



## Memorandum of Understanding Concurrent Plan Review Request

For Concurrent Review of Project Plans (Building, Planning, and Development Engineering Entitlements)

Project Address/Parcel #: \_\_\_\_\_

Building App #: \_\_\_\_\_ Planning Project #: \_\_\_\_\_

Development Services Engineering Project #(if applicable): \_\_\_\_\_

Project Description: \_\_\_\_\_

- New Residential     
  Small Commercial < 5,000 SF     
  Major Projects > 5,000 SF     
  Master Plans/Subdivisions  
 Institutional/Hospitals     
  Government     
  Tenant Improvements     
  Misc. Permits

I request that the project plans be submitted concurrently through Building and Planning review, including recheck. This will include processing through other city departments, such as Transportation, Utilities, Parks, Fire, etc. and possibly other outside agencies.

- I/We understand that the concurrent Plan Review of this project will not allow me/us to proceed with building permit issuance and/or construction until completion of Plan Review and Commission approval.
- I/We understand to proceed with Plan Review of this project is at my/our own risk without assurance the permit for the entire project will be granted.
- I/We understand that this project is under review by one or more of the following:
  - Development Services Engineering     
  Planning Dept.     
  CSD Fire Department     
  City Council
  - Sacramento County Sanitation District     
  Sacramento County Technical Resources

Upon completion of review, provisions will be established, the outcomes of which may require significant revisions, corrections, and clarifications to the plans and/or fees. I/We will make all corrections to the plans and resubmit for recheck in order to obtain Plan Review Approval.

- I/We agree to comply with all Mitigation Measures and Planning Conditions associated with this project file # \_\_\_\_\_.

The above language shall not be deemed a waiver by the City of Elk Grove of any Mitigation Measure, Planning Condition, or Zoning Ordinance Provision applicable to the project whether or not the measure, condition, or provision is listed above.

- I/We certify that I/we have read, understand, and agree to the above conditions.
- I/We understand that I/we are at risk for additional fees and/or project cost as a result of concurrent review due to additional reviews by Development Services, other City Departments, and outside agencies. I/We understand that we are responsible for additional fees for these services which are charged according to the respective agencies fee ordinances.

\_\_\_\_\_  
 Owner/Authorized Agent Name (Print)      Owner/Authorized Agent Signature      Date

\_\_\_\_\_  
 Planning Dept. Representative      Date      Dev. Engineering Representative      Date

\_\_\_\_\_  
 Building Official Signature      Date