

EL DORADO COUNTY PLANNING DEPARTMENT

2850 Fairlane Court, Placerville CA 95667

<http://www.co.el-dorado.ca.us/planning>

phone: (530) 621-5355 | fax: (530) 642-0508

SITE PLAN REVIEW

(Revised 01/04)

PURPOSE

The purpose of a site plan review is to provide for the review and approval of development projects consistent with the provisions of the Zoning Ordinance, where review is required or necessary to ensure compliance with adopted County standards, to provide appropriate on-site design of parking, circulation, building location, landscaping and lighting, and any other applicable zoning regulations. The Site Plan Review application is required for all new buildings within Commercial, Industrial, and Research & Development zone districts.

The Site Plan Review is also required for certain types of facilities as described in the referenced zoning ordinances:

1. Recycling collection facilities (Ordinance 17.14.160)
2. Ranch marketing activities (Ordinance 17.14.180)
3. Winery activities (Ordinance 17.14.190)
4. Cellular Communication Facilities (Ordinance 17.14.200)

The Planning Department also uses the Site Plan Review application for requests for administrative relief from agricultural protection setbacks (Ordinance 17.06.150 and Resolution No. 176-07).

The site plan review process may also be used to document the status of nonconforming uses or other situations where no other permit type is applicable.

INITIAL PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Department
2. Planning Department reviews submittal and makes determination on zoning conformance within fifteen (15) working days.

NOTE: Ranch marketing and winery activities require Agricultural Commission review, extending the determination by approximately 30-45 days.

APPEALS

A decision of the Planning staff may be appealed to the Planning Commission. Action by the Planning Commission may be appealed to the Board of Supervisors. Appeals must be made within ten (10) working days from date of decision and filed with the Planning Department with an appeal fee of \$100.⁰⁰.

FEES (Effective October 26, 1999)

ADMINISTRATIVE PERMIT, WIRELESS FACILITY (Building façade or roof-mounted antennae)	\$240
COMMERCIAL, INDUSTRIAL, RESEARCH & DEVELOPMENT	
With water-conserving landscape plan	\$320
Without water-conserving landscape plan	\$100
RECYCLING FACILITY	\$100
RANCH MARKETING OR WINERY	\$100
AGRICULTURAL SETBACK ADMINISTRATIVE RELIEF (Planning)	\$50*
NONCONFORMING USE / OTHER	\$120 (T&M)
*If subject to approval by the Agricultural Commission, no Planning fee is charged; however, a \$250 fee is required by the Agricultural Commission. T&M = Time and Materials	

NOTE: 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 the Planning Department. You may also call the Planning Department 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 the Planning Department at (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

REQUIRED SUBMITTAL INFORMATION for Site Plan Review

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.

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) | 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. |
| _____ | _____ | 5) | Narrative of project and request. |
| _____ | _____ | 6) | Provide name, mailing address and phone number of all property owners and their agents. |

SITE PLAN REQUIREMENTS

Two (2) copies of the site plan 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 shall be folded to fit in an 8½" x 11" folder. 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 parcels of land showing perimeter with dimensions. |
| _____ | _____ | 5) | All roads, alleys, streets, and their names. |

SITE PLAN REQUIREMENTS

Check (✓)
Applicant County

- _____ 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 17.18).
- _____ 9) Trash and litter storage or collection areas, and propane tank location(s).
- _____ 10) Total gross square footage of proposed buildings.
- _____ 11) Proposed/existing fences or walls.
- _____ 12) Sign location and size (if proposed).
- _____ 13) Pedestrian walkways, courtyards, etc. (if proposed).
- _____ 14) Exterior lighting (if proposed). (Refer to Zoning Ordinance 17.14.170)
- _____ 15) Existing/proposed water, sewer, septic systems, and wells (if applicable).
- _____ 16) Existing/proposed fire hydrants.
- _____ 17) The location, if present, of rock outcropping, 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.)
- _____ 18) 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.
- _____ 19) Note any proposed trails within the project; and where applicable, connection to existing or proposed trail systems.
- _____ 20) Summary table on plans (or attached) demonstrating compliance with zoning regulations regarding signs (Ordinance 17.16), parking (Ordinance 17.18), landscaping (Ordinance 17.18), and the lots development standards regarding maximum coverage (see applicable zone district development standards).

LANDSCAPE PLAN REQUIREMENTS (Two (2) copies
Required when parking facilities are proposed.

Check (√)
Applicant County

- _____ 1) Location, quantity, and a gallon size of proposed plant material (See Zoning Ordinance Section 17.18.090).
- _____ 2) 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 at the Planning Department.
- _____ 3) Location/type of irrigation proposed. The Landscape Plan will be required to meet the County's Water Conserving Landscape Standards, available at the Planning Department or online at <http://www.co.el-dorado.ca.us/planning>.

NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

APPLICATION FOR

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

_____ feet/miles _____ of the intersection with _____ major street or road

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**
 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