

Pre-Application Meeting (PAM) or Planning & Environmental Review Consultation (PERC) Application

Form ID: PER-090

A **Pre-Application Meeting (PAM)** is a 45-minute multi-department meeting with representatives of Planning and Environmental Review (PER); Site Improvement and Permits (SIPS); Department of Water Resources, Sacramento Metropolitan Fire District, and the Department of Transportation (DOT) to review draft development proposals.

- Fee is listed on the [Planning Fee Schedule](#) with code "PAM".
- If you have questions about improvement plans, traffic, access, and/or circulation, a PAM may be a better option for your project than a PERC.
- Projects outside of Sacramento Metropolitan Fire District's jurisdiction will not be charged Fire District Review (FDR) fees.
- Meetings are every Thursday and last 45 minutes.

A **Planning & Environmental Review Consultation (PERC)** is a 45-minute meeting with a representative from PER. This meeting may be most appropriate for projects that will not require major off-site improvements or land use changes that do not include immediate development.

- Fee is listed on the [Planning Fee Schedule](#) with code "PERC".
- Meetings are held every 1st and 3rd Tuesday of the month. Appointment availability is dependent on number of PERCs already in the queue.

Instructions and Notes:

- Complete and email this application form, along with preliminary exhibits to **planning-applications@saccounty.gov**.
- Upon receipt of the materials and confirmation of payment, staff will process the materials and schedule an appointment for on a **first-come, first serve basis** with a minimum lead time of 2 weeks. Appointment date is dependent on the number of PAMs or PERCs already in the queue.
- The level of review staff can provide is dependent on the detail of the project description and draft plans provided.
- If you are just needing general zoning information (allowed uses, setbacks, height restrictions, etc) and **do not have a draft development plan** for us to review, your project may be too preliminary for a PAM or PERC. In this case, send your questions to SacPlan@saccounty.gov.

Desired Meeting:

- Pre-Application Meeting (PAM)
- Planning & Environmental Review Consultation (PERC)

Project Information:

Project Name: _____

Project Site Address(es): _____

Project Assessor Parcel Number(s): _____

Applicant Information:

Applicant Name (first and last name): _____

Applicant Company (if applicable): _____

Applicant Address (Street number, street name, city, and ZIP code):

Applicant Phone Number: _____

Applicant Email Address: _____

Authorizations

Applicant Signature: _____ Date: _____

Please continue to next page.

Brief Description of Project (attach additional pages as necessary):

In order to make the meeting beneficial to you, please consider your reason for requesting this meeting when describing your project below. Questions to consider include:

- (A) Is your proposal permitted in the designated zone? Are you seeking to deviate from development standards (such as setbacks, height of building, parking requirements, monument signs, landscaping, etc.)?
- (B) *PAM Only*: Do you have questions about improvement plans (such as when to submit, what to submit, and fees).
- (C) *PAM Only*: Do you have concerns about traffic, access and/or circulation?
- (D) Do you have questions about the environmental (CEQA) process (additional fees that will be required and required technical studies, such as arborist reports, cultural resource inventory, noise analysis, wetland delineation, etc.)?
- (E) If there are alternative proposals, please answer A-D (as applicable) for each proposal.