City of Elk Grove
Development Services • Building Safety & Inspection
8401 Laguna Palms Way • Elk Grove, California 95758
Phone (916) 478-2235 Fax (916) 691-4757
www.elkgrovecity.org

Memorandum of Understanding
Concurrent Plan Review Request

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

Project Address: _____

Permit Number: _____

Project Type: _____

☐ 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:

  ☐ Planning Dept. ☐ Public Works 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.

_____ _____ _____
Applicant's Name (Print) Applicant's Signature Date

_____ _____ _____
Owner/Agent Name (Print) Owner/Agent Signature Date

_____ _____ _____ _____
Planning Dept. Representative Date Public Works Dept. Representative Date

_____ _____
Building Official Signature Date