



# 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](mailto:planning@edcgov.us)

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

## Streamlined Ministerial Housing Application

### PURPOSE

The Streamlined Ministerial Housing Application has been established to ensure housing projects that qualify for state streamlined ministerial review are 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 residential multi-unit and mixed-use projects that qualify for state streamlined ministerial review. As ministerial projects, these projects are not subject to the procedures of the California Environmental Quality Act (CEQA).

### 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.
- 3) Applicant/agent meet with the Technical Advisory Committee (TAC – staff representatives of affected agencies) to discuss compliance with applicable objective standards.
- 4) Application is approved, **OR** planner will provide written documentation of which standard(s) the development conflicts with, and an explanation for the reason(s) the development conflicts with the standard(s).

### TIMING

§65913.4 (SB 35 / SB 423): Staff will provide written recommendation that corresponds with denial within 60 days of project submittal to the County if the development contains 150 or fewer housing units; for developments that contain more than 150 housing units, staff will provide written comments within 90 days of project submittal. The Planning Director will approve projects within 90 days of project submittal to the County if the development contains 150 or fewer housing units; for projects that contain more than 150 housing units, the Planning Director will approve within 180 days of project submittal.

§65912.100 - §65912.140 (AB 2011): Staff will provide written recommendation that corresponds with denial within 60 days of project submittal to the County if the development contains 150 or fewer housing units; for developments that contain more than 150 housing units, staff will provide written comments within 90 days of project submittal. The Planning Director will approve projects within 60 days of project submittal to the County if the development contains 150 or fewer housing units; for projects that contain more than 150 housing units, the Planning Director will approve within 90 days of project submittal. If the site is vacant, tribal consultation shall occur, as defined in 65912.111(h)(1) and 65912.121(j)(1).

### APPEALS

A decision of the Planning staff may **not** be appealed to the Planning Commission or Board of Supervisors.

## **FEES**

Current application and revision fees may be obtained by contacting the Planning Division 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 Planning and Building Department activities.

## **OBJECTIVE STANDARDS**

As an applicant, you should be aware that the proposed project is subject to applicable objective standards, which includes but are not limited to landscaping, lighting, fencing, paving of parking or access road, protection of riparian areas, etc.

Since 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 fees (TIF) 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 can be made by calling the Planning Division at (530) 621-5355 or online by clicking [here](#).



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### Streamlined Ministerial Housing Application

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 <a href="#">Universal Application form</a> and <a href="#">Agreement for Payment of Processing Fees form</a> .		
2)	<a href="#">Letter of Authorization</a> signed by all property owners listed on the Grant Deed 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)	The applicant shall request a record search for archaeological resources to be conducted through the North Central Information Center (NCIC) located at California State University Sacramento, 7667 Folsom Boulevard., Folsom Hall, Suite 2042, Sacramento, CA 95826, phone number (916) 278-6217, email <a href="mailto:ncic@csus.edu">ncic@csus.edu</a> . Email is preferred. If the record search identifies a need for a field survey, a survey shall be required. Archaeological surveys shall meet the “ <a href="#">Guidelines for Cultural Resource Studies</a> ” approved by the Board of Supervisors.		
8)	Submit a <a href="#">Traffic Impact Study – Initial Determination Form</a> 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 <a href="#">Transportation Impact Study Guidelines</a> 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 the 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 objective 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.		
	j) In circumstances where there are steep slopes, streams or other constraints as determined by staff; these must be noted on the map.		
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 <a href="#">Section 110.14.200</a> of the County Grading Ordinance for submittal detail.		
14)	<p>Where potential for special-status plant and/or animal species and habitats is identified, an on-site biological study shall be required. An on-site biological plant and animal survey that meets California Department of Fish and Wildlife <a href="#">Survey Protocols and Guidelines</a> shall be required to determine the extent and location of special-status plants and animals on the project site. The report shall include recommendations for mitigation as applicable. One hard copy plus an electronic PDF copy (CD-ROM or other medium) of the report and all attachments shall be submitted.</p> <p>If the proposed project is located within the County's General Plan Ecological Preserve Overlay (Mitigation Area 0) or is located on gabbro or adjacent serpentine soil areas (Mitigation Area 1), special-status plants may exist on-site. The on-site biological survey shall occur during the plants' blooming season, typically between March 15 through August 15, when the plants are visible. Please contact the Planning Division at 530-621-5355 to determine whether your parcel(s) are in one of these areas.</p>		
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)	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 <a href="#">Section 130.37.050</a> .		

17)	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 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.		
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**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 130.39.060 (Oak Tree and Oak Woodland Removal Permits – Ministerial Development Projects).

	<b>FORMS AND MAPS REQUIRED</b>	Applicant	County
1)	Completed and signed Oak Resources Code Compliance Certificate.		
2)	If oak trees are 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 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**

Two (2) copies plus an electronic copy 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. Provide one 11" x 17" reduction. All plans must be folded to 8½" x 11". 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.

	<b>FORMS AND MAPS REQUIRED</b>	Applicant	County
1)	Project name, if applicable.		
2)	Name and address of applicant and designed, 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 (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 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, 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. Two (2) copies plus an electronic copy, plus one 11” x 17” reduction, all folded to 8½” x 11”.

	<b>FORMS AND MAPS REQUIRED</b>	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. A recommended list of drought tolerant species is available from the Planning Division.		
5)	Location of irrigation proposed. <b>NOTE:</b> The final Landscape Plan will ultimately be required to meet the County’s Water Conserving Landscape Standards. Copies are available from the Planning Division.		

**PRELIMINARY GRADING AND DRAINAGE PLAN**

Required whenever any grading is proposed. Two (2) copies plus an electronic copy, folded to 8½" x 11", plus one 11" x 17" reduction.

	<b>FORMS AND MAPS REQUIRED</b>	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. Two (2) copies plus an electronic copy, plus one 11" x 17" reduction, all folded to 8½" x 11".

	<b>FORMS AND MAPS REQUIRED</b>	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 project with multiple businesses.		

**AFFORDABLE HOUSING REQUIREMENTS**

Provide one (1) hard copy plus an electronic copy.

	<b>FORMS AND MAPS REQUIRED</b>	Applicant	County
1)	§65913.4 (SB 35/SB 423) projects only: provide copy of approved Notice of Intent Preapplication and Preliminary Housing Application.		
2)	§65913.4 (SB 35/SB 423) projects only: §65913.4 Preliminary Eligibility Determination Checklist.		
3)	§65913.4 (SB 35/SB 423) projects only: CTCAC / HCD Opportunity Area Board of Supervisors Public Meeting Attestation.		
4)	AB 2011 projects only: AB 2011 Eligibility Determination Checklist.		
5)	AB 2011 projects only: Phase I Environmental Assessment.		
6)	<a href="#">Certificate of Compliance – Prevailing Wage.</a>		
7)	<a href="#">Affordable Housing Proposal Worksheet.</a>		
8)	Draft Affordable Housing Agreement with El Dorado County Planning and Building Department. Reference §65913.4(a)(3).		
9)	Written requests for density bonuses, concessions, waivers, incentives (Refer to requirements in Zoning Ordinance Section 130.31 [Affordable Housing Density Bonus] and/or applicable state law).		