



## **COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT**

2850 Fairlane Court, Placerville, CA 95667  
Phone: (530) 621-5355 [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/)

### **DESIGN REVIEW**

#### **PURPOSE**

The design review process has been established in many areas of the County to insure a proposed project is compatible with historical, scenic, or community values; provides for good site design and safety; is compatible with applicable General Plan policy; and conforms to applicable County ordinances.

This process is applied only to commercial, industrial, mixed-use, and multi-unit residential projects in the following areas:

1. Meyers Community Plan Area.
2. Land adjacent to designated State Scenic Highway Corridors.
3. Other areas where the Design Review-Community (-DC), Historic (-DH), or Scenic Corridor (-DS) Combining Zones have been applied (R2-DC, CP-DC, etc.).
4. Mixed use development projects in Community Regions.

(Also required for wineries exceeding 10,000 square feet that are visible from a county road.)

These projects are considered discretionary and are therefore subject to the procedures of the California Environmental Quality Act (CEQA). This process requires an extended review period to develop an initial study where environmental impacts are assessed, and to provide public notice of the project and its potential impacts on the environment.

#### **MINOR PROJECTS EXEMPT FROM DESIGN REVIEW**

Refer to Section 130.27.050 (Design Review – Community (-DC) Combining Zone), subsection D (Exemptions) and subsection E (Meyers Community Plan Design Review Exemptions and Requirements) of the El Dorado County Zoning Ordinance for listings of minor activities and structures which are exempt from the design review process.

#### **PROJECTS EXEMPT FROM CEQA REVIEW**

A few minor projects are exempt from the CEQA review process and therefore can be processed within a shorter time period and with less processing fees. Please refer to Sections 15301, 15302, 15303 and 15311 of the CEQA Guidelines for further information.

#### **DESIGN REVIEW COMMITTEES**

Design Review Committees are appointed by the Board of Supervisors to serve as an advisory committee to the Development Services Director and Planning Commission. Three Design Review Committees have been appointed by the Board, and all multifamily, commercial and industrial projects in their area of influence must be reviewed by them. The three Design Review Committees are:

### CAMERON PARK

Meeting Dates: Scheduled by Planning Services as necessary on the 2nd and 4th Mondays of each month.

Meeting Address: Cameron Park Fire Station, 3200 Country Club Drive, Cameron Park

### DIAMOND SPRINGS – EL DORADO

Meeting Dates: Scheduled by Planning Services as necessary on the 3rd Thursday of each month.

Meeting Address: 501 Main Street, Diamond Springs

### POLLOCK PINES

Meeting Dates: Scheduled by Planning Services. Dates vary and are dependent on submittal of projects.

Meeting Address: Varies

**ALSO NOTE:** The El Dorado Hills Community Services District requires a site plan review for all projects within their jurisdiction. Call **(916) 933-6624** for more information.

### INITIAL PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to Planning Services.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation (up to 30-day agency review period set by State law).
3. Assigned planner and representative from the Transportation Division meet on-site with the applicant/agent.
4. Draft environmental document is prepared or project is found Categorical Exempt, and conditions of approval are drafted (or recommendation for denial is suggested).

Based upon the provisions set forth in the California Environmental Quality Act (CEQA), a Negative Declaration or Mitigated Negative Declaration may be prepared for a proposed project that *will not* have significant environmental effects, or where those effects can be mitigated to a less than significant level. However, if the project *will* have significant environmental effects that cannot be mitigated, an Environmental Impact Report (EIR) is required. Certain projects may be listed in CEQA as Statutorily or Categorical Exempt from those provisions, in which case the timing and processing of the project is expedited. If it is determined that an EIR is required for your project, processing of the application is placed on "hold" status. The project only proceeds if the applicant agrees to fund the costlier EIR process.

5. Applicant/agent meet with the Technical Advisory Committee ("TAC" - staff representatives of affected agencies) to discuss environmental review, conditions of approval (or recommendation for denial), and to confirm the hearing date. **NOTE:** This is a critical meeting

and it is absolutely necessary for the applicant or agent to attend. If issues arise which cannot be resolved at this meeting, the application will either be placed on hold or the meeting rescheduled until the issue is resolved.

6. Project is noticed in the local newspaper advertising the required 30-day public review period for Negative Declarations as set by State law, or noting the project is Categorical Exempt.

**In addition to the initial process noted above, the following steps apply accordingly:**

**Applications Along State Highways - Planning Commission Review**

1. Applicant receives the staff report at least two weeks prior to the public hearing which includes staff recommendation and proposed conditions of approval or mitigation measures.
2. Public hearing is conducted before the Planning Commission where a final decision is made unless appealed.
3. An appeal may be filed by either the applicant or affected party within ten working days after decision.
4. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

**Applications Reviewed/Approvable by Development Services Director ("Director")**

1. Applicant receives staff report with Director's decision that may include proposed conditions of approval or mitigation measures. This decision is final unless appealed.
2. An appeal may be filed by either the applicant or affected party within ten working days after decision.
3. Planning Commission public hearing is held on the appeal and decision is final unless appealed to the Board of Supervisors by the applicant or affected party.
4. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

**PROCESS FOR MINOR APPLICATIONS - Categorical Exempt from CEQA**

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation (15-day agency review period).
3. Planner meets on site with applicant/agent (if necessary).
4. Applicant receives staff report with Director's decision that may include conditions of approval or mitigation measures. This decision is final unless appealed.
5. An appeal may be filed by either the applicant or affected party within ten working days after decision.

6. Planning Commission public hearing is held on the appeal and decision is final unless appealed to the Board of Supervisors by the applicant or affected party.
7. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

### **TIMING**

Each of the three types of applications requires a different process and resulting processing times. These are summarized as follows:

Applications Adjacent to State Highways: These applications will reach TAC within 60 days, and Planning Commission hearing within four to six months from day of submittal. If the matter is appealed to the Board of Supervisors, an additional 30 days will normally be required.

Applications Reviewed/Approvable by Director: These applications will reach TAC within 30 days, and Director's decision within three months from day of submittal. If the matter is appealed to the Planning Commission, an additional 30 days will normally be required. Further, if the Planning Commission decision is appealed to the Board of Supervisors, another 30 days will be required.

Minor Applications: These applications will usually result in a staff decision within 30 days from date of submittal. If the matter is appealed to the Planning Commission, an additional 30 days will normally be required. Further, if the Planning Commission decision is appealed to the Board of Supervisors, another 30 days will be required.

### **APPEALS**

A decision of the Planning staff may be appealed to the Planning Commission. Action by the Planning Commission may be appealed to the Board of Supervisors. Appeals must be made within ten (10) working days from date of decision and filed with Planning Services with an appeal fee, as adopted by the Board of Supervisors through fee resolution.

### **FEES**

Current application and revision fees may be obtained by contacting Planning Services at (530) 621-5355 or by accessing Planning Services' online fee schedule at [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/).

**NOTE:** 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. If the public hearing notice has been advertised, fees are nonrefundable.

**NOTE:** In accordance with State Legislation (AB3158), you will be required to pay a State Department of Fish and Wildlife fee after approval of your application prior to the County filing the Notice of Determination on your project. The current fee, less a \$50.00 processing fee, is forwarded to the State Department of Fish and Wildlife and is used to help defray the cost of managing and protecting the State's fish and wildlife resources. If the project is found to have no effect on fish and game resources or otherwise exempt, only the \$50.00 processing fee is required to file the Notice of Exemption with the State. These fees are due immediately after project approval, checks payable to "El Dorado County" and submitted to Planning Services for processing.

### **CONVERSION TO TIME AND MATERIALS**

When in the opinion of the Director the required fee for an application is going to be inadequate to cover processing costs due to the complexity of the project or potential controversy that it may generate, the Director may convert the application to a time and materials process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until a deposit is provided. Normally this conversion will occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory committee meeting. However, it could occur later in the project if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or neighbor concerns. After the conversion, the applicant will receive a monthly statement/bill identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid before action by the hearing body.

### **CONDITIONS OF APPROVAL**

As an applicant, you should be aware that environmental mitigation measures or other requirements will likely be made conditions of approval. Depending on the nature of the application, conditions of approval might involve landscaping, protection of riparian areas, fencing, paving of parking or access road, limited hours of operation, etc.

If your application involves a building permit, you should be aware of other costs that may be part of the building permit process that typically follows approval of an application. In addition to normal building permit fees, you will likely be required to pay traffic impact mitigation (TIM) fees, school fees based on square footage of the proposed building, plus fire and solid waste fees. The County Building Services has an informational document on commercial projects which identifies the extent of fees that may be required. It is also beneficial to contact those departments or agencies requiring the fees to determine actual estimated costs.

### **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 Services at (530) 621-5355 for general assistance.

### **APPOINTMENT**

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments are generally made within 48 hours of your call to Planning Services at (530) 621-5355.



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### DESIGN REVIEW

#### REQUIRED SUBMITTAL INFORMATION

The following items 1 through 9 must be provided with all applications. The remaining items shall be required where applicable. **If all the required and applicable information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check () column on the left to be sure you have all the required and applicable information. **All plans and maps MUST be folded to 8½" x 11"**.

#### FORMS AND MAPS REQUIRED

- | Check (✓)<br>Applicant County |  |
|-------------------------------|--|
| _____                         | 1) Application form, completed 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) A copy of official Assessor's map, showing the property outlined in red.  |
| _____                         | 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.  |
| _____                         | 6) Environmental Questionnaire form, completed and signed.   |
| _____                         | 7) Provide name, mailing address and phone number of all property owners and their agents.   |
| _____                         | 8) A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Bldg., #103, Sacramento, CA 95819-6100, phone number (916) 278-6217. If the record search identifies a need for a field survey, a survey shall be required. (A list of Archaeological Consultants and survey requirements is available at the Planning Department.) Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors, available at the Planning Department. |

FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

- \_\_\_\_\_ 9) A traffic impact determination shall be provided utilizing El Dorado County's "Transportation Impact Study (TIS) – Initial Determination Form, located on the Planning Services website under "Applications and Forms".
- \_\_\_\_\_ 10) If public sewer or water service is proposed, obtain and provide a Facilities Improvement Letter if the project is located within the EID service area, or a similar letter if located in another sewer/water district.
- \_\_\_\_\_ 11) If off-site sewer or water facilities are proposed to serve the project, provide four (4) copies of a map showing location and size of proposed facilities. If ground water is to be used for domestic water, submit a report noting well production data for adjacent parcels, or submit a hydrological report prepared by a geologist noting the potential for water based on the nature of project site geology.
- \_\_\_\_\_ 12) In an accompanying report, provide the following data for area on each proposed parcel which is to be used for sewage disposal:
- \_\_\_\_\_ a) The percolation rate and location of test on 4.5 acres or smaller
  - \_\_\_\_\_ b) The depth of soil and location of test
  - \_\_\_\_\_ c) The depth of groundwater and location of test
  - \_\_\_\_\_ d) The direction and percent of slope of the ground
  - \_\_\_\_\_ e) The location, if present, of rivers, streams, springs, areas subject to inundation, rock outcropping, lava caps, cuts, fills, and easements
  - \_\_\_\_\_ f) Identify the area to be used for sewage disposal
  - \_\_\_\_\_ g) Such additional data and information as may be required by the Division Director of Environmental Management to assess the source of potable water, the disposal of sewage and other liquid wastes, the disposal of solid wastes, drainage, and erosion control
- \_\_\_\_\_ 13) Preceding parcel map, final map, or record of survey, if any exists.
- \_\_\_\_\_ 14) Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cut and fills (for roads and driveways where cuts/fills exceed 6 feet, and mass pad graded lots), location of existing drainage, proposed modifications, and impacts to downstream facilities. (See Section 110.14.200 of County Grading Ordinance for submittal detail)

FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

- \_\_\_\_\_ 15) If located within one of the five Ecological Preserve - EP overlay zones (Mitigation Area 0) or in gabbro soils areas (Mitigation Area 1), rare plants may exist on-site. The State Department of Fish & Wildlife will require an on-site biological plant survey to determine the extent and location of rare plants on the project site. Such a survey can only occur from March 15 through August 15 when plants are readily visible. Therefore, if the State Department of Fish & Wildlife requires the plant survey, a substantial delay in the processing of your application could result. To avoid potential delays, you may choose to provide this survey with application submittal. (A list of possible Botanical Consultants is available at Planning Services.)
- \_\_\_\_\_ 16) Name and address of Homeowner's Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.
- \_\_\_\_\_ 17) A site-specific wetland investigation shall be required on projects with identified wetlands as delineated on the applicable U.S.G.S. Quadrangle and/or by site visit, when proposed improvements will directly impact the wetland (reduce the size of the wetland area) or lie near the wetlands. (Available from Planning Services are the U.S. Corps of Engineers requirements for a wetlands delineation study. A list of qualified consultants is also available.)
- \_\_\_\_\_ 18) An acoustical analysis shall be provided whenever a noise-sensitive land use (residences, hospitals, churches, libraries) are proposed adjacent to a major transportation source, or adjacent or near existing stationary noise sources. Such study shall define the existing and projected noise levels and define how the project will comply with standards set forth in the General Plan.
- \_\_\_\_\_ 19) Where potential for special status plant and/or animal habitats are identified on the parcel(s), an on-site biological study shall be required to determine if the site contains special status plant or animal species or natural communities and habitats.
- \_\_\_\_\_ 20) An air quality impact analysis shall be provided utilizing the El Dorado County Air Quality Management District's "Guide to Air Quality Assessment."



FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

OAK TREE/OAK WOODLAND REMOVAL

The following supplemental information shall be required if any Oak Woodlands, Individual Native Oak Trees, or Heritage Trees, as defined in Section 130.39.030 (Definitions) will be impacted by the project (i.e. cut down) consistent with Section 130.39.070 (Oak Tree and Oak Woodland Removal Permits – Discretionary Development Projects).

Check (√)  
Applicant County

- \_\_\_\_\_ 1) An Oak Resources Code Compliance Certificate.
- \_\_\_\_\_ 2) Oak Resources Technical Report prepared by a Qualified Professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan.
- \_\_\_\_\_ 3) Completed Oak Resources Technical Report Checklist, including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, as applicable.
- \_\_\_\_\_ 4) Security deposit for on-site oak tree/oak woodland retention and/or replacement planting (if proposed as part of project mitigation) consistent with Section 130.39.070.F (Security Deposit for On-Site Oak Tree/Oak Woodland Retention and Section 130.30.070.G (Security Deposit for On-Site Oak Tree/Oak Woodland Replacement Planting).
- \_\_\_\_\_ 5) Reason and objective for Impact to oak trees and/or oak woodlands.

SITE PLAN REQUIREMENTS

Five copies plus an electronic copy (CD-ROM or other medium) of the site plan detailing what exists on the site at 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 8½" x 11" reduction. NO ROLLED DRAWINGS WILL BE ACCEPTED.** For your convenience, please check the Applicant column on the left to be sure you have all the required submittal information.

FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

- \_\_\_\_\_ 1) Project name (if applicable).
- \_\_\_\_\_ 2) Name, address of applicant and designer (if applicable).
- \_\_\_\_\_ 3) Date, north arrow, and scale.

FORMS AND MAPS REQUIRED

Check (✓)  
Applicant County

- \_\_\_\_\_ 4) Entire parcel of land showing perimeter with dimensions.
- \_\_\_\_\_ 5) All roads, alleys, streets, and their names.
- \_\_\_\_\_ 6) Location of easements, their purpose and width.
- \_\_\_\_\_ 7) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, etc.).
- \_\_\_\_\_ 8) Parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 130.35 – Parking and Loading, and the Community Design Standards – Parking and Loading Standards)).
- \_\_\_\_\_ 9) Trash and litter storage or collection areas, and propane tank location(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 Chapter 130.16 - Signs – (Ordinance No. 5025)].
- \_\_\_\_\_ 13) Pedestrian walkways, courtyards, etc. (if proposed).
- \_\_\_\_\_ 14) Exterior lighting (if proposed). (Refer to Zoning Ordinance Chapter 130.34 and the Community Design Standards – Outdoor Lighting Standards).
- \_\_\_\_\_ 15) Existing/proposed water, sewer, septic systems, and wells (if applicable).
- \_\_\_\_\_ 16) Existing/proposed fire hydrants.
- \_\_\_\_\_ 17) Tentative subdivision or parcel map (if applicable).
- \_\_\_\_\_ 18) Adjacent parcel owner(s); Assessor's Parcel Number (unless this is included on tentative map).
- \_\_\_\_\_ 19) Public uses (schools, parks, etc.)

FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

- \_\_\_\_\_ 20) The location, if present, of rock outcropping, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, spring areas subject to inundation and wetlands. (Show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed.)
- \_\_\_\_\_ 21) Identify areas subject to a 100-year flood on perennial streams or creeks, and show high water level (100-year) on map. Where this data is not readily available, January 1997 flood level can be shown if known. (Refer to the Federal Emergency Management Agency (FEMA) website).
- \_\_\_\_\_ 22) Note any proposed trails within the project; and where applicable, connection to existing or proposed trail systems.

PRELIMINARY LANDSCAPE PLAN REQUIREMENTS

Required when parking facilities are proposed or otherwise at planner's discretion. (Refer to Zoning Ordinance Chapter 130.35). Five copies plus an electronic copy (CD-ROM or other medium), **folded to 8½" x 11", plus one 11" x 17" reduction.**

Check (√)  
Applicant County

- \_\_\_\_\_ 1) Location, quantity, and a gallon size of proposed plant material (See Zoning Ordinance Section 130.33 – Landscaping Standards, and the Community Design Standards – Landscaping and Irrigation Standards)
- \_\_\_\_\_ 2) Note quantity/type of trees to be removed.
- \_\_\_\_\_ 3) Location, general type (pine, oak, etc.) and size of all existing trees, in those areas that are subject to grading or otherwise may be removed/affected by proposed improvements. Note quantity of trees to be removed.
- \_\_\_\_\_ 4) List of both common and botanical names of plant material (use of drought tolerant species is highly recommended). A recommended list of drought-tolerant species is available at Planning Services.
- \_\_\_\_\_ 5) Location of irrigation proposed. (NOTE: The final Landscape Plan will ultimately be required to meet the County's Water Conserving Landscape Standards. Copies are available at Planning Services).

PRELIMINARY GRADING AND DRAINAGE PLAN

Required whenever any grading is proposed. Five copies plus an electronic copy (CD-ROM or other medium), **folded to 8½" x 11", plus one 11" x 17" reduction.**

FORMS AND MAPS REQUIRED

Check (√)  
Applicant County

- \_\_\_\_\_ 1)      Contours or slope data (pursuant to Chapter 110.14 of County Code Grading, Erosion, and Sediment Control Ordinance).
- \_\_\_\_\_ 2)      Drainage improvements, culverts, drains, etc.
- \_\_\_\_\_ 3)      Limits of cut and fill.

PLAN OF BUILDING ELEVATIONS

Required whenever a new structure or addition is proposed. Five copies plus an electronic copy (CD- ROM or other medium), **folded to 8½" x 11", plus one 11" x 17" reduction.**

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- \_\_\_\_\_ 1)      Building design, elevations of all sides.
- \_\_\_\_\_ 2)      Exterior materials, finishes, and colors.
- \_\_\_\_\_ 3)      Existing/proposed signs showing location, height and dimensions. Include sign plan for project with multiple businesses.

Planning Services reserves the right to require additional project information as provided by Section 15060 of the California Environment Quality Act, or as required by the General Plan development policies, when such is necessary to complete the environmental assessment.

**NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.**



# COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667  
Phone: (530) 621-5355 [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/)

APPLICATION FOR: **DESIGN REVIEW** FILE # \_\_\_\_\_

ASSESSOR'S PARCEL NO.(s) \_\_\_\_\_

PROJECT NAME/REQUEST: (Describe proposed use) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT/AGENT \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE**

ENGINEER/ARCHITECT \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**LOCATION:** The property is located on the \_\_\_\_\_ **SELECT ONE** \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ N / E / W / S \_\_\_\_\_ street or road  
\_\_\_\_\_ feet/miles **SELECT ONE** \_\_\_\_\_ of the intersection with \_\_\_\_\_  
\_\_\_\_\_ N / E / W / S \_\_\_\_\_ major street or road  
in the **SELECT ONE** \_\_\_\_\_ area. PROPERTY SIZE \_\_\_\_\_  
\_\_\_\_\_ acreage / square footage

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

### FOR OFFICE USE ONLY

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

Zoning \_\_\_\_\_ GPD \_\_\_\_\_ Supervisor Dist \_\_\_\_\_ Sec \_\_\_\_\_ Tw n \_\_\_\_\_ Rng \_\_\_\_\_

**ACTION BY** \_\_\_\_\_ **PLANNING COMMISSION**  
\_\_\_\_\_ **ZONING ADMINISTRATOR**  
\_\_\_\_\_ **PLANNING DIRECTOR**

**ACTION BY BOARD OF SUPERVISORS**

Hearing Date \_\_\_\_\_

Hearing Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
findings and/or conditions attached

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
findings and/or conditions attached

Executive Secretary \_\_\_\_\_

APPEAL:  
Approved \_\_\_\_\_ Denied \_\_\_\_\_



**EL DORADO COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

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**AGREEMENT FOR PAYMENT OF PROCESSING FEES**

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Business or Name of Financially Responsible Party

Project/Facility Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project/facility is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in a statement/invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this project/facility. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. Projects with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing a project/permit of more than 90 days, Community Development Agency will not accept any subsequent applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits or any other permits under authority of the Community Development Agency. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, or any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.

Project/Facility No. \_\_\_\_\_

7. If the FRP appeals a decision on this project/facility, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, at the time of Appeal.
8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to County Revenue Recovery will be assessed an additional fourteen percent (14%).
9. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**FINANCIALLY RESPONSIBLE PARTY**

Business/ Representative  
Name \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**FINANCIALLY RESPONSIBLE  
PARTY/Representative:** \_\_\_\_\_

\_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_  
CDA Representative

**CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)**

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

**PREVIOUS FINANCIALLY RESPONSIBLE PARTY:**

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Street City State Zip

Date of release of financial responsibility: \_\_\_\_\_



## COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667  
Phone: (530) 621-5355 [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/)

### EL DORADO COUNTY PLANNING SERVICES ENVIRONMENTAL QUESTIONNAIRE

File Number \_\_\_\_\_

Date Filed \_\_\_\_\_

Project Title \_\_\_\_\_ Lead Agency \_\_\_\_\_

Name of Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Project Location \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

**Please answer all of the following questions as completely as possible.** Subdivisions and other major projects will require a Technical Supplement to be filed together with this form.

1. Type of project and description:

2. What is the number of units/parcels proposed? \_\_\_\_\_

#### **GEOLOGY AND SOILS**

3. Identify the percentage of land in the following slope categories:

0 to 10%     11 to 15%     16 to 20%     21 to 29%     over 30%

4. Have you observed any building or soil settlement, landslides, rock falls or avalanches on this property or in the nearby surrounding area? \_\_\_\_\_

5. Could the project affect any existing agriculture uses or result in the loss of agricultural land? \_\_\_\_\_



**DRAINAGE AND HYDROLOGY**

6. Is the project located within the flood plain of any stream or river? \_\_\_\_\_  
If so, which  
one? \_\_\_\_\_
7. What is the distance to the nearest body of water, river, stream or year-round drainage channel?  
\_\_\_\_\_ Name of the water body? \_\_\_\_\_
8. Will the project result in the direct or indirect discharge of silt or any other particles in noticeable amount into any lakes, rivers or streams? \_\_\_\_\_
9. Will the project result in the physical alteration of a natural body of water or drainage way?  
If so, in what way? \_\_\_\_\_
10. Does the project area contain any wet meadows, marshes or other perennially wet areas?

**VEGETATION AND WILDLIFE**

11. What is the predominant vegetative cover on the site (trees, brush, grass, etc.)? Estimate percentage of each:
12. How many trees of 6-inch diameter will be removed when this project is implemented?  
\_\_\_\_\_

**FIRE PROTECTION**

13. In what structural fire protection district (if any) is the project located? \_\_\_\_\_
14. What is the nearest emergency source of water for fire protection purposes (hydrant, pond, etc.)? \_\_\_\_\_
15. What is the distance to the nearest fire station? \_\_\_\_\_
16. Will the project create any dead-end roads greater than 500 feet in length? \_\_\_\_\_
17. Will the project involve the burning of any material including brush, trees and construction materials? \_\_\_\_\_

**NOISE QUALITY**

18. Is the project near an industrial area, freeway, major highway or airport? \_\_\_\_\_  
If so, how far? \_\_\_\_\_
19. What types of noise would be created by the establishment of this land use, both during and after construction? \_\_\_\_\_

**AIR QUALITY**

20. Would any noticeable amounts of air pollution, such as smoke, dust or odors, be produced by this project? \_\_\_\_\_

**WATER QUALITY**

21. Is the proposed water source  public or  private,  treated or  untreated?
22. What is the water use (residential, agricultural, industrial or commercial)? \_\_\_\_\_

**AESTHETICS**

23. Will the project obstruct scenic views from existing residential areas, public lands, and/or public bodies of water or roads? \_\_\_\_\_

**ARCHAEOLOGY/HISTORY**

24. Do you know of any archaeological or historical areas within the boundaries or adjacent to the project? (e.g., Indian burial grounds, gold mines, etc.) \_\_\_\_\_

**SEWAGE**

25. What is the proposed method of sewage disposal?  septic system  sanitation district  
Name of district: \_\_\_\_\_
26. Would the project require a change in sewage disposal methods from those currently used in the vicinity? \_\_\_\_\_

**TRANSPORTATION**

27. Will the project create any traffic problems or change any existing roads, highways or existing traffic patterns? \_\_\_\_\_
28. Will the project reduce or restrict access to public lands, parks or any public facilities?  
\_\_\_\_\_

**GROWTH-INDUCING IMPACTS**

29. Will the project result in the introduction of activities not currently found within the community? \_\_\_\_\_
30. Would the project serve to encourage development of presently undeveloped areas, or increases in development intensity of already developed areas (include the introduction of new or expanded public utilities, new industry, commercial facilities or recreation activities)?

31. Will the project require the extension of existing public utility lines? \_\_\_\_\_  
If so, identify and give distances: \_\_\_\_\_

**GENERAL**

32. Does the project involve lands currently protected under the Williamson Act or an Open Space Agreement? \_\_\_\_\_
33. Will the project involve the application, use or disposal of potentially hazardous materials, including pesticides, herbicides, other toxic substances or radioactive material?  
\_\_\_\_\_
34. Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, trees, minerals or top soil)?
35. Could the project create new, or aggravate existing health problems (including, but not limited to, flies, mosquitoes, rodents and other disease vectors)? \_\_\_\_\_
36. Will the project displace any community residents? \_\_\_\_\_

**DISCUSS ANY YES ANSWERS TO THE PREVIOUS QUESTIONS** (attached additional sheets if necessary)

**MITIGATION MEASURES** (attached additional sheets if necessary)

Proposed mitigation measures for any of the above questions where there will be an adverse impact:

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**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:

- The Applicant Yes \_\_\_\_\_ No \_\_\_\_\_
- Subcontractor Yes \_\_\_\_\_ No \_\_\_\_\_
- 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.