



**EL DORADO COUNTY PLANNING SERVICES**  
2850 Fairlane Court, Placerville CA 95667

(530) 621-5355 | fax: (530) 642-0508 | <http://www.co.el-dorado.ca.us/planning>

**ZONE CHANGE & GENERAL PLAN AMENDMENT**  
(Revised 07/07)

**PURPOSE**

The County is divided into numerous zone districts and General Plan land use designations. Each district permits different land uses or residential densities. These districts are displayed on the County official zoning maps and General Plan maps. An application for zone change is used whenever the property owner wishes to change the zone district of their property (i.e. from One-acre Residential to Commercial, or from Estate Residential Ten-acre to Estate Residential Five-acre zoning, etc.). Zone change applications may also be used to add an overlay zone such as planned development or design review. A General Plan amendment is required when the underlying land use designation must be changed to permit a proposed zone or use of the site.

**GENERAL PLAN AMENDMENT**

A General Plan amendment can either apply to a specific parcel amending the land use map, or a change in a policy which would have a broader application County-wide. Most amendments apply to specific parcels when the owner desires to put the property to a use or residential density not permitted by the existing land use map designation.

General Plan amendments are not taken lightly. Typically, they will only have a chance for approval when the following circumstances occur:

1. It has been determined that an error occurred in the development of the General Plan; or
2. Such change clearly supports the General Plan strategies and objectives and does not result in significant environmental impact; or
3. It can be clearly demonstrated that circumstances have changed since the adoption of the General Plan which now warrant a change.

**ZONE CHANGE**

An application for a zone change can apply to a specific parcel or group of parcels. Changes must be consistent with the General Plan land use map. If they are not, a request for a General Plan amendment must accompany the zone change request. The zone change application is also used in those instances where an applicant wishes to propose a change to the text of the Zoning Ordinance. Zone change requests, even when they are consistent with the General Plan land use map, may still be denied if they are determined to be untimely due to lack of infrastructure or due to other potential unmitigated significant impacts on the environment. Please see the required findings which follow including consistency with Policy 2.2.5.3 of the General Plan. Like the General Plan amendment, this is a legislative action which provides the County with substantial latitude in its discretion to approve or deny an application.

## **REQUIRED FINDINGS**

In accordance with State law, a request for a zone change can only occur when the requested change conforms to the County General Plan land use map designation for the property and applicable General Plan policies. It is advisable that you acquaint yourself with the applicable policies of the General Plan and the land use map designation of your property. When your request does not conform to the General Plan, the County will have no option but to deny the request.

General Plan Policy 2.2.5.3 provides further direction on zone change applications, specifying 19 matters which must be considered by the County when evaluating zone change requests.

### **Policy 2.2.5.3**

The County shall evaluate future rezoning: (1) To be based on the General Plan's general direction as to minimum parcel size or maximum allowable density; and (2) To assess whether changes in conditions that would support a higher density or intensity zoning district. The specific criteria to be considered include, but are not limited to, the following:

1. Availability of an adequate public water source or an approved Capital Improvement Project to increase service for existing land use demands;
2. Availability and capacity of public-treated water system;
3. Availability and capacity of public waste water treatment system;
4. Distance to and capacity of the serving elementary and high schools;
5. Response time from nearest fire station handling structure fires;
6. Distance to nearest Community Region or Rural Center;
7. Erosion hazard;
8. Septic and leach field capability;
9. Groundwater capability to support wells;
10. Critical flora and fauna habitat areas;
11. Important timber production areas;
12. Important agricultural areas;
13. Important mineral resource areas;
14. Capacity of the transportation system serving the area;
15. Existing land use pattern;
16. Proximity to perennial water course;
17. Important historical/archeological sites;
18. Seismic hazards and presence of active faults; and
19. Consistency with existing Conditions, Covenants, and Restrictions.

## **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.
3. Assigned planner and representative from Department of Transportation 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, recommendations, 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 when 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.
7. 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.
8. Public hearing is conducted before the Planning Commission, and a recommendation is made to the Board of Supervisors.
9. Board of Supervisors holds a public hearing to consider the Planning Commission recommendation and makes a final decision.

### **TIMING**

Steps 1 through 5 are typically completed within 50 to 60 days. The remaining steps are more flexible depending on the complexity of the application. Most applications will reach the Planning Commission public hearing in four (4) months. An additional 30 days is typically required before the matter goes to the Board of Supervisors.

### **HEARING**

A zone change or General Plan amendment application must be heard first by the Planning Commission. They will then forward a recommendation to the Board of Supervisors. The Board will hold a hearing and make the final decision. All public hearings are advertised in a local newspaper and notice is mailed to all property owners within a minimum 500-foot radius of the subject property.

## **FEES**

Current application fees may be obtained by contacting Planning Services at (530) 621-5355 or by accessing Planning Services online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

**NOTE:** Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application before a decision has been made, 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:** If the project is located within or adjacent to an area which may have an impact on wildlife resources (riparian lands, wetlands, watercourse, native plant life, rare plants, threatened and endangered plants or animals, etc.), the project must be referred to California Department of Fish and Game. In accordance with State Legislation (AB3158), you will be required to pay a fee of \$1,850.<sup>00</sup> after approval of your application prior to the County filing the Notice of Determination on your project. This fee, less \$50.<sup>00</sup> processing fee, is forwarded to the State Department of Fish and Game 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.<sup>00</sup> 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 Planning 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 Planning 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.

## **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.



## REQUIRED SUBMITTAL INFORMATION for Zone Change & General Plan Amendment

The following information must be provided with all applications. **If all the 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 information. **All plans and maps MUST be folded to 8½" x 11"**.

### FORMS AND MAPS REQUIRED

Check (✓)

Applicant   County

- 1) Application Form **and** Agreement for Payment of Processing Fees, 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) 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.
- 9) 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 groundwater 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.
- 10) If a septic system is proposed, provide a preliminary soils analysis with sufficient data to determine if the site is capable of supporting the proposed density or intensity of use.

FORMS AND MAPS REQUIRED

Check (✓)

Applicant   County

- 11) If located within one of the five Ecological Preserve - EP overlay zones (Mitigation Area 0), rare plants may exist on-site. The State Department of Fish & Game 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 & Game 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.)
- 12) A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Building, Suite #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 Planning Services.) Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors, available at Planning Services.
- 13) A site-specific wetland investigation shall be required on projects with identified wetlands on the Important Biological Resources Map (located in Planning Services), 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. Additionally, a list of qualified consultants is also available.)
- 14) 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 (2015) noise levels and define how the project will comply with standards set forth in the General Plan.
- 15) Where special status plants and animals are identified on the Important Biological Resources Map located in Planning Services, 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.
- 16) An air quality impact analysis shall be provided utilizing the El Dorado County Air Pollution Control District's "Guide to Air Quality Assessment."
- 17) A traffic study shall be provided utilizing El Dorado County Department of Transportation's "Generic Traffic Study Scope of Work."

## SITE PLAN REQUIREMENTS

Twenty-five (25) copies 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 8½" 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.

Check (√)

Applicant   County

- 1) Project name (if applicable).
- 2) Name, 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, mobile homes, dwellings, utility transmission lines, etc.).

The following is optional and only necessary when it may help support a proposed zone change.

- 8) Driveways, parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 17.18).
- 9) Proposed/existing fences or walls.
- 10) Existing/proposed fire hydrants.

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.**



FILE # \_\_\_\_\_  
DATE FILED \_\_\_\_\_

## EL DORADO COUNTY PLANNING SERVICES ENVIRONMENTAL QUESTIONNAIRE

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?  
Name the system: \_\_\_\_\_
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, 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, mosquitos, rodents and other disease vectors)? \_\_\_\_\_

36. Will the project displace any community residents? \_\_\_\_\_

**DISCUSS ANY YES ANSWERS TO THE PREVIOUS QUESTIONS**

(attach additional sheets if necessary)

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

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

**Form completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Revised 07/07)



FILE # \_\_\_\_\_

# EL DORADO COUNTY PLANNING SERVICES

## ZONE CHANGE & GENERAL PLAN AMENDMENT APPLICATION

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

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

IF SUBDIVISION/PARCEL MAP: Create \_\_\_\_\_ lots, ranging in size from \_\_\_\_\_ to \_\_\_\_\_ acre(s) / SF

IF ZONE CHANGE: From \_\_\_\_\_ to \_\_\_\_\_ IF GENERAL PLAN AMENDMENT: From \_\_\_\_\_ to \_\_\_\_\_

IF TIME EXTENSION, REVISION, CORRECTION: Original approval date \_\_\_\_\_ Expiration date \_\_\_\_\_

### APPLICANT/AGENT

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_

### PROPERTY OWNER

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_

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

### ENGINEER/ARCHITECT

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_

LOCATION: The property is located on the \_\_\_\_\_ side of \_\_\_\_\_ street or road  
N / E / W / S

\_\_\_\_\_ feet/miles \_\_\_\_\_ of the intersection with \_\_\_\_\_ major street or road  
N / E / W / S

in the \_\_\_\_\_ 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/Twn/Rng \_\_\_\_\_

ACTION BY:  PLANNING COMMISSION

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

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