Information for Special Use Permit Applicants

NCIC provides non-confidential records searches, also called "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."

NCIC records searches involve a one-hour staff-time fee of $150. To view a copy of the State of California CHRIS fee structure, click here.

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

1. Locational information of the property in question (County and assessor parcel number and/or address).
2. What is the project? (cannabis cultivation, parcel split, etc.)
3. Full contact information of the applicant, including mailing address so we know who to address the sensitivity letter to (and email address if you prefer electronic delivery).
4. Check or money order for $150 payable to University Enterprises, Inc.
   (If you have multiple properties that need to be searched and they are adjacent to each other we can combine them into one records search for $150 total. If you have multiple properties and they are not adjacent then they will be separate records searches for $150 each.)

If you do not see a reply with your sensitivity letter from ncic@csus.edu please check your junk mail.

If you intend to use the USPS, mail requests with payment to:
North Central Information Center
California State University, Sacramento
6000 J Street, MS 6100
Sacramento, CA 95819-6100

If you intend to use FedEx, UPS, or another express delivery service, mail requests with payment to:
North Central Information Center
Folsom Hall, Suite 2042
7667 Folsom Boulevard
Sacramento, CA 95826

Please note: 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. Decision-making authority rests with the permitting agency, not NCIC. Applicants are encouraged to supplement their sensitivity letters with additional property-specific information to ensure permitting agencies make the most informed decisions possible.