

INSTRUCTIONS

STEP 1

- A. Applicant completes Section A and submits form to SPMUD. Submittal can be via U.S. mail, e-mail or drop off delivery at 5807 Springview Drive, Rocklin, CA 95677.

Business hours: Mo. – Th. 8:00 AM to Noon & 1:00 PM to 4:30 PM
Fr 7:00 Am to Noon & 1:00 PM to 3:30 PM

Step 2

- A. SPMUD reviews and determines necessary submittals for review.
 - a. In all cases SPMUD's Declaration of Density form is to be completed and signed by the real property owner.
 - i. If additional submittals are required SPMUD will notify Applicant and the Permitting Agency via email.

STEP 3

- A. Once all submittals are received, SPMUD will review and determine Conditions of Approval, if any.
- B. Condition of Approval will be conveyed to both the applicant and the permitting agency.
 - a. If there are no Conditions of Approval, SPMUD will indicate so in Section C and will sign in Section D indicating Approval and no further SPMUD involvement.
- C. Once the applicant has met all conditions of approval, SPMUD will sign in Section D indicating approval and no further SPMUD involvement.
 - a. SPMUD will forward this form to the applicant and the permitting agency for their records.