



PLANNING AND BUILDING DEPARTMENT

PLANNING DIVISION

www.edcgov.us/Government/Planning

PLACERVILLE OFFICE:

2850 Fairlane Court, Placerville, CA 95667

PLANNING

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

planning@edcgov.us

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

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

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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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 (MWEL))

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 (MWEL)**

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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

Greg Ferrero, District One

George Turnboo, District Two

Brian Veerkamp, 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

Brian Frazier, County Surveyor

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. A person is not a “participant” under this paragraph if their financial interest in the decision results solely from an increase or decrease in membership dues.

(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, other than a city attorney or county counsel providing legal advice to the agency who does not have the authority to make a final decision in the proceeding.

(5) (A) Except as provided in subparagraph (B), “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, and all franchises.

(B) “License, permit, or other entitlement for use” does not include any of the following:

(i) Competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process.

(ii) Labor contracts.

(iii) Personal employment contracts.

(iv) Contracts valued under fifty thousand dollars (\$50,000).

(v) Contracts where no party receives financial compensation.

(vi) Contracts between two or more agencies.

(vii) The periodic review or renewal of development agreements unless there is a material modification or amendment proposed to the agreement. Non-material modifications or amendments may be approved by agency staff.

(viii) The periodic review or renewal of competitively bid contracts unless there are material modifications or amendments proposed to the agreement that are valued at more than 10 percent of the value of the contract or fifty thousand dollars (\$50,000), whichever is less. Non-material modifications or amendments may be approved by agency staff.

(ix) Modification of or amendments to contracts that are exempt under this subparagraph, other than competitively bid contracts.

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

(7) “Pending” in a proceeding involving a license, permit, or other entitlement for use means either of the following:

(A) For an officer, when either of the following occurs:

(i) An item involving the license, permit, or other entitlement for use is placed on the agenda for discussion or decision at a public meeting of the body of which the officer is a member.

(ii) The officer knows a proceeding involving a license, permit, or other entitlement for use is within the jurisdiction of the officer’s agency for its decision or other action, and it is reasonably foreseeable that the decision will come before the officer in the officer’s decisionmaking capacity.

(B) For a party or a party’s agent, or a participant or participant’s agent, when an application is filed with an agency, or, if the proceeding process does not require an application, when the proceeding is before the agency for its decision or other action.

(b) (1) 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 five hundred dollars (\$500) 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 applies 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.

(2) With respect to elected officers, paragraph (1) applies only if the elected officer or the body of which they are a member has the authority to make any decision or recommendation in the proceeding.

(c) (1) Before rendering any decision in a proceeding involving a license, permit, or other entitlement for use, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than five hundred dollars (\$500) 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 if the officer has willfully or knowingly received a contribution in an amount of more than five hundred dollars (\$500) 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.

(2) With respect to elected officers, paragraph (1) applies only if the elected officer or the body of which they are a member has the authority to make any decision or recommendation in the proceeding.

(d) (1) If an officer receives a contribution that would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer makes any decision, or knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, whichever comes last, 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 five hundred dollars (\$500) during the 12 months after the date the final decision is rendered in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of five hundred dollars (\$500), within 30 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 five hundred dollars (\$500) made within the preceding 12 months before the date that any decision is rendered by the agency by the party or the party's agent.

(2) A party to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant in the proceeding shall not make a contribution of more than five hundred dollars (\$500) to any officer of that agency during the proceeding and for 12 months following the date the final decision is rendered by the agency in the proceeding.

(3) An agent to a party or participant shall not make a contribution in any amount to an officer during the time periods described in paragraph (2).

(4) 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.

(g) For the purposes of this section, in determining whether a contribution has exceeded five hundred dollars (\$500), the contributions of an agent shall not be aggregated with contributions from a party or participant.

(h) (1) A person is the “agent” of a party to, or a participant in, a pending proceeding involving a license, permit, or other entitlement for use only if the person represents that party or participant for compensation and appears before or otherwise communicates with an agency for the purpose of influencing the proceeding on behalf of a party or participant.

(2) If an individual acting as an agent is also acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the entity or corporation and the individual are “agents”.

(3) “Agent” includes a lobbyist registered to lobby the agency and who otherwise meets the requirements of paragraph (1).

(4) “Communicate with the agency for the purpose of influencing the proceeding” does not include either of the following:

(A) Preparing drawings or submissions of an architectural, engineering, or similar nature for a client to submit in a proceeding before the agency if both of the following conditions are met:

(i) The work is performed pursuant to the person’s profession.

(ii) The person does not make any contact with the agency other than contact with agency staff concerning the process or evaluation of the documents prepared by the person.

(B) Providing technical data or analysis to an agency if the person does not otherwise engage in direct communication for the purpose of influencing the proceeding.

(i) (1) Except as provided in paragraph (2), the provisions of this act are severable. If any provision of this act or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(2) Subdivision (g) is not severable from paragraph (3) of subdivision (e) if paragraph (3) of subdivision (e) is held invalid in a final decision of a court of competent jurisdiction. If that occurs, subdivision (g) shall become inoperative on the date of that final decision.

(Amended by Stats. 2024, Ch. 1017, Sec. 1.5. (SB 1243) Effective January 1, 2025.)