



PLANNING AND BUILDING DEPARTMENT

PLANNING DIVISION

2850 Fairlane Court, Placerville, CA 95667

924 B Emerald Bay Road, South Lake Tahoe, CA 96150

Phone: (530) 621-5355 Email: planning@edcgov.us

<https://www.eldoradocounty.ca.gov/Land-Use/Planning-and-Building/Planning-Division>

DESIGN REVIEW

PURPOSE

The design review process has been established in many areas of the County to ensure 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 Area Plan Area.
- 2) Land adjacent to designated State Scenic Highway Corridors.
- 3) Other areas where Combining Zone Districts, such as Design Review-Community (-DC), Historic (-DH), or Scenic Corridor (-DS), have been established.
- 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 Area 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

Please refer to Sections 15301, 15302, 15303 and 15311 of the [CEQA Guidelines](#) for detailed information about CEQA exemptions. Projects exempt from the CEQA review process can be processed within a shorter time and with less processing fees.

DESIGN REVIEW COMMITTEES

Design Review Committees are appointed by the Board of Supervisors to serve as an advisory committee to the Planning and Building 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 the Planning Division as necessary on the 2nd and 4th Mondays of each month.

Meeting Address: Varies

DIAMOND SPRINGS – EL DORADO

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

Meeting Address: Varies

POLLOCK PINES

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

Meeting Address: Varies

INITIAL PROCESS

- 1) Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Division.
- 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) The assigned Planner, representatives from the Department of Transportation, or other interested agencies may conduct site visits. Upon request, the applicant may meet with staff on-site to discuss the project.
- 4) Draft environmental document is prepared, or project is found Categorical Exempt, and conditions of approval are drafted (or recommendation for denial is suggested).

NOTE: 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. An Environmental Impact Report (EIR) is required if the project will have significant environmental effects that cannot be mitigated to a less than significant level. However, if a determination is made that an Environmental Impact Report (EIR) is required, the direction and timing of the project changes dramatically. The project only proceeds if the applicant agrees to fund the EIR process.

- 5) The applicant and/or agent meets with the Technical Advisory Committee (TAC – staff representatives of affected agencies) to discuss the proposed project in conjunction with both County and outside agencies.
- 6) Project is noticed in the local newspaper advertising the required public review period for CEQA.

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 (10) working days after decision.
- 4) A Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after the Planning Commission decision).

Applications Reviewed/Approvable by Planning and Building 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 (10) working days after decision.
- 3) A 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) A Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after the 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 following application completeness and agency review period, and Planning Commission hearing to follow. If the decision is appealed to the Board of Supervisors, an additional 60 days will typically be required.

Applications Reviewed/Approvable by Director: These applications will reach TAC following application completeness and agency review period, and Director's decision will follow. If the decision is appealed to the Planning Commission, an additional 60 days will typically be required. Further, if the Planning Commission decision is appealed to the Board of Supervisors, another 60 days will typically 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 the Planning Division 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 the Planning Division's online fee schedule [here](#).

Please refer to the current Planning and Building [Policies & Procedures](#) for the collection, administration, and refund of fees and/or charges associated with the Planning and Building department activities.

FISH AND WILDLIFE FEES

In accordance with State Legislation (14 CCR § 753.5), a [State Department of Fish and Wildlife fee](#) will be required after approval of the project, prior to the County filing the Notice of Determination on the project. This fee, subject to periodic increases by the State, in addition to 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 wildlife 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, make checks payable to "El Dorado County" and submit to the Planning Division for processing.

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 Division 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 ensure 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.

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 the Planning Division at (530) 621-5355.



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DESIGN REVIEW

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 applicant column on the right to be sure you have all the required and applicable information. All plans and maps must be folded to 8½" x 11".

	REQUIRED SUBMITTAL INFORMATION	Applicant	County
1	Completed and signed application form and Agreement for Payment of Processing Fees form.		
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 the 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 major roads, intersections, and town sites.		
6	Provide the name, mailing address, phone number, and email address of all property owners and their agents.		
7	A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 7667 Folsom Blvd., Folsom Hall, Suite 2042, Sacramento, CA 95826, phone number (916) 278-6217, email ncic@csus.edu . Email is preferred. 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 from the Planning Division. Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors and available from the Planning Division.		
8	Submit a Traffic Impact Study – Initial Determination Form for the Department of Transportation to determine whether a Transportation Impact Study (TIS) will be required for the project. If the Department of Transportation determines a TIS is required, it shall be prepared in compliance with the latest edition of the Transportation Impact Study Guidelines and shall demonstrate the Project's consistency with the General Plan policies.		
9	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.		
10	If off-site sewer or water facilities are proposed to serve the project, provide four (4) copies of a map showing the 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.		

11	In an accompanying report, provide the following data for area on each proposed parcel which is to be used for sewage disposal:		
	a) The soil percolation rate.		
	b) The depth of soil and location of soil test pit.		
	c) The depth to groundwater at the soil test pit.		
	d) The direction and percent of slope of the ground.		
	e) The location, if present, of rivers, streams, springs, areas subject to inundation, rock outcroppings, lava caps, cuts, fills, and easements.		
	f) If individual wells are proposed, show all existing and proposed well sites.		
	g) Confirm minimum 5-acre parcel size for any proposed parcel that will be served by both a well and an onsite wastewater treatment system (septic system).		
	h) Identify the minimum area to be used for sewage disposal based on the soil percolation rate per Table 1 "Minimum Disposal Area based on Percolation Rate" EDC Local Agency Management Plan.		
	i) Such additional data and information as may be required by the 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.		
12	Preceding parcel map, final map, or record of survey if any exists.		
13	Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cuts 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 the County Grading Ordinance for submittal detail.		
14	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, including riparian vegetation and plant habitat. The report should include proposed mitigation measures if applicable. The survey can only occur from March 15 through August 15 when plants are easily identifiable. One hard copy plus an electronic PDF copy (CD-ROM or other medium), with attachments, shall be submitted. The biological study shall include a plant survey to determine the extent and location of rare plants on the project site if it is located within Rare Plant Mitigation Area 0 ("EP" overlay designation on the General Plan land use map) or Mitigation Area 1 (within the gabbro soils area) Please contact the Planning Division at 530-621-5355 to determine whether your parcel(s) are in one of these areas.		
15	Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.		
16	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.		
17	An acoustical analysis shall be provided whenever a noise-sensitive land use (residences, hospitals, churches, libraries, etc.) are proposed adjacent to a major		

	transportation source, or adjacent or near existing stationary noise sources. See Zoning Ordinance Section 130.37.050 .		
18	An air quality impact analysis is required. Please contact the El Dorado Air Quality Management District (EDCAQMD) at 530-621-7509 or via email at aqmd@edcgov.us to obtain guidance. One hard copy plus an electronic PDF copy (CD-ROM or other medium) of the air quality impact analysis, including all emissions, shall be submitted. If an air quality impact analysis waiver was granted by the EDCAQMD, a hard copy and electronic copy of the waiver letter shall be provided.		

INTERIM DESIGN STANDARDS AND GUIDELINES

All commercial, multifamily, and residential mixed-use projects in the County’s Community Regions and Rural Centers are required to adhere to the County’s Interim Design Standards and Guidelines (IDSG). Each project is required to abide by the use-specific standards (i.e., commercial, multifamily, mixed use) and select an applicable architectural style or propose an alternative style. The IDSG may be accessed [here](#).

	REQUIREMENTS	Applicant	County										
1	Select type of project: <ul style="list-style-type: none"> If project is commercial, use-specific standards are in IDSG Section 5. If project is multifamily, use-specific standards are in IDSG Section 3. If project is residential mixed use, use-specific standards are in IDSG Section 3 and 4. 	<input type="checkbox"/> Commercial <input type="checkbox"/> Multifamily <input type="checkbox"/> Residential Mixed Use											
2	Select the Architectural Design Zone for the project. Refer to IDSG Section 2.A & 2.B.	<input type="checkbox"/> Suburban <input type="checkbox"/> Lower Foothill <input type="checkbox"/> Mid Foothill <input type="checkbox"/> Mountain											
3	a. Select applicable architectural style. Refer to IDSG Sections 2.A, 2.B, 2.C, and 6. <table border="1"> <tr> <th>Architectural Design Zone</th><th>Applicable Architectural Styles</th></tr> <tr> <td>Lower Foothill</td><td>Gold Rush, Industrial Farmhouse</td></tr> <tr> <td>Mid Foothill</td><td>Gold Rush, Industrial Farmhouse, Railroad Craftsman</td></tr> <tr> <td>Mountain</td><td>Gold Rush, Mountain/Lodge</td></tr> <tr> <td>Suburban</td><td>N/A</td></tr> </table> <p>If the proposed project is in the Suburban Zone, check “Other.” If the proposed project is in Lower Foothill, Mid Foothill, or Mountain Zones and chooses an alternative style, check “Other.”</p>	Architectural Design Zone	Applicable Architectural Styles	Lower Foothill	Gold Rush, Industrial Farmhouse	Mid Foothill	Gold Rush, Industrial Farmhouse, Railroad Craftsman	Mountain	Gold Rush, Mountain/Lodge	Suburban	N/A	<input type="checkbox"/> Gold Rush <input type="checkbox"/> Railroad Craftsman <input type="checkbox"/> Industrial Farmhouse <input type="checkbox"/> Mountain/Lodge <input type="checkbox"/> Other	
Architectural Design Zone	Applicable Architectural Styles												
Lower Foothill	Gold Rush, Industrial Farmhouse												
Mid Foothill	Gold Rush, Industrial Farmhouse, Railroad Craftsman												
Mountain	Gold Rush, Mountain/Lodge												
Suburban	N/A												
	b. If “Other” is selected in Item 3 above, has written report by licensed architect/engineer, in accordance with IDSG Section 2.C, been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No											

4	a. Is the project requesting deviations from use-specific (i.e., commercial, multifamily, mixed use) or architectural style-specific (e.g., Gold Rush, Railroad Craftsman) standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b. If the project is requesting deviations, has written report by licensed architect/engineer, in accordance with IDSG Section 2.D, been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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).

	FORMS AND MAPS REQUIRED	Applicant	County
1	Completed and signed Oak Resources Code Compliance Certificate .		
2	If oak trees are located on-site, an Oak Resources Technical Report prepared by a qualified professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan shall be required.		
3	If oak trees are located on-site, a completed Oak Resources Technical Report Checklist, including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, shall be required.		

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 right to be sure you have all the required submittal information.

	FORMS AND MAPS REQUIRED	Applicant	County
1	Project name, if applicable.		
2	Name and address of applicant and designer, if applicable.		
3	Date, north arrow, and scale.		
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	Existing and proposed fences or walls.		
12	Sign locations and sizes, if proposed. Refer to Zoning Ordinance Chapter 130.36 – Signs.		
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 and proposed water, sewer, septic systems, and wells, if applicable.		
16	Existing and 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 the tentative map.		
19	Public uses (schools, parks, etc.).		
20	The location, if present, of rock outcroppings, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, springs, 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. 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 130.33](#). 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	Applicant	County
1	Location, quantity, and a gallon size of proposed plant material. See Zoning Ordinance Chapter 130.33 – Landscaping Standards, and the Community Design Standards – Landscaping and Irrigation Standards .		
2	Note quantity and 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 or affected by proposed improvements.		
4	List of both common and botanical names of plant material, use of drought tolerant species is highly recommended.		
5	Location of irrigation proposed. NOTE: The final Landscape Plan will ultimately be required to meet the County’s Water Conserving Landscape Standards. See Zoning Ordinance Chapter 130.33 , and MWELo requirements .		

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	Applicant	County
1	Contours or slope data, pursuant to Chapter 110.14 of the County 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.

	FORMS AND MAPS REQUIRED	Applicant	County
1	Building design, elevations of all sides.		
2	Exterior materials, finishes, and colors.		
3	Existing and proposed signs showing location, height, and dimensions. Include sign plan for a project with multiple businesses.		

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