



# PLANNING AND BUILDING DEPARTMENT

## PLANNING DIVISION

[www.edcgov.us/Government/Planning](http://www.edcgov.us/Government/Planning)

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**PLACERVILLE OFFICE:**

2850 Fairlane Court, Placerville, CA 95667

**PLANNING**

(530) 621-5355 / (530) 622-0508 Fax

[planning@edcgov.us](mailto:planning@edcgov.us)

**LAKE TAHOE OFFICE:**

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

(530) 573-3330 / (530) 542-9082 Fax

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## Administrative Permit, Relief, or Waiver

### PURPOSE

An Administrative Permit is required in cases where limited review of a proposed structure or use is necessary to verify compliance with established standards adopted to ensure compatibility with adjacent uses and availability of public services and infrastructure. The Administrative Permit is used for the processing of Oak Tree/Oak Woodland Removal Permits in compliance with Oak Resources Conservation Ordinance Section 130.39.060 (Oak Tree and Oak Woodland Removal Permits – Ministerial Development Projects), administrative relief or waiver requests in compliance with Zoning Ordinance Subsection 130.52.010.B (Administrative Relief or Waiver) or to establish the legal nonconforming status of a use or structure in compliance with Zoning Ordinance Chapter 130.61 (Nonconforming Uses, Structures, and Lots).

The issuance of an Administrative Permit shall be a ministerial project pursuant to the California Environmental Quality Act (CEQA).

### INITIAL PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Division, (530) 621-5355 or schedule an appointment
2. The Planning Division reviews submittal and makes a determination on zoning conformance or if public hearing is required within 20 working days.

**NOTE:** Ranch marketing and winery activities require Agricultural Commission review, extending the determination by approximately 30-45 days.

### APPEALS

If an appeal is requested, Zoning Ordinance 130.52.090, it must be made within ten working days from date of decision and filed with Planning Division and applicable fees paid.

## FEES

Current application and revision fees may be obtained by accessing the Planning Division online [fee schedule](#) or calling (530) 621-5355.

**Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application, you may receive only that portion of the fee which has not yet been expended.**

## DEED RESTRICTIONS

Please review and understand any private deed restrictions recorded against your property to insure your proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and your application, the County can still approve your application and issue necessary permits. **However, County approval does not absolve your obligation to comply with deed restrictions.**

## APPLICATION

If the application and submittal requirements are not attached to this information packet, please contact Planning Services. You may also call Planning Division at (530) 621-5355 for general assistance.

## APPOINTMENT

Applications are accepted by appointment only: [Schedule an appointment](#) or call (530) 621-5355. Please have all required submittal information completed before your appointment.



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924 B Emerald Bay Rd  
South Lake Tahoe, CA 96150  
(530) 573-3330/(530) 542-9082

The required application materials are listed below. Please use on the  left to be sure you have all the required information. **The application will be deemed incomplete and will not be accepted if not provided.** All plans and maps must be folded to 8½" x 11".

Applications are accepted by appointment only. Schedule an appointment call (530) 621-5355 or call (530) 621-5355. Please have all required submittal information completed before your appointment.

### Required Forms and Maps

1.  Application form and agreement for payment of processing fees are complete and signed.
2.  Letter of authorization from all property owners authorizing agent to act as applicant, when applicable.
3.  Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.
4.  Please attach a Project Narrative that includes what the request is for and any history or special circumstance.
5.  An 8 ½" x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites.

## Oak Tree/Oak Woodland Removal

The following supplemental information is required if any oak woodlands, individual native oak trees, or heritage trees, as defined in El Dorado County Zoning Ordinance, Section 130.39.030, will be impacted by the project consistent with Section 130.39.070.

### If Oak Resources *will not* be impacted

1.  Oak Resources Technical Report prepared by a qualified professional consistent with Section 2.5 of the Oak Resources Management Plan

### If Oak Resources *will* be impacted

1.  Completed Oak Resources Technical Report Checklist, also available from Planning Division. Include supplemental data for impacted individual native oak trees within oak woodlands, as applicable.
2.  Security deposit for on-site oak tree/oak woodland retention and/or replacement planting (if proposed as part of project mitigation) consistent with El Dorado County Zoning Ordinance, Section 130.39.070.G
3.  Reason and objective for impact to oak trees and/or oak woodlands.

### Required Information on Site Plan

Three copies plus an **electronic copy** of the site plan detailing what exists on the site at the time of application shall be submitted on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required data. **All plans MUST be folded to 8 ½" x 11", plus one 8 ½" x 11" reduction. No rolled drawings will be accepted.**

1.  Three site plan copies plus an electronic version
2.  Project name, applicant name, address and designer, if applicable
3.  North point, and scale
4.  Entire parcel showing perimeter with dimensions
5.  All roads, alleys, streets, include all names
6.  Location of easements, stating purpose and width
7.  All existing and proposed uses (buildings, driveways, dwellings, utility transmission lines, etc.)
8.  Parking and loading stalls with dimensions (refer to Zoning Ordinance 130.35 and the Community Design Standards - Parking and Loading Standards)

9.  Location(s) for trash/litter storage or collection areas and propane tank(s)
10.  Total gross square footage of proposed buildings
11.  Proposed/existing fences or walls
12.  Sign locations and sizes, if proposed (refer to Zoning Ordinance 130.16)
13.  Pedestrian walkways, courtyards, etc., if proposed
14.  Exterior lighting plan, if proposed. Include a Photometric Study and fixture specifications (refer to Zoning Ordinance 130.35 and the Community Design Standards - Outdoor Lighting Standards) Existing/proposed water, sewer, septic systems and wells, if applicable
15.  Existing/proposed fire hydrants
16.  Location of rock outcropping, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, spring areas subject to inundation and wetlands, if applicable. Show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed.
17.  Identify areas subject to a 100-year flood on perennial streams or creeks, and show high water level (100 year) on map
18.  Note any proposed trails or connection to existing/proposed trail systems.
19.  Summary table on plans (or attached) demonstrating compliance with zoning regulations regarding the following:
  - a.  Signs (refer to Zoning Ordinance 130.16)
  - b.  Parking (refer to Zoning Ordinance 130.35 and the Community Design Standards - Parking and Loading Standards)
  - c.  Landscaping (refer to Zoning Ordinance 130.33 and the Community Design Standards - Landscaping and Irrigation Standards)
  - d.  Development standards regarding maximum coverage for the lot (refer to applicable zone district development standards)

## Preliminary Landscape Plan Requirements

We require a landscaping plan for all new discretionary proposals (refer to Zoning Ordinance 130.33, Community Design Standards - Landscaping and Irrigation Standards and Model Water Efficient Landscape Ordinance(MWELO))

1.  Two copies folded into 8½" x 11", plus one 8½" x 11" reduction, plus an electronic copy
2.  Location, quantity, and a gallon size of proposed plant material (refer to Zoning Ordinance 130.33 and the Community Design Standards - Landscaping and Irrigation Standards)
3.  Location, type (pine, oaks, etc.), quantity, and size of all existing trees in areas subject to grading or may be removed/affected by proposed improvements.
4.  List of common and botanical names of plant material. Drought tolerant species are required and a list is available in Planning Division (refer to Zoning Ordinance 130.33 and the Community Design Standards - Landscaping and Irrigation Standards)
5.  Location/type of irrigation proposed.

**The final Landscape Plan will ultimately be required to meet the County's Water Conserving Landscape Standards and Model Water Efficient Landscape Ordinance Model Water Efficient Landscape Ordinance (MWELO)**

## APPOINTMENT

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### Administrative Permit Application

File # assigned by County \_\_\_\_\_

Assessor's # (s) \_\_\_\_\_

Project Name/Request (describe proposed use) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please list additional property owners on a separate sheet, if applicable**

Engineer/Architect \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location: The property is located on \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ Feet/miles of the intersection with \_\_\_\_\_

In the \_\_\_\_\_ area. PROPERTY SIZE \_\_\_\_\_ (acreage or SqFt)

X Signature of property owner or authorized agent \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt# \_\_\_\_\_ Rec'd by \_\_\_\_\_ Census \_\_\_\_\_

Zoning \_\_\_\_\_ GPD \_\_\_\_\_ Supervisor Dist \_\_\_\_\_ Sec \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_

Action by Staff Level

Action by Board of Supervisors

Approval/Hearing Date \_\_\_\_\_ Approval/Hearing Date \_\_\_\_\_

Findings/Conditions Attached

Findings/Conditions Attached

Appeal Approved

Denied

**COUNTY OF EL DORADO  
CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Application or Solicitation Number: \_\_\_\_\_

Application or Solicitation Title: \_\_\_\_\_

Was a campaign contribution, regardless of the dollar amount, made to any member of the El Dorado County Board of Supervisors or to any County Agency Officer on or after January 1, 2023, by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, please sign and date below.

**If yes**, please provide the following information:

Applicant's Name: \_\_\_\_\_

Contributor or Contributor Firm's Name: \_\_\_\_\_

Contributor or Contributor Firm's Address: \_\_\_\_\_

Is the Contributor:

- |                       |                                    |           |          |
|-----------------------|------------------------------------|-----------|----------|
| <input type="radio"/> | The Applicant                      | Yes _____ | No _____ |
| <input type="radio"/> | Subcontractor                      | Yes _____ | No _____ |
| <input type="radio"/> | The Applicant's agent/ or lobbyist | Yes _____ | No _____ |

**Note:** Under California law as implemented by the Fair Political Practices Commission, campaign contributions made by the Applicant and the Applicant's agent/lobbyist who is representing the Applicant in this application or solicitation must be aggregated together to determine the total campaign contribution made by the Applicant.

\_\_\_\_\_

Identify the Board of Supervisors Member(s) and County Agency Officer(s) to whom you, your subcontractors, and/or agent/lobbyist made campaign contributions on or after January 1, 2023, the name of the contributor, the dates of contribution(s) and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board of Supervisors Member or County Agency Officer: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

(Please add an additional sheet(s) to identify additional Board Members or County Agency Officer to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions)

By signing below, I certify that the statements made herein are true and correct. I also agree to disclose to the County any future contributions made to Board Members or County Agency Officers by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement to use.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Firm Name if applicable

\_\_\_\_\_  
Print Name of Applicant



**EL DORADO COUNTY BOARD OF  
SUPERVISORS AND COUNTY AGENCY  
OFFICERS**

**Board of Supervisors**

John Hidahl, District One

George Turnboo, District Two

Wendy Thomas, District Three

Lori Parlin, District Four

Brook Laine, District Five

**County Agency Officers**

Jon DeVille, Assessor

Joe Harn, Auditor-Controller

Vern Pierson, District Attorney

Janelle K. Horne, Recorder-Clerk

Jeff Leikauf, Sheriff-Coroner-Public Administrator

K.E. Coleman, Treasurer-Tax Collector

**Attachment A**

**GOVERNMENT CODE SECTION 84308**

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution

in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d)(1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2)(A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e)(1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

## **Attachment B**

### **COUNTY OF EL DORADO CAMPAIGN CONTRIBUTION DISCLOSURE INFORMATION**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use, including most contracts and franchises, pending before the Board of Supervisors (“Board”) of the County of El Dorado or any of its affiliated agencies.

#### **IMPORTANT NOTICE**

Government Code section 84308 (also known as the “Levine Act”) contains requirements that are summarized generally as follows:

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any member of the Board of Supervisors or other County official who may participate in your proceeding. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends 12 months after a final decision is rendered by the Board of Supervisors or other County officer. In addition, no Board member or other County official who may participate in your proceeding alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any Board member or other County officer who may participate in your proceeding during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual Board member or other County officer who may participate in your proceeding during the 12 months preceding the decision on the application or proceeding, that Board member or other County officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board member or other County official returns the campaign contribution within 30 days from the time the member or official knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your application or proposal, or with the first written document you file or submit after the proceeding commences.

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency relationship, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different Board of Supervisors members or other County officer who may participate in your proceeding are not aggregated.
4. A list of the Board of Supervisors members and other County officials is attached.

This notice summarizes the major requirements of Government Code section 84308 of the Political Reform Act and California Code of Regulations, Title 2 sections 18438.1-18438.8.