



# COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT

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2850 Fairlane Court, Placerville, CA 95667

Phone: (530) 621-5355 [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/)

## PRELIMINARY SUBDIVISION MAP

### PURPOSE

A preliminary subdivision map application is a process used to permit an informal assessment of the feasibility of a subdivision proposal. This process is optional and may be used prior to submittal of a tentative subdivision map to help define issues and constraints that may make the project infeasible, or which may require its redesign. Since this process involves the review by staff and affected agencies, and does not require a public hearing or final decision, the resulting comments, draft environmental assessment and draft conditions are advisory only. This process permits the submittal of a preliminary design without all of the supporting studies that are typically required for a tentative subdivision map submittal. Therefore, such a submittal permits an assessment of likely issues with less initial expenditure on the part of the applicant.

### PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Department.
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. Applicant/agent meet with the Technical Advisory Committee (TAC - staff representatives of affected agencies) to discuss environmental review, conditions of approval and other issues to be considered if a tentative subdivision map is submitted.

**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 until the issue is resolved.

### TIMING

The entire process should normally be completed in 65 - 75 days. Complex projects may require some additional time.

### FEES

Current application and revision fees may be obtained by contacting the Planning Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at: [www.edcgov.us/Government/planning/Pages/fees.aspx](http://www.edcgov.us/Government/planning/Pages/fees.aspx)

**NOTE:** 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.

### **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.

### **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 Department at **(530) 621-5355**.

### **APPLICATION**

If the application and submittal requirements are not attached to this information packet, please contact the Planning Department. You may also call the Planning Department at **(530) 621-5355** for general assistance.



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## PRELIMINARY SUBDIVISION MAP

### REQUIRED SUBMITTAL INFORMATION

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 submittal information.

### FORMS AND MAPS REQUIRED

Check (✓)  
Applicant County

- |                   |   |
|-------------------|---|
| <u>          </u> | 1) Application Form <b>and</b> Agreement for Payment of Processing Fees, completed and signed.  |
| <u>          </u> | 2) Letter of authorization from all property owners authorizing agent to act as applicant, when applicable.   |
| <u>          </u> | 3) Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.  |
| <u>          </u> | 4) A copy of official Assessor's map, showing the property outlined in red.   |
| <u>          </u> | 5) Vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites. The map should also include location of Section, Township and Range. (The vicinity map may be a separate 8½ X 11" sheet, or may be included on the preliminary map.)   |
| <u>          </u> | 6) Environmental Questionnaire form, completed and signed.  |
| <u>          </u> | 7) Provide name, mailing address and phone number of all property owners and their agents.  |
| <u>          </u> | 8) 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 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. |
| <u>          </u> | 9) To satisfy the requirements of CEQA, an archaeological survey shall be submitted. (A list of Archaeological Consultants is available from the Planning Department.)  |

FORMS AND MAPS REQUIRED

Check (✓)

Applicant County

- \_\_\_\_\_ 10) 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. The 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.
- \_\_\_\_\_ 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 the Planning Department.)
- \_\_\_\_\_ 12) Required maps on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required data. **All maps shall be folded to fit in an 8 1/2" x 11" folder. NO ROLLED DRAWINGS WILL BE ACCEPTED.**
- \_\_\_\_\_ a) Twenty-five (25) copies of the tentative map, folded with signature block showing (including one 8 1/2" x 11" reduction).
- \_\_\_\_\_ b) Four (4) copies of a slope map noting the following slope range categories: 0 to 10%, 11 to 20%, 21 to 29%, 30% to 39%, 40% and over.
- \_\_\_\_\_ c) Four (4) copies of preliminary grading and drainage plan.
- \_\_\_\_\_ 13) Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.

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

Check (√)  
Applicant County

- \_\_\_\_\_ 1) Oak Resources Code Compliance Certificate.
- \_\_\_\_\_ 2) Oak Resources Technical Report prepared by a Qualified Professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan.
- \_\_\_\_\_ 3) Completed Oak Resources Technical Report Checklist, including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, as applicable.
- \_\_\_\_\_ 4) Security deposit for on-site oak tree/oak woodland retention and/or replacement planting (if proposed as part of project mitigation) consistent with Section 130.39.070.F (Security Deposit for On-Site Oak Tree/Oak Woodland Retention and Section 130.30.070.G (Security Deposit for On-Site Oak Tree/Oak Woodland Replacement Planting).
- \_\_\_\_\_ 5) Reason and objective for Impact to oak trees and/or oak woodlands.

**The following are optional, but desirable:**

- \_\_\_\_\_ 1) 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.
- \_\_\_\_\_ 2) A site-specific wetland investigation shall be required on projects with identified wetlands on the Important Biological Resources Map (located in the Planning Department), when proposed improvements will directly impact the wetland (reduce the size of the wetland area) or lie near the wetlands. (Available from the Planning Department are the U.S. Corps of Engineers requirements for a wetlands delineation study. A list of qualified consultants is also available.)
- \_\_\_\_\_ 3) (Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cut 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 15.14.240 of County Grading Ordinance for submittal detail.)

REQUIRED INFORMATION ON PRELIMINARY MAP

Check (√)  
Applicant County

- \_\_\_\_\_ 1) North point and scale.
- \_\_\_\_\_ 2) Project boundaries with dimensions.
- \_\_\_\_\_ 3) The approximate dimensions and area of all lots
- \_\_\_\_\_ 4) Adjacent ownership with book and page number of recorded deeds or parcel map references, and values of adjacent subdivisions.
- \_\_\_\_\_ 5) The location, names and right-of-way width of adjacent streets, highways, and alleys. Show access easements to a connection with a public road, together with deed or map reference documenting such access. If a new access is proposed through adjacent parcels, provide letter of authorization and a description of the access easement.
- \_\_\_\_\_ 6) Purpose, width, approximate location of all proposed and existing easements other than roads.
- \_\_\_\_\_ 7) Approximate radii of centerline on all street curves
- \_\_\_\_\_ 8) Grades and width of proposed and existing roads or road easements, with typical improvement cross-section.
- \_\_\_\_\_ 9) All structures, buildings, utility, transmission lines and dirt roads, and distances to existing and proposed property lines.
- \_\_\_\_\_ 10) Fire hydrant location, existing and/or proposed
- \_\_\_\_\_ 11) Existing water and sewer line locations.
- \_\_\_\_\_ 12) Contours of not more than ten-foot intervals which may be interpolated from 7.5 minute series U.S. Geological Survey Maps. Contours may be based on aerial photogrammetry or on-site survey.
- \_\_\_\_\_ 13) If phasing is proposed, show boundaries of each phase.
- \_\_\_\_\_ 14) The location, if present, of rock outcropping, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, springs, areas subject to inundation, and wetlands, and show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed.
- \_\_\_\_\_ 15) Identify areas subject to a 100-year flood, 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.
- \_\_\_\_\_ 16) Note any proposed trails within the project, and where applicable, connection to existing or proposed trail system.

REQUIRED INFORMATION ON PRELIMINARY MAP

Check (√)  
Applicant County

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | 17)   | The following information is to be listed on the preliminary map in the following consecutive order: |
| —     | —     | _____ | a) Owner of record (name and address)  |
| —     | —     | _____ | b) Name of applicant (name and address)  |
| —     | —     | _____ | c) Map prepared by (name and address)  |
| —     | —     | _____ | d) Scale   |
| —     | —     | _____ | e) Contour interval  |
| —     | —     | _____ | f) Source of topography  |
| —     | —     | _____ | g) Section, Township and Range   |
| —     | —     | _____ | h) Assessor's Parcel Number(s)   |
| —     | —     | _____ | i) Present zoning  |
| —     | —     | _____ | j) Total area  |
| —     | —     | _____ | k) Total number of parcels   |
| —     | —     | _____ | l) Minimum parcel area   |
| —     | —     | _____ | m) Water supply  |
| —     | —     | _____ | n) Sewage disposal   |
| —     | —     | _____ | o) Proposed structural fire protection   |
| —     | —     | _____ | p) Date of preparation   |

The Planning Department 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 AND BUILDING DEPARTMENT  
ENVIRONMENTAL QUESTIONNAIRE**

Project Title \_\_\_\_\_

Lead Agency El Dorado County Planning and Building Department

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** (attached additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**EL DORADO COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

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**AGREEMENT FOR PAYMENT OF PROCESSING FEES**

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Business or Name of Financially Responsible Party

Project/Facility Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project/facility is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in a statement/invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this project/facility. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. Projects with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing a project/permit of more than 90 days, Community Development Agency will not accept any subsequent applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits or any other permits under authority of the Community Development Agency. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, or any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.

Project/Facility No. \_\_\_\_\_

- 7. If the FRP appeals a decision on this project/facility, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, at the time of Appeal.
- 8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to County Revenue Recovery will be assessed an additional fourteen percent (14%).
- 9. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**FINANCIALLY RESPONSIBLE PARTY**

Business/  
Name \_\_\_\_\_

Representative  
Name \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**FINANCIALLY RESPONSIBLE  
PARTY/Representative:**

\_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_  
CDA Representative

**CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)**

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

**PREVIOUS FINANCIALLY RESPONSIBLE PARTY:**

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Street City State Zip

Date of release of financial responsibility: \_\_\_\_\_

# EL DORADO COUNTY PLANNING AND BUILDING DEPARTMENT

APPLICATION FOR: **PRELIMINARY SUBDIVISION MAP** FILE # \_\_\_\_\_

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 \_\_\_\_\_  
N / E / W / S major street or road

in the \_\_\_\_\_ area. **PROPERTY SIZE** \_\_\_\_\_  
acreage / square footage

[< pick from list >](#)

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**  
 **ZONING ADMINISTRATOR**  
 **PLANNING DIRECTOR**

**ACTION BY BOARD OF SUPERVISORS**

Hearing Date \_\_\_\_\_

Hearing Date \_\_\_\_\_

Approved  Denied (findings and/or conditions attached)

Approved  Denied (findings and/or conditions attached)

APPEAL:  Approved  Denied

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

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