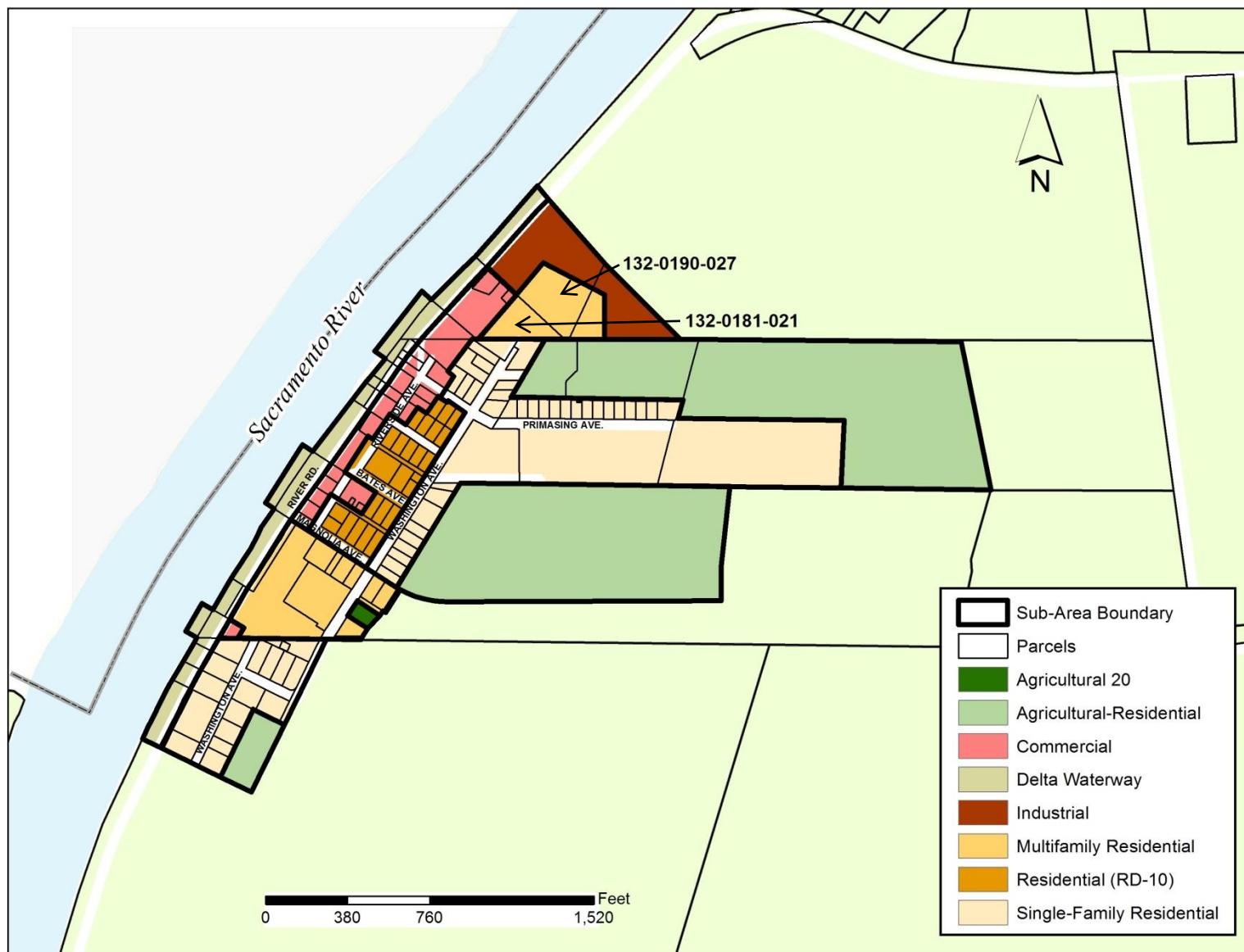


Historical Main Street in Locke



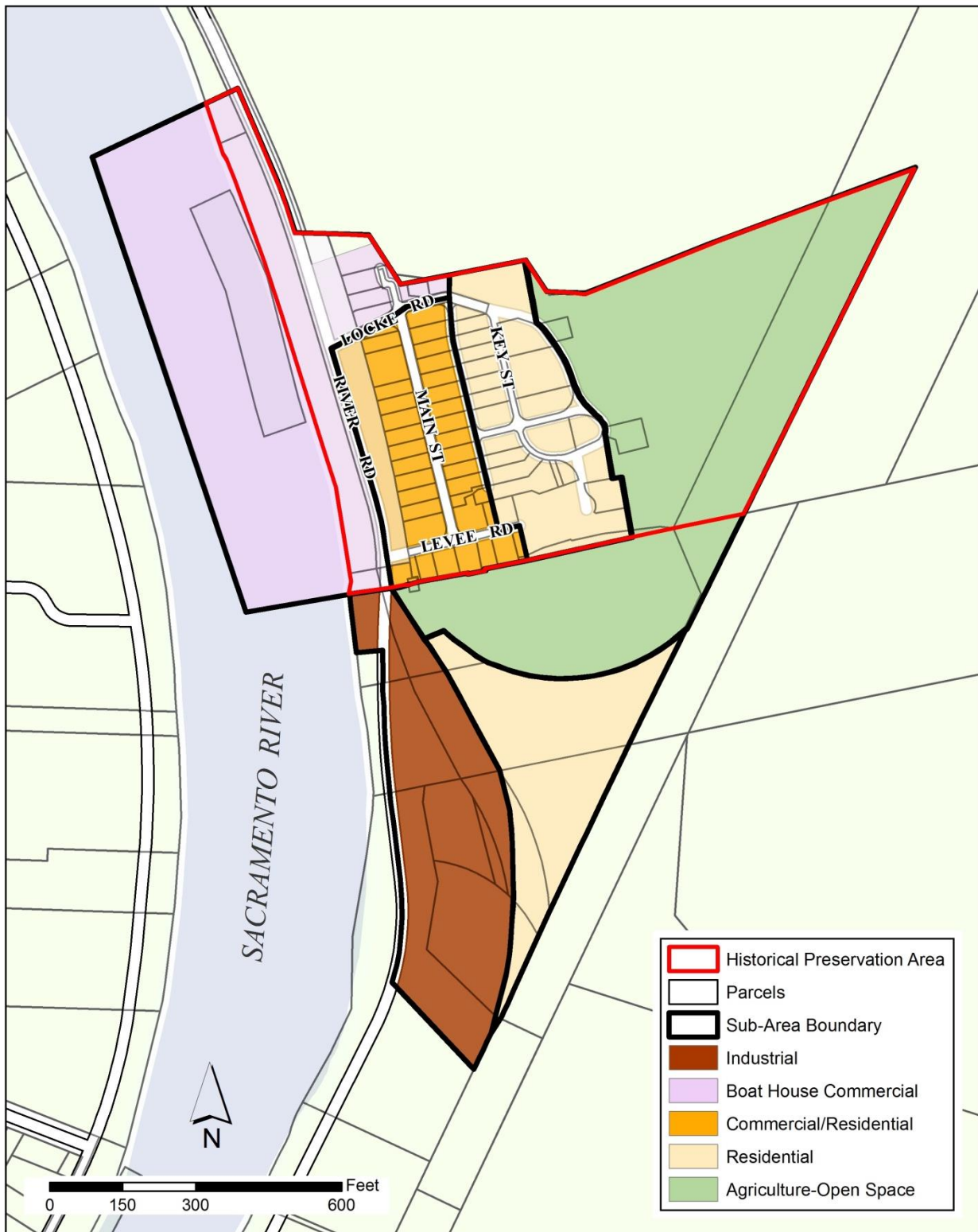
Renovated historical buildings in Walnut Grove's Japan Town

Exhibit 5.1 Courtland SPA Map



Sacramento County, 2016

Exhibit 5.2
Locke SPA Map



Sacramento County, 2016

Exhibit 5.3
Lower Andrus Island SPA Map

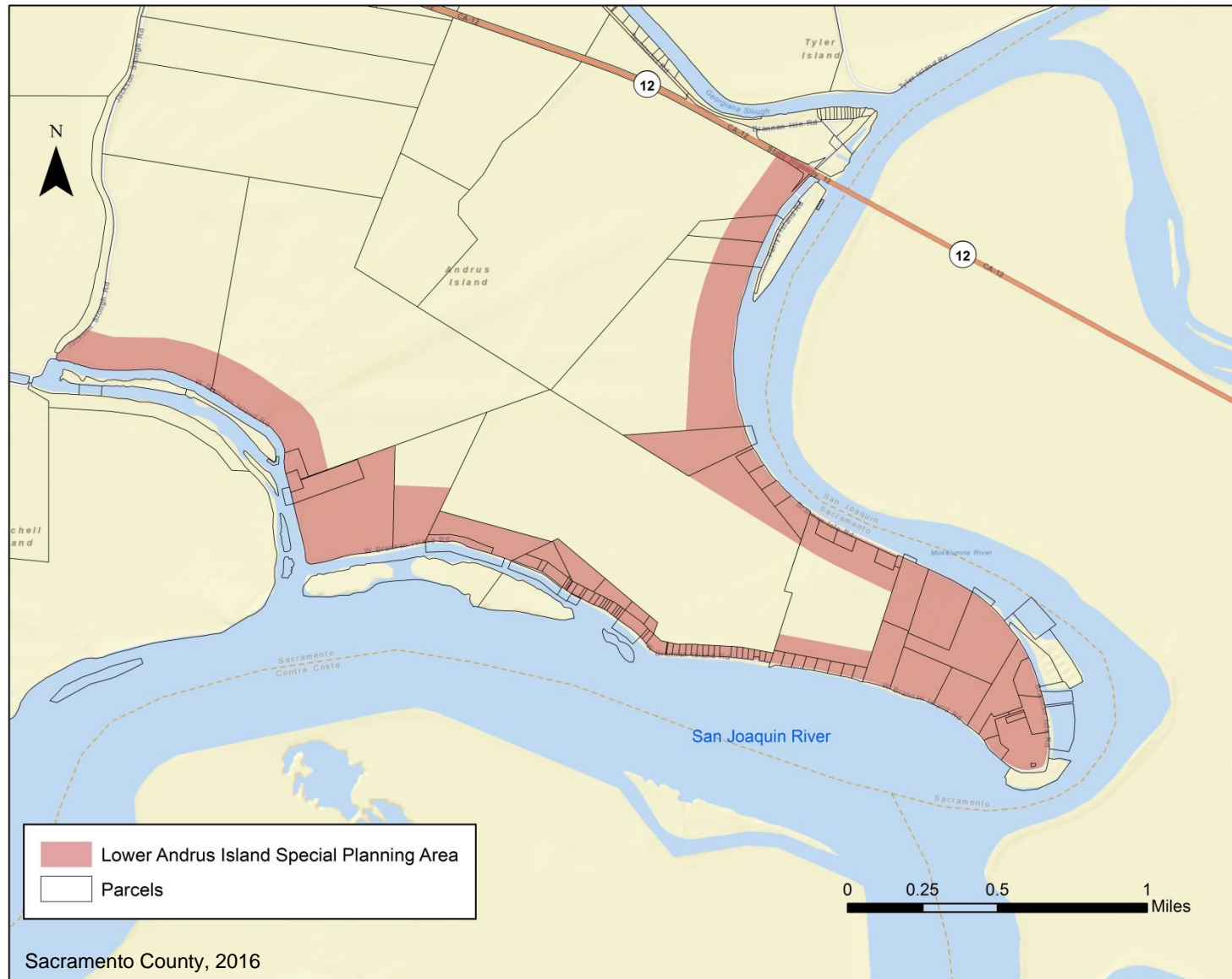
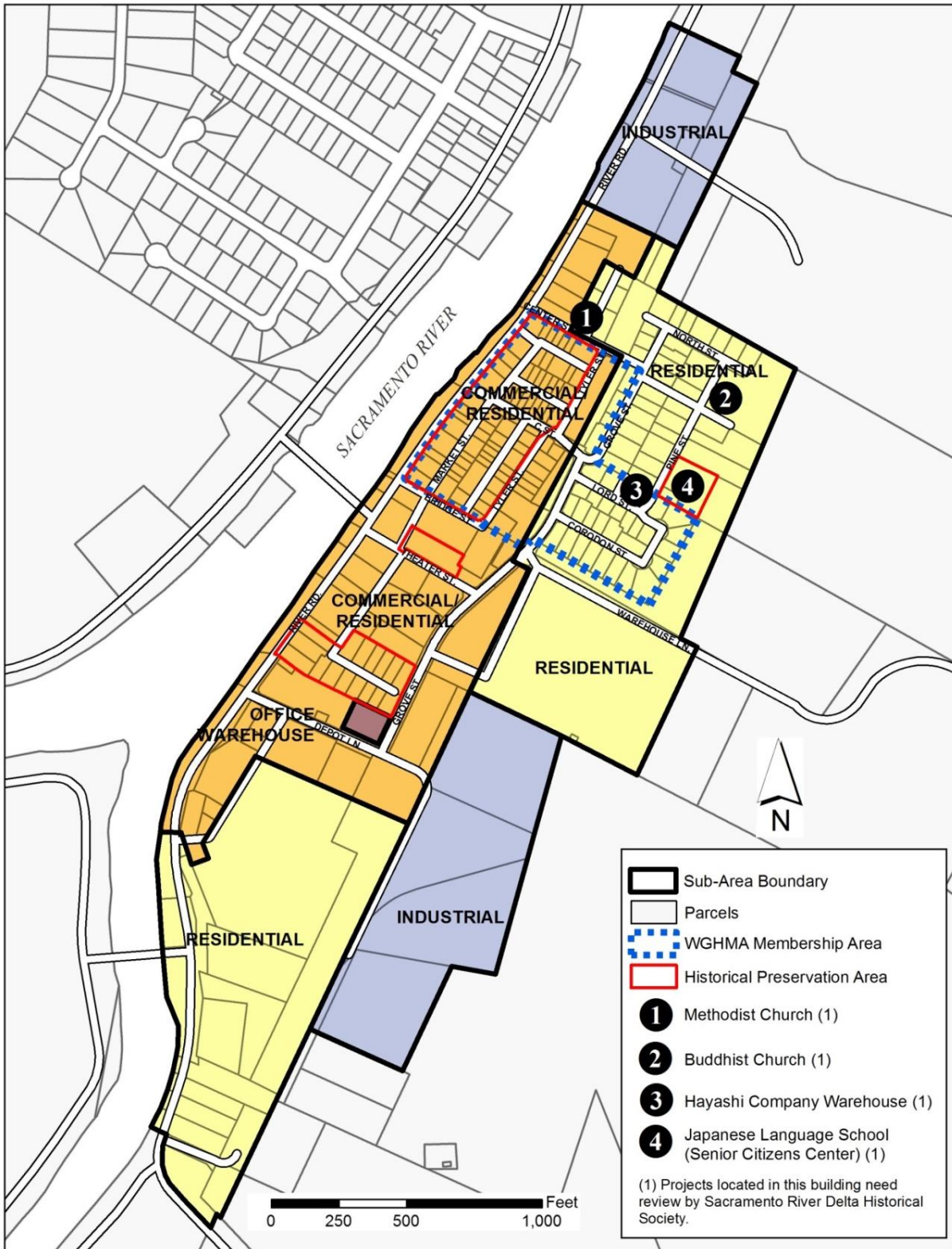


Exhibit 5.4 Walnut Grove SPA Map



Sacramento County, 2016

5.2 APPLYING THE SPA ORDINANCES TO YOUR PROJECT

5.2.1. Determining Whether Proposed Use is Allowed.

The first step is to determine whether your project's proposed use is allowed in the SPA sub-area where the project is located. Each of the SPAs is divided by sub-areas where certain land uses are allowed while other uses are prohibited. The SPA ordinances have land use lists which show allowed uses in each SPA sub-area. Some uses will require a conditional use permit or other planning entitlement. SPA sections with land use lists are listed below:

- Courtland SPA – Section 504-509
- Locke SPA – Section 504-406
- Lower Andrus Island – Sections 505-17, 18, 19
- Walnut Grove SPA – Section 504-25

Note: Some of the SPA ordinances have a list of prohibited uses. Please refer to the applicable SPA ordinance to see whether your proposed use is on this list (Section 504-508 in the Courtland SPA, Section 504-405 in the Locke SPA, and Section 504-24 in the Walnut Grove SPA).

5.2.2. Determining Development Standards

Each of the SPA ordinances also contains area-specific development standards. These standards include building setbacks, building height, lot size, residential density, landscaping, signs and parking. It is crucial that you review the development standards of the relevant SPA ordinance while preparing the plans for your project. The following are the sections of each SPA ordinance that cover development standards:

- Courtland SPA
 - 504-513 – General Development Standards
 - 504-515 – Additional Standards for Residential Projects
 - 504-516 – Additional Standards for Commercial Projects
 - 504-517 – Additional Standards for Projects in Other Sub-Areas
 - 504-514 – Design Guidelines
- Locke SPA
 - 504-411 – Development Standards
 - 504-409 – Residential Density

Need Help?

- Contact Sac Plan for planning information and questions. (Phone 916-874-6221), (Email Sacplan@Saccounty.net)
- Visit the Sacramento County Building Assistance Center
 - Hours: Monday – Friday 8:30 a.m. – 4:30 p.m.
 - Address: 827 7th Street, Sacramento, CA 95814, Room 102.
 - Call and make an appointment with a planner (916-874-6141)



[Center Location Maps](#)

- 504-412 – Landscaping
- 504-413 – Parking
- 504-407 – Signs

Note: The Locke SPA has extensive design guidelines that are attached to the Locke SPA ordinance. These guidelines are applicable to projects that are within the Historical Preservation Area (See Locke SPA map on pg. 46).

- Lower Andrus Island
 - 505-20 – Development Standards
- Walnut Grove SPA
 - 504-31 – Development Standards
 - 504-29 – Residential Density
 - 504-32 – Landscaping
 - 504-33 – Parking
 - 504-27 – Signs
 - 504-34 – Design Criteria

Building Setback (Courtland, Locke and Walnut Grove SPAs): If your project site is located in a developed area, the setbacks of existing structures adjacent to and in the vicinity of your project will be applicable to your project. If your project is an area where no existing setbacks are established, then the standards in the [County Zoning Code](#) or [Multi-Family Design Guidelines](#) (for multifamily projects) shall apply to your project.

5.2.3. Determining Project Review Process (Courtland, Locke and Walnut Grove SPAs)

Most land use project proposals are subject to review by local review bodies in the Courtland, Locke and Walnut Grove SPAs. For example, building permit plans are often submitted to the local homeowner/merchants association and/or the local historical society. Planning entitlements are subject to review by the Delta Citizens Municipal Advisory Council (DCMAC) (See page 35) in addition to the previously listed groups. Information on the project review process for each project type is in the following SPA Sections:

- Courtland SPA – Sections 504-510
- Locke SPA – Section 504-402
- Walnut Grove SPA – Sections 504-26

Project Review Bodies for Courtland, Locke and Walnut Grove SPAs		
SPA	Plan Check Review (Building Permit Only)	Planning Entitlement Review.
Courtland	Review Bodies: <ul style="list-style-type: none"> ● CTA ● SRDHS 	Review Bodies: <ul style="list-style-type: none"> ● DCMAC ● CTA ● SRDHS
Locke	Review Body: <ul style="list-style-type: none"> ● LMA 	Review Bodies: <ul style="list-style-type: none"> ● DCMAC ● LMA
Walnut Grove	Review Body: <ul style="list-style-type: none"> ● SRDHS 	Review Bodies: <ul style="list-style-type: none"> ● DCMAC ● SRDHS
CTA	Courtland Town Association	
DCMAC	Delta Citizens Municipal Advisory Council	
LMA	Locke Management Association	
SRDHS	Sacramento River Delta Historical Society	

Review requirements for projects in the Historical Preservation Areas of Locke and Walnut Grove are more extensive than for projects outside of the Preservation Areas in those communities. In the Historical Preservation Areas, more types of projects are required to be reviewed by local groups. Please see the Locke and Walnut Grove SPA maps in **Exhibits 5.2 and 5.4** (pgs. 46, 48) to determine whether your project is in a Historical Preservation Area. In addition, a historic preservation standards review will be necessary for most projects in Historical Preservation Areas. The purpose of this review is to check for conformance with the Secretary of the Interior Standards for the Treatment of Historic Properties. The review is conducted by Planning and Environmental Review Division (PER) staff or a consultant.

Note: There is no Historical Preservation Area in the Courtland SPA. However, there are historic buildings and areas that are listed in Exhibit 2 in the SPA ordinance. Projects that involve these buildings or areas will need to be reviewed by the Courtland Town Association (CTA) and SRDHS.

Note: At the Planning and Environmental Review Division plan check counter, all building permit applications for projects in the Courtland, Locke or Walnut Grove SPA areas will be taken in by plan check staff.

Building Permit Projects Within Historical Preservation District that Needs Review (Locke SPA, Walnut Grove SPA)

For projects within the Historical Preservation Area, the application package should include the following (in addition to items required for building permit application) (Note: These materials will be needed for historic preservation standards review):

- a. Provide electronic and hard copies of application: Two (2) Arch D (24" x 36") hard copies of the building permit application shall be submitted to the County. An electronic copy of the package in PDF format must also be submitted, via email or on a CD.
- b. Context photographs: The application shall include a drawing sheet with full-scale or enlarged photographs to provide an overview of the subject property and adjacent buildings and common areas.
- c. Photographs of existing conditions: Clear, full-scale or enlarged photographs of all building facades shall be included. If the existing conditions of the elevations are not clear in the photographs, drawings must be provided.
- d. Elevations of the proposed project: Drawings that show all of the building facades of the new building, existing building with new addition, or remodel shall be included.
- e. Plot plan with property lines: Show property lines on site plan to clearly show their relationship to the proposed project. This is required even if the building footprint is not changing.

CHAPTER 5 LINKS

5.1

County Zoning Code	http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx
Courtland SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/Title%20V%20504-500_Courtland%20SPA_Amended2017.pdf
Locke SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/504-400_Locke%20SPA%20Ordinance%20(Revised%2010-4-16).pdf
Lower Andrus SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/TitleV%20505-10%20Lower%20Andrus%20Island.pdf
Walnut Grove SPA	http://www.per.saccounty.net/LandUseRegulationDocuments/Documents/ZoningCodes/SPAs%20NPAs%20and%20Specific%20Plans/Title%20V%20504-20_Walnut%20Grove%20SPA_Amended%202017.pdf

5.2

Center Location Maps	http://www.development.saccounty.net/Pages/Building-Assistance-Centers.aspx
County Zoning Code	http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/ZoningCodes.aspx
Multi-Family Design Guidelines	http://www.per.saccounty.net/applicants/Documents/DesignReview/AdoptedMultiFamilyDesignGuidelines.pdf

**CHAPTER 6:
DELTA PROTECTION
COMMISSION AND DELTA
STEWARDSHIP COUNCIL**

6.1 DELTA PROTECTION COMMISSION

6.1.1. Land Use and Resource Management Plan

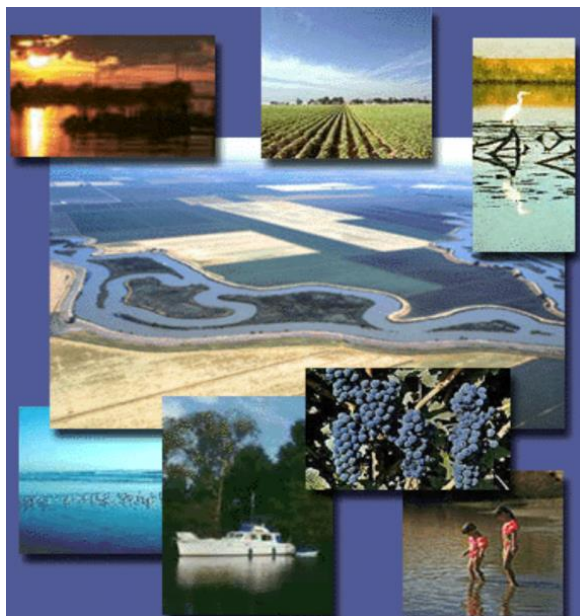
A primary function of the Delta Protection Commission (DPC) is to adopt, maintain and implement a comprehensive management plan for the Primary Zone of the Delta. [The Land Use and Resource Management Plan \(LURMP\)](#) guides projects impacting land use, agriculture, natural resources, recreation and accessibility, water, levees, and utilities and infrastructure. General plans and projects in the five Delta counties must be consistent with the LURMP, and are subject to review by the Commission. The Commission also comments on projects in the Secondary Zone that have the potential to impact the Primary Zone. The Commission acts as an appeal body if a project in the Primary Zone is challenged as inconsistent with the LURMP. If the appeal is upheld, the proposed project must be brought into conformity with the LURMP before it can proceed. Please see **Exhibit 6.1** on the next page (pg. 55) that displays the Commission's review process. **Exhibit 6.2** (pg. 56) displays the Commission's appeal process. The Commission's website has [information](#) on the appeal process.

6.1.2. Primary Zone of Legal Delta

To determine if the project is in the Primary Zone of the Legal Delta and thus needs review by the Delta Protection Commission, please see Exhibit 6.4 on page 58.

For the project applicant, it is recommended that the applicant contact the DPC if the project is within the Primary Zone. This should be done before the project is submitted to County Planning and Environmental Review (PER).

For the PER Project Manager, it is recommended that proposals located in either the Primary or Secondary zones be sent to DPC staff for their review and comment soon after the project application is deemed complete by PER staff.



Elements of the DPC Land Use and Management Plan

- Land Use
- Agriculture
- Natural Resources
- Recreation & Access: Including Marine Patrol, Boater Education, and Safety Programs
- Water
- Levees
- Utilities and Infrastructure

Exhibit 6.1
Delta Protection Commission (DPC) Review Process

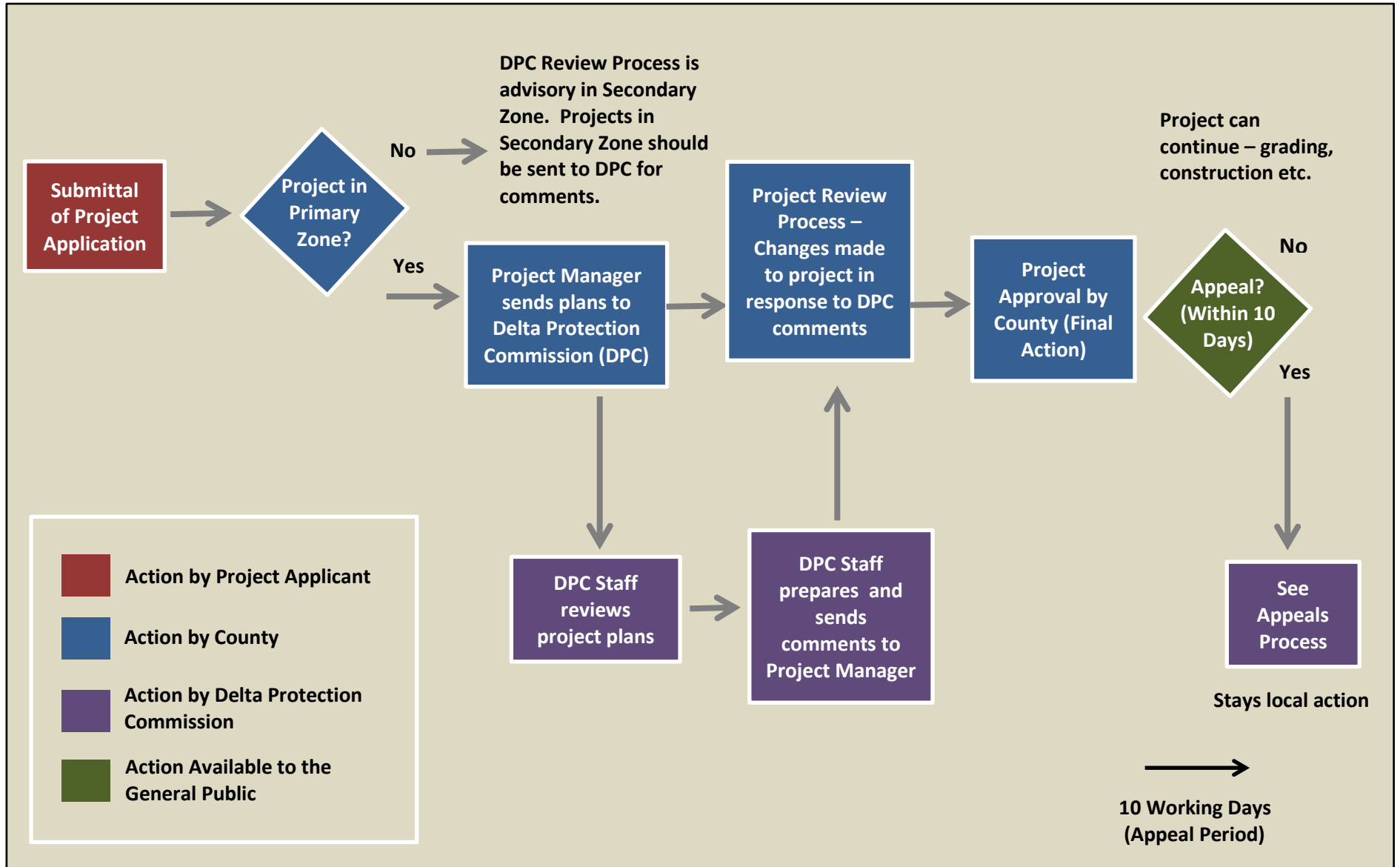


Exhibit 6.2
Delta Protection Commission (DPC) Appeal Process

Note: The DPC Commission can appeal a project without a submittal of project appeal by the public.

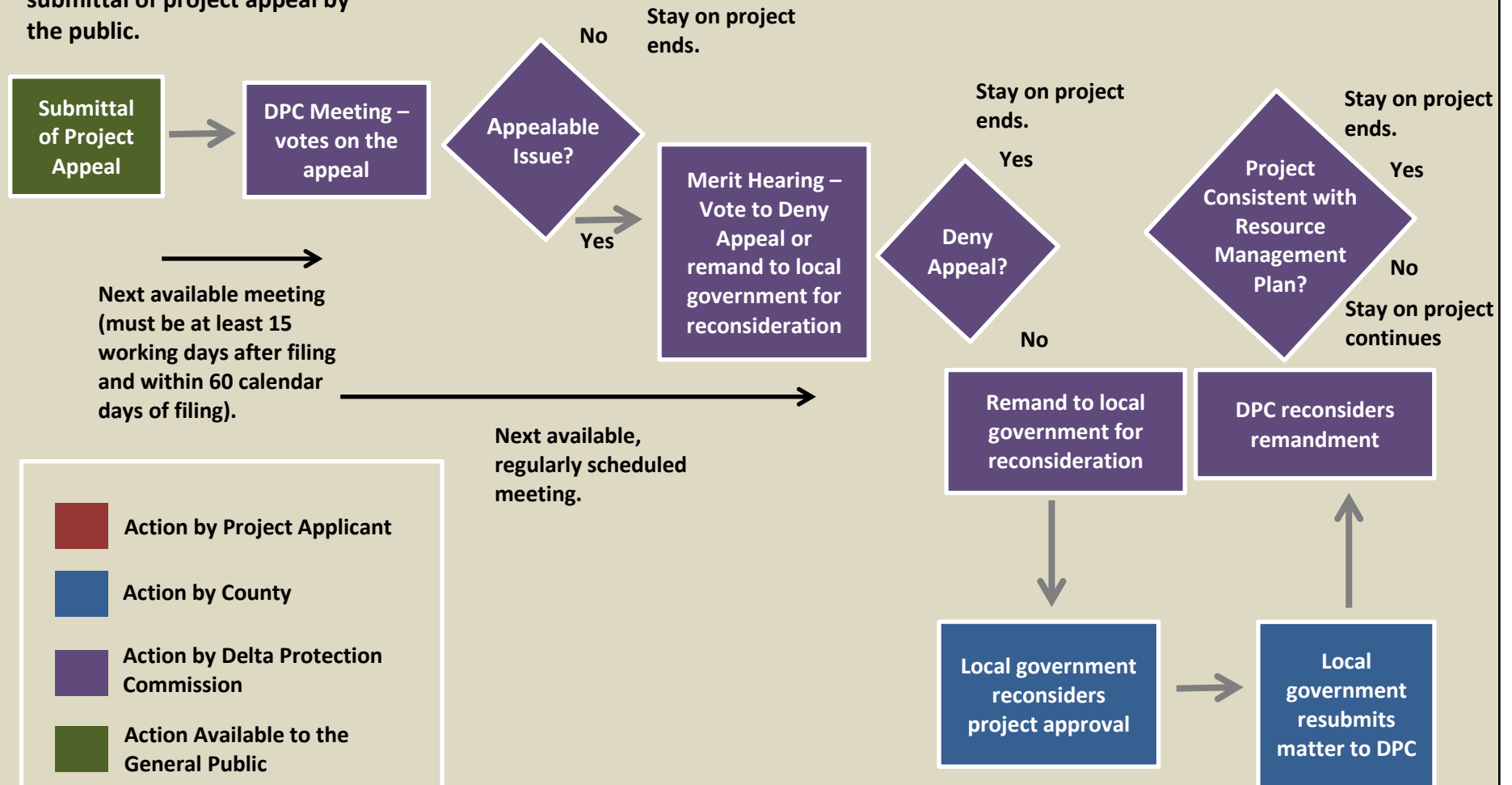


Exhibit 6.3

QUESTIONS TO DETERMINE WHETHER PROJECT IS IN THE PRIMARY ZONE

1. Is the project site located in the Legal Delta?

Look at the Primary/Secondary Zones - Legal Delta Map – **Exhibit 6.4** (pg. 58) to determine.

No – The project is subject to the County’s Development Policies and Codes and Project Review Processes covered in Chapters 2-5.

Yes – Go to the next question (Question #2)

2. Is the project site located in one of the six (6) Delta communities in unincorporated Sacramento County?

Look at the Unincorporated Town Maps (pgs. 59-62) to determine.

No – Go to the next question (Question #3)

Yes – The project is subject to the County’s Development Policies and Codes and Project Review Processes listed in Chapters 2-5.

3. Is the project site located in the Primary Zone of the Legal Delta?

Consult the Primary/Secondary Zones - Legal Delta Map (pg. 58) to determine.

No – The project is subject to the County’s Standard Development Policies and Codes and Project Review Processes listed in Chapters 2-5.

Yes - The Planning and Environmental Review Project Manager will need to send the project plans to Delta Protection Commission for review and comment.

Exhibit 6.4

Primary/Secondary Zones – Legal Delta Map (DPC)

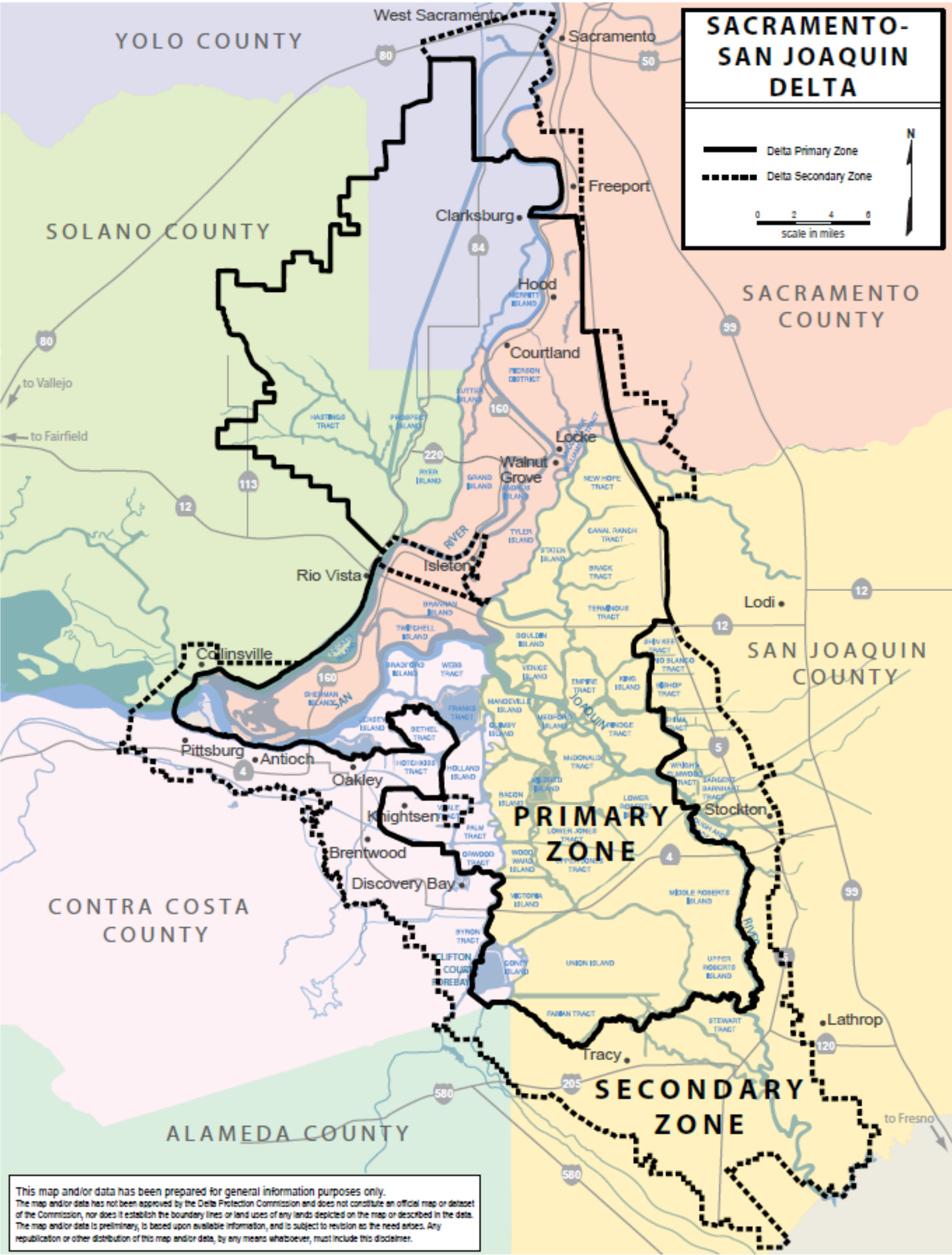


Exhibit 6.5

Unincorporated Town – Courtland (DPC)



Exhibit 6.6

Unincorporated Town – Hood (DPC)



Exhibit 6.7

Unincorporated Town – Ryde (DPC)



Exhibit 6.8

Unincorporated Town – Walnut Grove/Locke (DPC)



6.2 DELTA STEWARDSHIP COUNCIL (DSC)

6.2.1 DSC's Delta Plan

The Delta Stewardship Council's [Delta Plan](#) is a comprehensive, long-term management plan for the Delta that was required by the Sacramento-San Joaquin Delta Reform Act of 2009 (Act). The Delta Plan has a much larger geographic scope than the DPC's Land Use and Resource Management Plan, which only applies to the Primary Zone. The Delta Plan's policies and recommendations apply to projects and programs proposed within the boundaries of the Delta's Primary and Secondary zones, and the Suisun Marsh.

6.2.2 Covered Action

Section 85225 of the Act describes a project self-certification process for demonstrating consistency with the Delta Plan. A State or local agency that proposes to carry out, approve, or fund a plan, program, or project is the entity that must determine whether that plan, program, or project is a "covered action". If the State or local agency determines that their plan, program or project is a covered action under the Delta Plan, they are required to submit a written certification (Certification of Consistency) to the Delta Stewardship Council (DSC), with detailed findings, demonstrating that the covered action is consistent with the Delta Plan. If an agency determines that a proposed plan, program or project is not a covered action, then that proposed plan, program or project is not subject to Council regulatory review.

Please see **Exhibit 6.9** (pg. 65) that displays the Certification of Consistency review process. There is also **Exhibit 6.10** (pg. 66) that displays the Certification of Consistency's appeal process.

To determine if the project is a "Covered Action" and thus a Certificate of Consistency is required to be submitted, see Exhibit 6.11 on page 67.

It is recommended that the Planning and Environmental Review Project (PER) manager have a consultation with [DSC staff](#) early in the project review process to determine if the project is a "Covered Action".



Covered Action

Only the lead CEQA state or local agency may determine whether that plan, program, or project is a covered action. That determination must be reasonable, made in good faith, and consistent with the Delta Reform Act and relevant provisions of the Delta Plan.

An agency's determination that a proposed plan, program, or project is not a covered action is not subject to DSC regulatory review, but may be subject to judicial review as to whether it was reasonable, made in good faith, and is consistent with the Delta Reform Act and relevant provisions of the Delta Plan.

For the PER Project Manager: A draft of Certification of Consistency should be sent to the Delta Stewardship Council (DSC) before officially submitting form. The DSC will review and comment on form.

For the PER Project Manager: The project Certification of Consistency needs to be scheduled on the Board of Supervisors agenda and reviewed by the Board through a hearing with public comments. The Board's "blessing" should be attained before Certificate is submitted to the DSC.

Exhibit 6.9

Delta Stewardship Council (DSC) Certification of Consistency

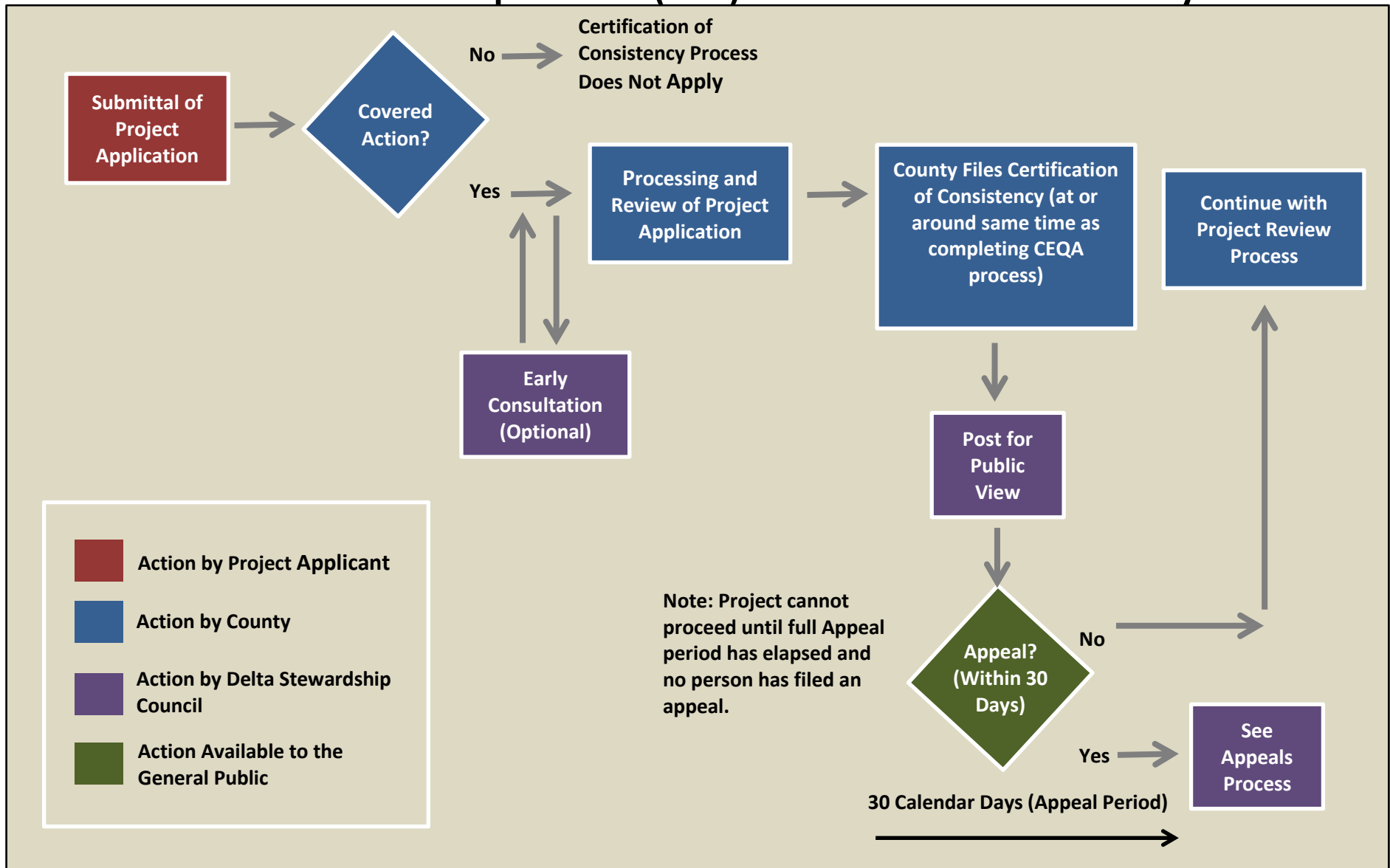


Exhibit 6.10

Delta Stewardship Council (DSC) Certificate of Consistency Appeal Process

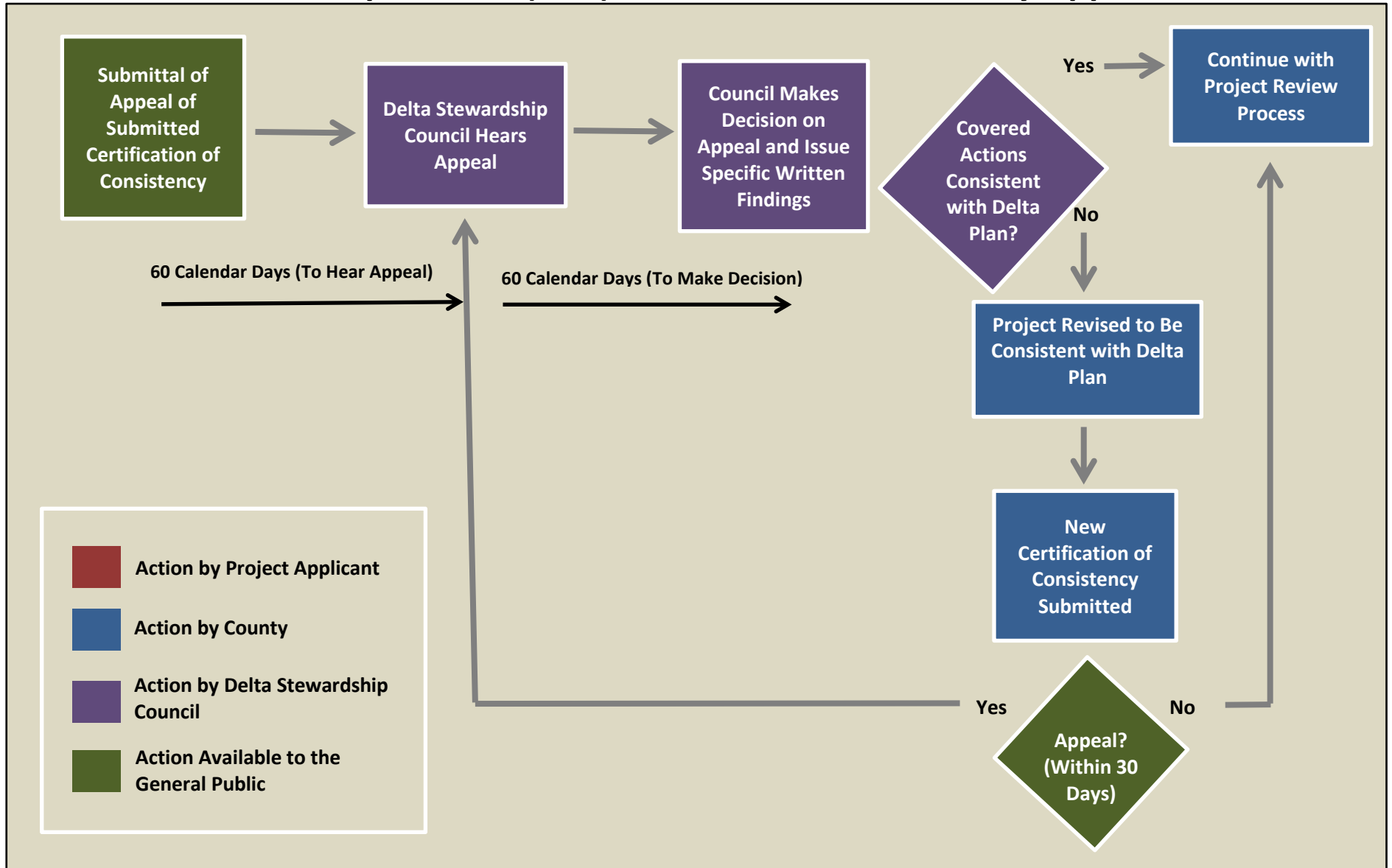


Exhibit 6.11

QUESTIONS TO DETERMINE WHETHER PROJECT IS A COVERED ACTION

You may also want to review the [Council's checklist](#).

- 1. Is the plan, project or program statutorily excluded from the definition of covered action and are exempt from the Council's regulatory authority (Water Code section 85057.5(b))?**

A complete list is included in [Appendix F](#) of the Delta Plan.

- 2. Is the plan, project or program a "Project" as defined by Section 21065 of the Public Resources Code?**

In other words, does the plan, program, or project meet the definition of a project under the California Environmental Quality Act (CEQA)? See **Exhibit 6.12** (pg. 68).

If the plan, program, or project does meet the definition of project under CEQA, the next step in determining a covered action is to review the four additional screening criteria in the definition of covered action, *all* of which must be met by a proposed plan, program, or project for it to qualify as a covered action.

- 3. Will the plan, project or program occur in whole, or in part, within the boundaries of the Legal Delta or Suisun Marsh?**

To qualify as a covered action, a project must include one or more activities that take place at least partly within the Delta or Suisun Marsh.

Refer to the Delta Plan Map - **Exhibit 6.13** (pg. 69) to determine.

Projects within certain communities are exempt from Section 5010 "Locate New Urban Development Wisely" and Section 5013 "Require Flood Protection for Residential Development in Rural Areas" of the Delta Plan (also known as DP P1 and RR P2). See **Exhibits 6.14 through 17** (pgs. 70-73) to see the communities and their boundaries.

- 4. Will the plan, project or program be carried out, approved, or funded by the State or a local public agency?**
- 5. Will the plan, project or program have a significant impact on the achievement of one or both of the coequal goals (improved water supply, ecosystem restoration) or the implementation of a government-sponsored flood control program to reduce risks to people, property, and State interests in the Delta?**

For list of projects that will not have a significant impact, click [here](#) and look at pgs. 49-50.

If the above four screening criteria are met, then for purposes of the Delta Plan, the plan, program, or project is referred to as a “proposed action.” Although a proposed action meets the first four screening criteria, the action has not yet been reviewed by the State or local agency to determine whether it meets the fifth screening criterion: is the proposed action covered by one or more Delta Plan policies? If the proposed action is covered by at least one Delta Plan regulatory policy, then the proposed action is a “covered action.” If the proposed action is not covered by any Delta Plan regulatory policy, it is not a covered action.

6. Will the plan, project or program covered by one or more provisions of the Delta Plan?

Refer to Chapters 3 through 7 of the Delta Plan to make determination.

If the project is deemed to be a “Covered Action”, a Certificate of Consistency will need to be submitted by Planning and Environmental staff to the [Delta Stewardship Council](#).

Exhibit 6.12

What Does CEQA Consider a “Project”?

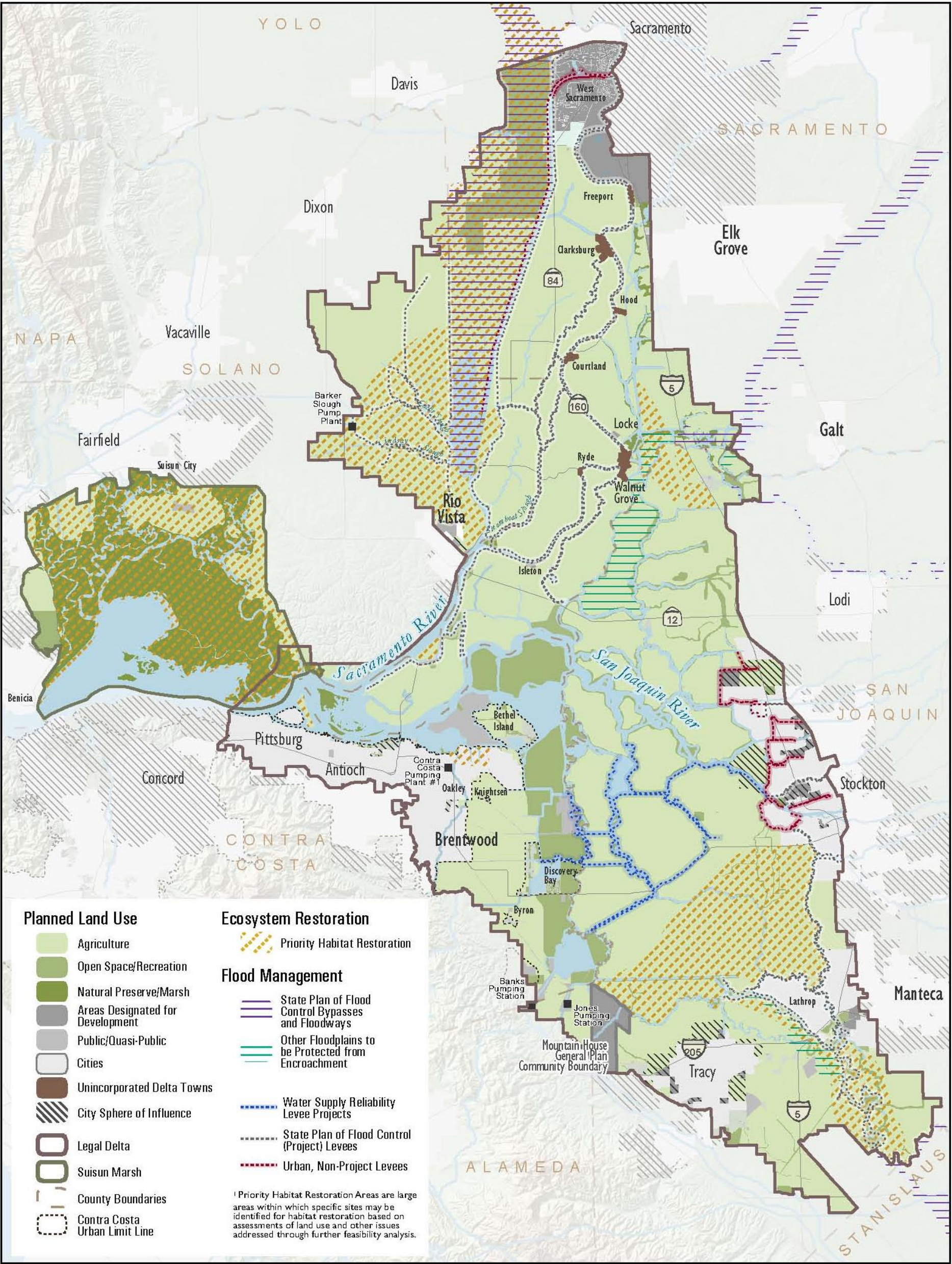
Public Resources Code section 21065 (which is incorporated by reference in the Delta Reform Act) defines the term “project” in the following manner:

20165. “Project” means an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and which is any of the following:

- (a) An activity directly undertaken by any public agency.*
- (b) An activity undertaken by a person which is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.*
- (c) An activity that involves the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.*

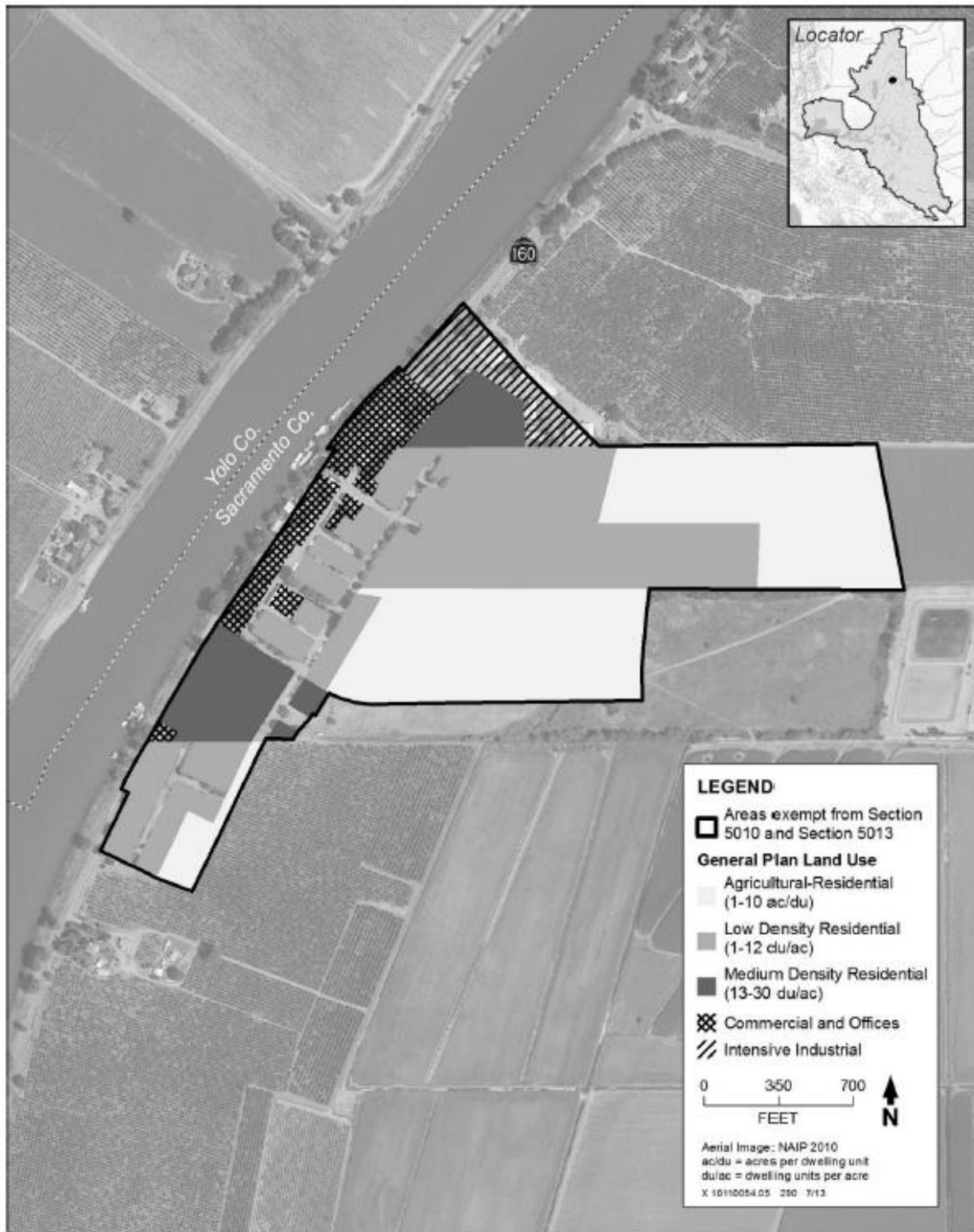
Source: Delta Stewardship Council, (2013). *The Delta Plan*, p. 49.

Area Covered by the Delta Plan (DSC)



Source: Delta Stewardship Council, (2013). *The Delta Plan*

Exhibit 6.14
Courtland
 Areas Exempt from Sections 5010 and 5013 (DSC)

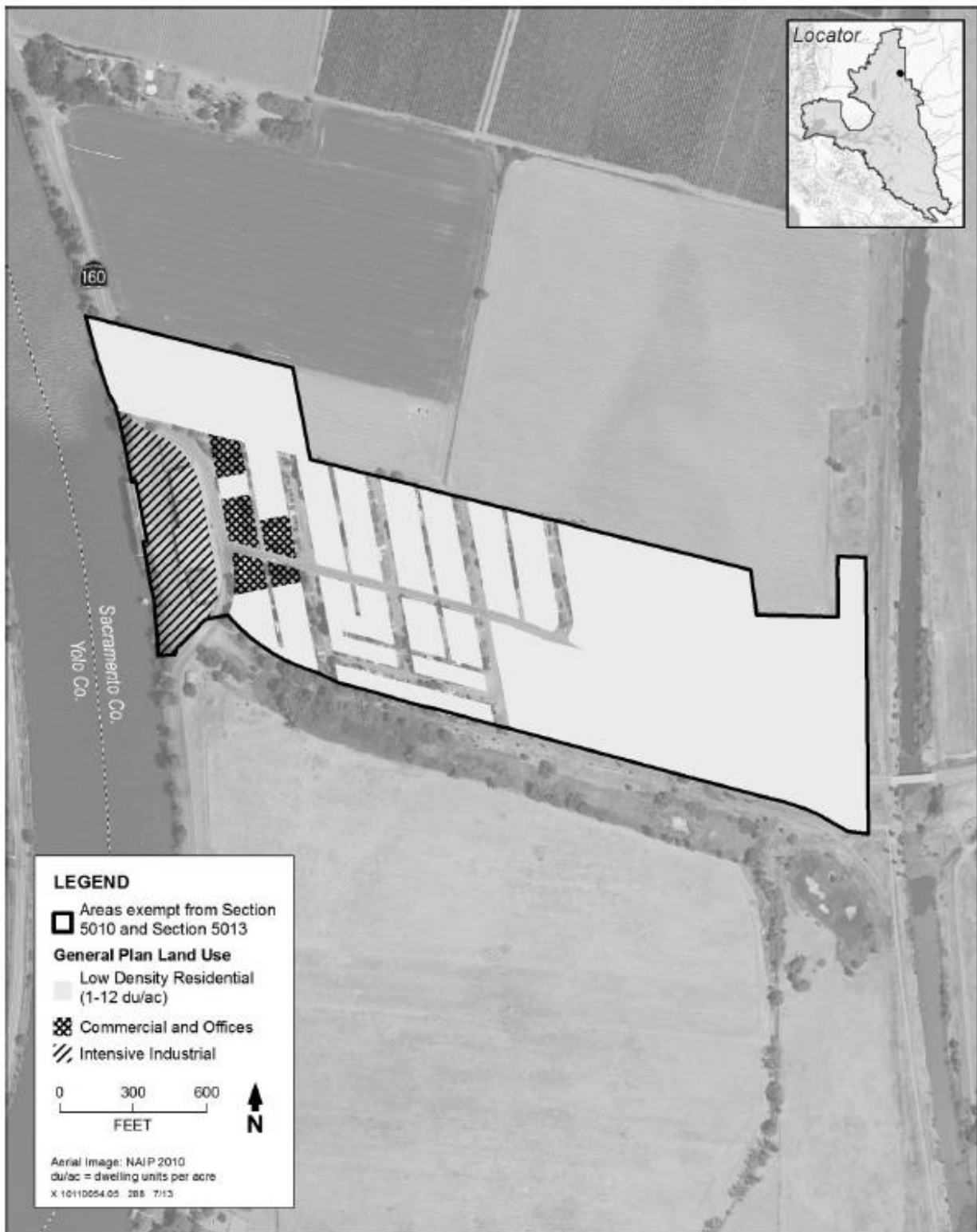


Source: Delta Stewardship Council, (2013). *The Delta Plan*

Exhibit 6.15

Hood

Areas Exempt from Sections 5010 and 5013 (DSC)



Source: Delta Stewardship Council, (2013). *The Delta Plan*

Exhibit 6.16
Ryde
Areas Exempt from Sections 5010 and 5013 (DSC)

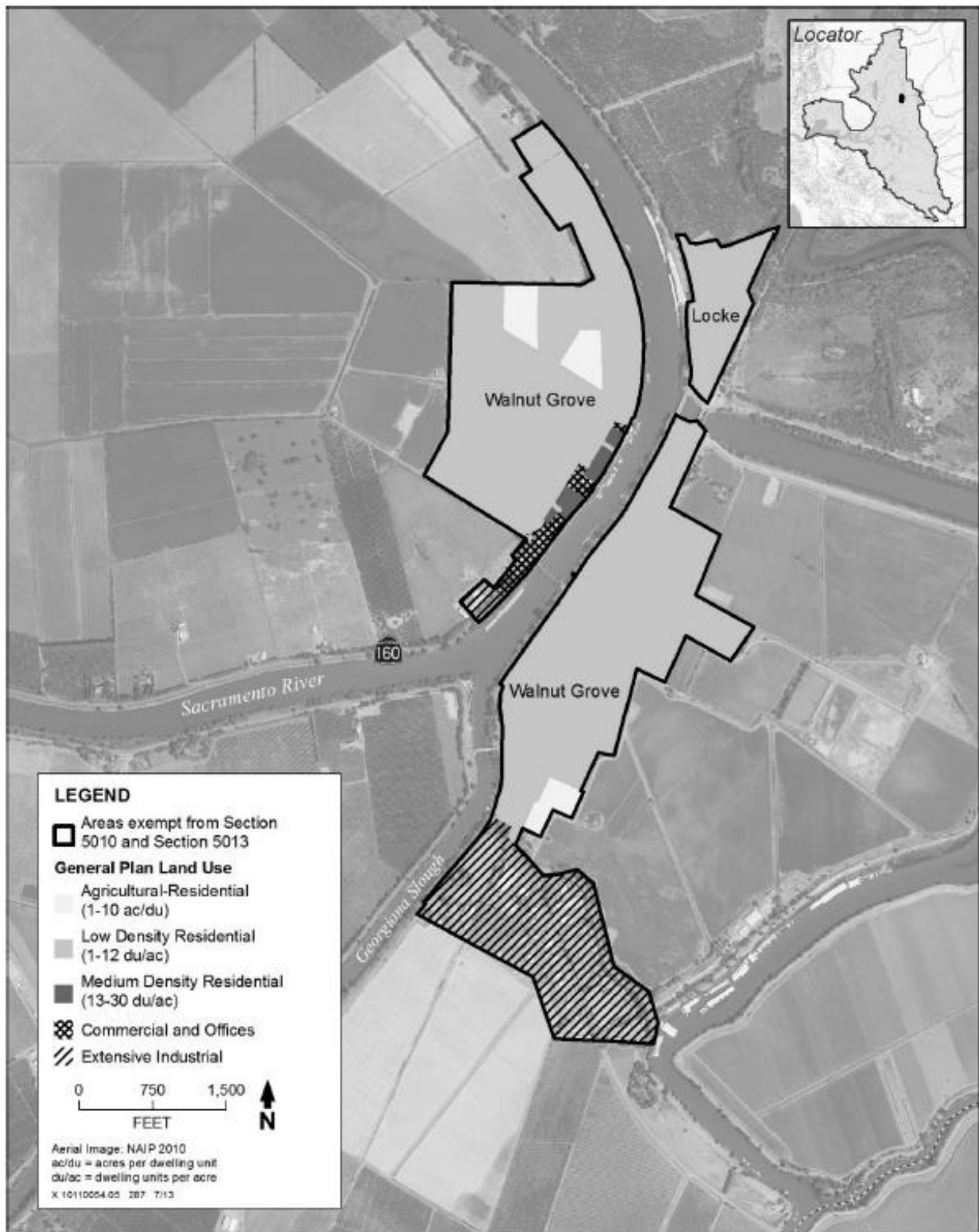


Source: Delta Stewardship Council, (2013). *The Delta Plan*

Exhibit 6.17

Locke/Walnut Grove

Areas Exempt from Sections 5010 and 5013 (DSC)



Source: Delta Stewardship Council, (2013). *The Delta Plan*

CHAPTER 6 LINKS

6.1	
The Land Use and Resource Management Plan	http://www.delta.ca.gov/land_use/land_use_plan/
Information on the Commission's Appeal Process	http://www.delta.ca.gov/land_use/land_use_plan/land_use_appeals/
Delta Protection Commission Staff	http://www.delta.ca.gov/Contact.htm
6.2	
Delta Plan	http://www.deltacouncil.ca.gov/delta-plan-0
Delta Stewardship Council Staff	http://deltacouncil.ca.gov/contact-us
Appendix F of the Delta Plan	http://deltacouncil.ca.gov/sites/default/files/documents/files/AppF_Statutory%20Exemptions_2013.pdf
List of Projects which do not have significant impact	http://deltacouncil.ca.gov/sites/default/files/documents/files/CH_02_2013.pdf (pgs. 49-50)
Delta Stewardship Council Checklist	http://deltacouncil.ca.gov/sites/default/files/2014/11/2014-11-25-Covered-Actions-Checklist.pdf

**CHAPTER 7:
STATE AND FEDERAL PERMITS
FOR PROJECTS NEAR OR ON
LEVEES**

Note: If project is near or on a levee, it is recommended that the Central Valley Flood Protection Board and/or U.S. Army Corps of Engineers be contacted as early in the project development process as possible.

7.1 ENCROACHMENT PERMITS

7.1.1. Projects That Require Encroachment Permits

If your project site is located near or on a levee, you could be required to apply for a Central Valley Flood Protection Board (CVFPB) encroachment permit.

The following are examples of when this permit process may apply:

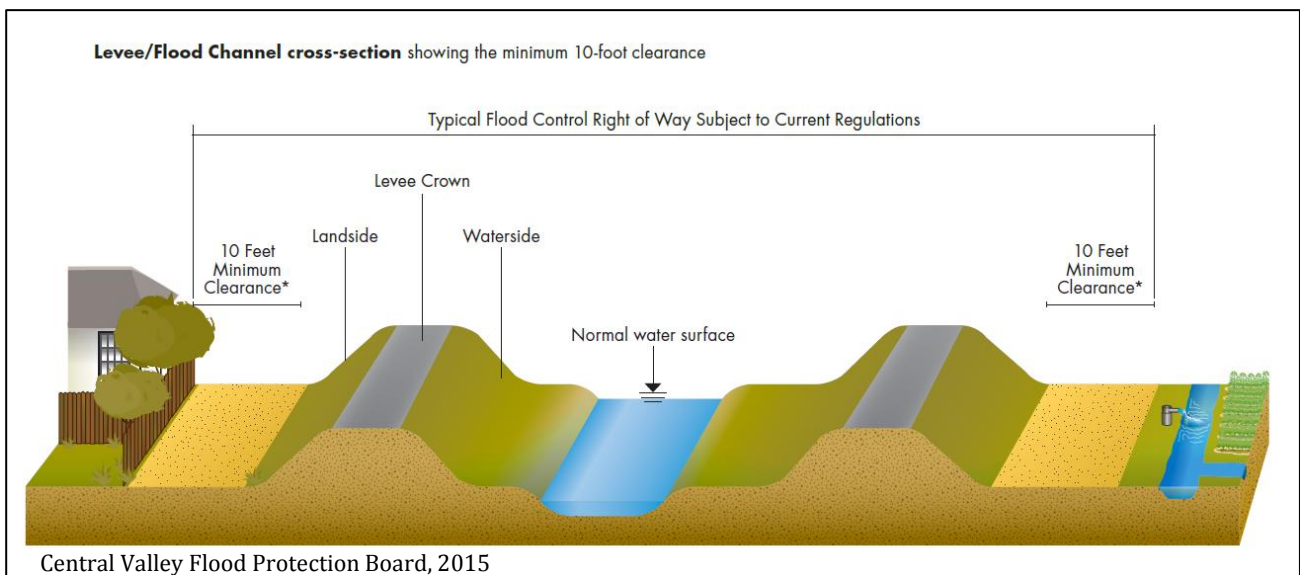
- Project is within an Adopted Plan of Flood Control, as defined by the California Code of Regulations, Title 23, Chapter 1, Article 2, which can be viewed online at <http://cvfpb.ca.gov/docs/regulations/CCRTitle23Division1Vol32.pdf>.
- Project is within the flood control right of way for levees shown on **Exhibit 7.1** below.
- Project is near or on a regulated Central Valley stream as listed in [Table 8.1 in Title 23](#).
- Project may impact the current or future State Plan of Flood Control (please contact the Board Office at (916) 574-0609 if you have questions about the impact of your project or email at cvfpbquestions@water.ca.gov



Central Valley Flood Protection Board's Area of Jurisdiction

As stated in the California Code of Regulations, Title 23, Article 1, Section 2(b), "the area of the Board's jurisdiction includes the entire Central Valley, including all tributaries and distributaries of the Sacramento and San Joaquin Rivers, the Tulare and Buena Vista Basins."

Exhibit 7.1: Typical Flood Control Right of Way Subject to Current Regulations



7.1.2. Types of Work That Require an Encroachment Permit

An encroachment permit from the CVFPB is required for any work conducted in a regulated stream, designated floodway, and/or on any federal flood control project levee slopes to include the area 10-feet landward of the landside levee toe. Such activities might include but are not limited to: the placement, construction, reconstruction, removal, or abandonment of any landscaping, culvert, bridge, conduit, fence, projection, fill, embankment, building, structure, obstruction, encroachment or works of any kind, and including the planting, excavation, or removal of vegetation, and any repair or maintenance that involves cutting into the levee, wholly or in part, within an area for which there is an adopted plan of flood control.

7.1.3. Obtaining an Encroachment Permit Application

An electronic copy of the Permit application can be downloaded from the CVFPB website at <http://cvfpb.ca.gov/permitting/encroachment-permit-information-and-application-forms/>. To get answers to questions, or to request a hardcopy of a permit application, contact the CVFCB at (916) 574-0609 or email at cvfpbquestions@water.ca.gov.

7.1.4. Getting an Encroachment Permit Application Approved by CVFPB

An application must comply with the CVFPB's regulations in accordance with Title 23 of the California Code of Regulations and the California Environmental Quality Act, and should be endorsed by the responsible local or State maintaining agency. If you need assistance in identifying your maintaining agency, please contact the CVFPB. If your application is incomplete, it will be returned to you. The CVFPB will acknowledge receipt of your application in writing within 10 working days of receipt and will notify you within 30 calendar days whether the application is complete or requires additional data.

When the application package is complete, the CVFPB's technical staff performs an extensive review of the proposed work to ensure it is compliant with current standards before a decision is made on

Contact Information

Central Valley Flood Protection Board

Phone: (916) 574-0609

Email: cvfpbquestions@water.ca.gov

Website: <http://www.cvfpb.ca.gov>

Helpful Links

- [Encroachment Permit Information and Application Forms](#)
- [Environmental and CEQA Considerations](#)
- [Permit Application Review Process](#)
- [Encroachment Permit Application Submittal Information](#)
- [Executive Officer Delegated Permits](#)
- [Frequently Asked Questions](#)
- [Need for Encroachment Permit Brochure](#)

Maps for Determining if Permit is Needed

Maps (for location purposes in determining if a permit is needed). Please use the link below for the updated map link and click on the **View Floodway Data** button under the **Designated Floodways & Regulated Streams** section located on the right hand side at the bottom of the page:

Floodway Map Link

<http://gis.bam.water.ca.gov/bam/>

Note: If your project is within or 300 feet of the Designated Floodway or regulated stream, you may need an encroachment permit from the Central Valley Flood Protection Board. Please contact the Board for direction at (916) 574-0609, or by e-mail at cvfpbquestions@water.ca.gov.

approval and issuance of the permit. Most applications also require review and comment by the U.S. Army Corps of Engineers, Sacramento District (Corps).

7.1.5. Non-Compliance with CVFPB or Corps Standards

If your proposed project does not meet current standards, it may be denied, or may need to be revised to comply with Title 23 and/or Corps standards.

Always obtain a CVFPB encroachment permit prior to commencing any project on or near a Federal/State levee/flood control structure or within the CVFPB's jurisdictional area.

Text in this section excerpted from Central Valley Flood Protection Board's brochure "Need for an Encroachment Permit" at <http://www.cvfpb.ca.gov/docs/CVFPBBrochure-EncroachmentPermit.pdf>.

Exhibit 7.2

Reclamation Districts

In addition to attaining encroachment permits from the CVFPB, you may need to obtain an encroachment permit from the local reclamation district if you are doing work on or near a levee.

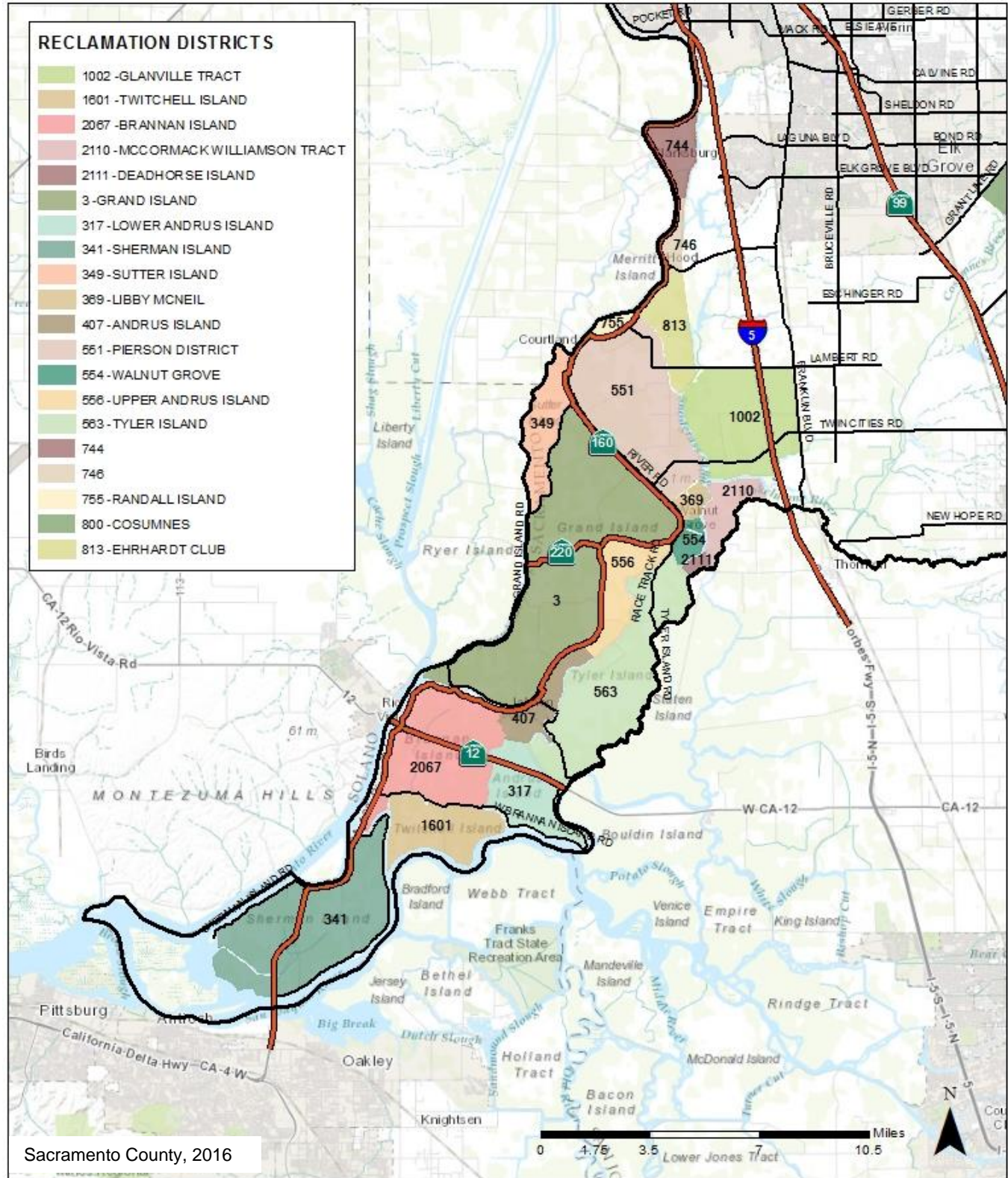
Reclamation districts are special purpose districts authorized to reclaim land subject to flooding. The main focus of reclamation districts is reclamation works, defined as public projects designed for the "watering, unwatering, or irrigation of district lands," in other words for flood control, drainage and water supply. (Cal. Water Code § 50013.). There are several reclamation districts in the Delta portion of Sacramento County (See list below).

Please see **Exhibit 7.3** (pg. 79) to determine your project's reclamation district.

Dist. No.	Dist. Name	Phone Number
3	Grand Island	(916) 316-0722
317	Lower Andrus Island*	(916) 776-2544
341	Sherman Island	(916) 826-8406
349	Sutter Island	(916) 775-1516
369	Libby McNeil	(916) 776-1661
407	Andrus Island*	(916) 776-2544
551	Pierson District	(916) 775-1941
554	Walnut Grove	(916) 776-1945
556	Upper Andrus Island	(916) 776-2092 or 1731
563	Tyler Island	(916) 776-2544
744		(916) 775-1941
755	Randall Island	(916) 775-1379
813	Ehrhardt Club	(916) 871-4060
1002	Glanville Tract	(916) 775-1674
1601	Twitchell Island	(916) 257-4241
2067	Brannan Island*	(916) 776-2544
2110	McCormack Williamson Tract	(916) 776-1531
2111	Dead Horse Island	(916) 776-1701

*Brannan-Andrus Levee Maintenance District (BLMD) has oversight over the levee

Exhibit 7.3: Reclamation Districts in Delta Portion of Sacramento County



7.2 SECTION 10 and 404 PERMITS

7.2.1. Projects That Require Section 10 Permits

If your project site is in, over or under navigable waters of the United States, a Section 10 permit from the U.S. Army Corps of Engineers (Corps) is required. Navigable waters of the United States are defined as waters that have been used in the past, are now used, or are susceptible to use as a means to transport interstate or foreign commerce up to the head of navigation. Projects that will require a Section 10 permit include:

- Piers, docks, wharves, bulkheads, marinas, ramps
- Dredging and excavation
- Bank stabilization



7.2.2. Projects That Require Section 404 Permits

Section 404 of the Clean Water Act requires Corps approval prior to discharging dredged or fill material into the waters of the United States. Waters of the United States include essentially all surface waters, including all navigable waters and their tributaries, all interstate waters and their tributaries, all impoundments of these waters (e.g., reservoirs), all wetlands adjacent to these waters, and certain isolated wetlands. Typical projects that require Section 404 permits include:

- Discharging fill or dredged material in waters of the U.S., including wetlands
- Construction of residential, commercial, institutional or recreational developments
- Construction of revetments, groins, breakwaters, levees, dams, dikes, and weirs
- Placement of riprap and road fills
- Installation of underground utility lines

Exhibit 7.4 (pg. 81) shows required permits based on the nature and location of the project.

Contact Information

U.S. Army Corps of Engineers, Sacramento
District HQ Office

Phone: (916) 557-5100

Fax: (916) 557-5306

Email: spk-pao@usace.army.mil

1325 J Street, Room 1513

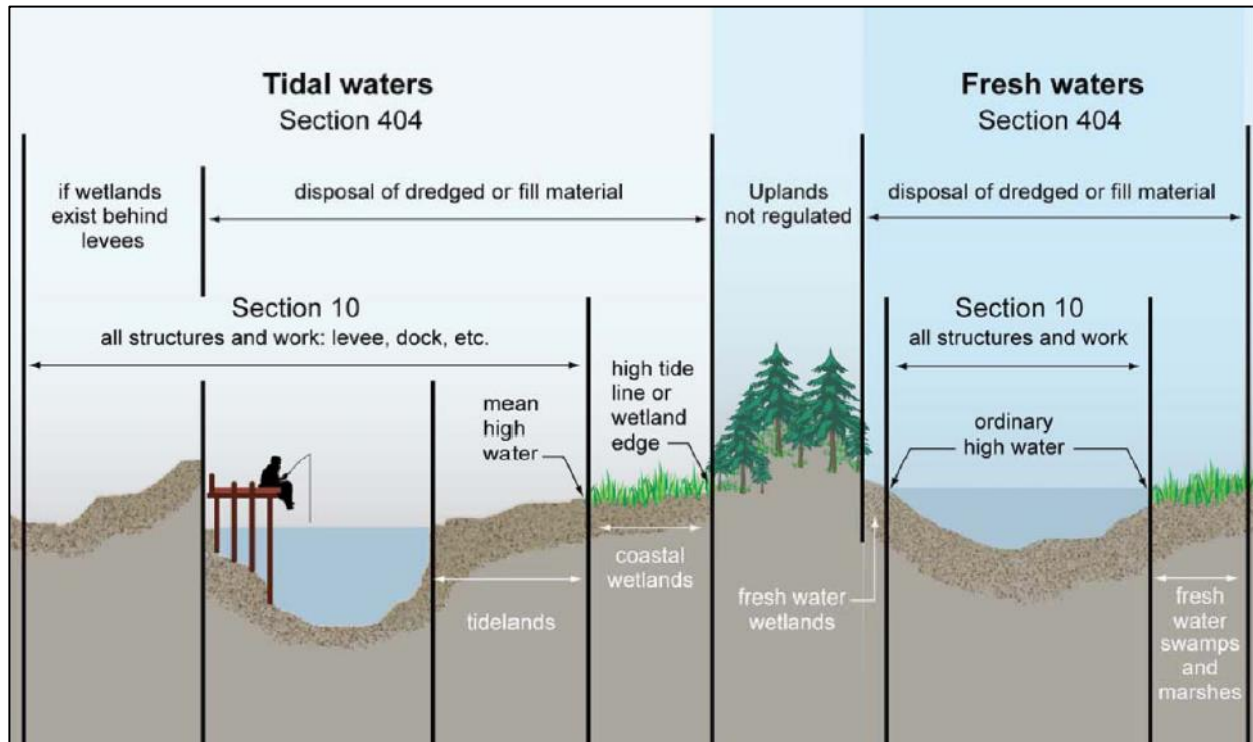
Sacramento, CA 95814

Website: <http://www.spk.usace.army.mil/>

Application Forms

- [Application Form](#)
- [Application Form Instructions](#)
- [Regulations and Guidance](#)

Exhibit 7.4: Section 10 and 404 Jurisdiction Overview



U.S Army Corps of Engineers, 2015

7.2.3. Applying for a Corps Section 10 or 404 Permit

Since two to three months is normally required to process a routine application involving a public notice, you should apply as early as possible to be sure you have all required approvals before your planned commencement date. For a large or complex activity that may take longer, it is often helpful to have a "pre-application consultation" or informal meeting with the Corps during the early planning phase of your project. You may receive helpful information at this point which could prevent delays later. When in doubt as to whether a permit is required contact the district regulatory office.

The Corps issues three types of General Permits – Nationwide, Regional, and Programmatic; and two types of Individual Permits - Letters of Permission and Standard Permits. [Please see **Exhibit 7.5** (pg. 82) for description of these permits]. Most permits issued by the Corps such as Letters of Permission, Nationwide and General Permits do not have a permit fee. Standard Permits have fees of \$10 for individuals and

Helpful Links

- [General Permits](#)
- [Nationwide Permits](#)
- [Letters of Permission](#)
- [Standard Permits](#)
- [Pre-Construction Notification \(PCN\) Form \(For Nationwide Permits\)](#)
- [PCN Additional Information Checklist](#)
- [Sacramento Regional Conditions Checklist \(For PCNs\)](#)
- [Wetland Delineation Minimum Standards](#)
- [Map and Drawing Standards](#)

\$100 for businesses, once the permit has been issued and accepted by the permittee.

Nationwide, only three percent of all requests are denied. Those few applicants who have been denied permits usually have refused to change the design, timing or location of the proposed activity. When a permit is denied, an applicant may redesign the project and submit a new application.

A permit may have mitigation measures which are described in **Exhibit 7.6** (pg. 83).

The Corps of Engineers has a [training video](#) that will take you step-by-step through the application process.

Exhibit 7.5

Types of Section 10 and 404 Permits

General Permits

General Permits (GPs) cover categories of activities substantially similar in nature that cause only minimal adverse environmental impacts. General permits are issued state-wide, regional or programmatically.

Nationwide GPs are issued by Corps Headquarters for certain activities nationwide.

Regional GPs (RGPs) are issued on a regional basis and may require case-by-case reporting.

Programmatic GPs (PGPs) are founded on an existing state, local or other Federal program designed to avoid duplication of that program.

GPs are valid for five years and may be re-authorized by the Corps.

RGPs and PGPs may only be issued following the publishing of a public notice, and preparation of a decision document to ensure that the authorized activities cause only minimal individual and cumulative environmental impacts. In the majority of cases, RGPs and PGPs contain conditions to further ensure that environmental impacts are minimal, including conditions for the submittal of a permit application prior to activities occurring within waters of the U.S. To ensure compliance with the RGP or PGP, you must carefully read all of the terms and conditions of an RGP or PGP prior to initiating construction activities in waters of the U.S.

Individual Permits

If an activity is not exempt and cannot be verified under a general permit, then a standard (or “individual”) permit is needed.

Continued Next Page

Standard Permits

A **Standard Permit (SP)** is one which has been processed through the public interest review procedures, including public notice and receipt of comments. Review through the SP process is only done for activities that do not qualify for authorization under a **Regional General Permit, Programmatic General Permit, Nationwide Permit, or Letter of Permission**. The SP process is the most time consuming and stringent process utilized by the Corps. You will be required to submit more information during the SP process than during any other permit process. For any activities requiring processing under an SP, you should anticipate that a decision will not be made for a minimum of 120-days from submittal of a completed permit application. If the project is controversial, has significant impacts to the environment, is not the least environmentally damaging practicable alternative, may impact Federally listed threatened and/or endangered species or cultural resource, or requires a Section 401 Water Quality Certification, the permit process will likely take substantially longer than 120-days.

Letters of Permission

A Letter of Permission (LOP) is a type of individual permit issued through an abbreviated processing procedure which includes coordination with Federal and State fish and wildlife agencies, and a public interest evaluation, but without the publishing of an individual public notice. The LOP cannot be used to authorize the transportation of dredged material for the purposed of dumping it in ocean waters.

Exhibit 7.6

Mitigation of Impacts

Mitigation may be required by the Section 10 Permit or Section 404 Permit to reduce or remove the impact to the water body or wetland. Mitigation is defined as avoidance, minimization and compensation. There is "mitigation sequencing" which is as follows:

- First:
 - Avoidance: avoiding the impact.
 - Minimization: minimizing impact through best management practices (BMPs) and other measures.
- Then:
 - Compensation: replacing unavoidable impacts through restoration or creation.

Text in this section was excerpted from the U.S. Army Corps of Engineers, Sacramento website at <http://www.spk.usace.army.mil/Home.aspx> and the U.S. Army Corps of Engineer's , Sacramento Powerpoint Presentation "Regulatory Program Workshop for Sacramento County Agencies" – presented on August 17, 2015.

CHAPTER 7 LINKS

Section 7.1	
Encroachment Permit Application Forms	http://cvfpb.ca.gov/permitting/encroachment-permit-information-and-application-forms/
Environmental and CEQA Considerations	http://cvfpb.ca.gov/permitting/ceqa/
Permit Application Review Process	http://cvfpb.ca.gov/permitting/parp/
Encroachment Permit Application Submittal Information	http://cvfpb.ca.gov/permitting/epasi/
Executive Officer Delegated Permits	http://cvfpb.ca.gov/permitting/delegated-permits/
Frequently Asked Questions	http://cvfpb.ca.gov/permitting/faq/
“Need for an Encroachment Permit” Brochure	http://cvfpb.ca.gov/docs/publications/CVFPBBrochure-NeedEncroachment%20Permit-10.11.pdf
District 3 Grand Island Reclamation District	http://reclamationdistrict3.org/
District 317 Lower Andrus Island Reclamation District	http://www.balmd.org/home-levee-maintenance-district.html
District 407 Andrus Island Reclamation District	http://www.balmd.org/home-levee-maintenance-district.html
District 2067 Brannan Island Reclamation District	http://www.balmd.org/home-levee-maintenance-district.html
Section 7.2	
Application Forms	
Application Form	http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/engform_4345_2014dec.pdf
Application Form Instructions	http://www.usace.army.mil/Portals/2/docs/civilworks/permitapplicationinstructions.pdf
Regulations and Guidance	http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits/FederalRegulation.aspx
General Permits	http://www.spk.usace.army.mil/Missions/Regulatory/Permitting/RegionalandProgrammaticGeneralPermits.aspx
Nationwide Permits	http://www.spk.usace.army.mil/Missions/Regulatory/Permitting/NationwidePermits.aspx
Letters of Permission	http://www.spk.usace.army.mil/Missions/Regulatory/Permitting/LettersofPermission.aspx
Individual Permits	http://www.spk.usace.army.mil/Missions/Regulatory/Permitting/StandardPermits.aspx
Pre-Construction Notification (PCN) Form	http://www.spk.usace.army.mil/Portals/12/documents/regulatory/pdf/PCN%20Checklist%20-%20ADOBE.pdf

(For Nationwide Permits)	
PCN Additional Information Checklist	http://www.spk.usace.army.mil/Portals/12/documents/regulatory/nwp/PCN_ADDITIONAL_INFO_CHECKLIST%5BCA%20NV%20UT%5D.pdf
Sacramento Regional Conditions Checklist (For PCNs)	http://www.spk.usace.army.mil/Portals/12/documents/regulatory/nwp/SPKNWPRegionalConditionsChecklist%5BCA%5D.pdf
Wetland Delineation Minimum Standards	http://www.spk.usace.army.mil/Portals/12/documents/regulatory/pdf/Minimum%20Standards.pdf
Map and Drawing Standards	http://www.spd.usace.army.mil/Missions/Regulatory/PublicNoticesandReferences/tabid/10390/Article/651327/updated-map-and-drawing-standards.aspx
Application Process Training Video	http://w3.saj.usace.army.mil/permits/RDAvatarPRV201203/index.html