



Information for Special Use Permit Applicants

The North Central Information Center (NCIC) provides non-confidential records searches, also called "cultural resources sensitivity letters," to members of the public. These searches often correspond with special use permit applications that may require a "cultural resources report," "cultural resources plan," "archaeological report," or "NCIC records check."

Please note: cultural resources sensitivity letters indicate the general sensitivity (or potential sensitivity) of properties for historic and archaeological resources. They are used by permitting agencies such as county planning departments as a tool for making informed planning decisions prior to issuing permits. NCIC sensitivity letters have no legal authority. NCIC does not determine if a field survey/additional work is required. Decision-making authority rests with the permitting agency. Applicants are encouraged to supplement their sensitivity letters with additional property-specific information to permitting agencies to ensure they make the most informed decisions possible.

To submit a non-confidential records search request please provide NCIC with the following:

1. Please email this completed request form to ncic@csus.edu
2. **Payment:** If you have a single property or multiple properties that need to be searched and they are adjacent to each other the fee will be \$150. If you have multiple properties that need to be searched and they are not adjacent to each other then they will be processed as separate records search requests for \$150 each.

-Please mail a check/money order to our USPS address or FedEx/UPS address listed below. Make check/money order payable to **University Enterprises, Inc.** Please reference your name or property on the check/money order so we can associate your payment with the request form you email to NCIC.

To view the California Historical Resources Information System (CHRIS) fee structure, [click here](#).

USPS address:

North Central Information Center, MS 6100
California State University, Sacramento, Folsom Hall, Suite 2042
6000 J Street
Sacramento, CA 95819

FedEx/UPS address:

North Central Information Center
California State University, Sacramento, Folsom Hall, Suite 2042
7667 Folsom Blvd.
Sacramento, CA 95826



3. Your contact Information:

-Name and mailing address so we know who to address the sensitivity letter to:

-Name:

-Mailing Address:

-Phone number:

-Email address:

The completed sensitivity letter will be emailed to you. If you do not see a message from ncic@csus.edu with your sensitivity letter please check your junk mail.

4. Locational information of the property in question:

-County that the project is located in:

-Assessor parcel number(s):

-Address of the subject property (if the property has an address):

5. Provide a brief description of what your project is (cannabis cultivation, parcel split, etc):