



# PLANNING AND BUILDING DEPARTMENT

## PLANNING DIVISION

[www.edcgov.us/Government/Planning](http://www.edcgov.us/Government/Planning)

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**PLACERVILLE OFFICE:**

2850 Fairlane Court, Placerville, CA 95667  
**PLANNING**  
(530) 621-5355/ (530) 622-0508 Fax  
[planning@edcgov.us](mailto:planning@edcgov.us)

**LAKE TAHOE OFFICE:**

924 B Emerald Bay Rd  
South Lake Tahoe, CA 96150  
(530) 573-3330/ (530) 542-9082 Fax

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## 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 townships.

## 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\(MWELO\)](#))

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 \(MWELO\)](#)**

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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 Sq Ft)

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