



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>

PRE-APPLICATION AND CONCEPTUAL REVIEW PROCESS

(Revised 02/09)

PURPOSE OF PRE-APPLICATION

It is the purpose of the pre-application process to:

- Review preliminary project design to ensure conformance with County policy and ordinances;
- Provide early identification of possible issues giving the applicant the opportunity to seek solutions or consider design alternatives before formal filing of an application;
- Suggest alternatives for the project which in the experience of the staff have improved chances of a recommendation for approval;
- Assist the applicant in determining the scope material required for submittal of an application, especially those which are complex or involve multiple applications; and
- Improve the quality of the application when submitted, thereby simplifying the processing of the application.

PURPOSE OF CONCEPTUAL REVIEW

It is the purpose of the conceptual review process to:

- Allow staff to prepare a minor report to the decision-makers that outlines the basic issues for discussion;
- Provide an opportunity for projects to receive early feedback from either the Planning Commission or Board of Supervisors in an informal (no vote) workshop setting; and
- Provide legal notice of the workshop, allowing public input, but allow the applicant to decide if input is requested at that time from the surrounding property owners.

WHEN A PRE-APPLICATION OR CONCEPTUAL REVIEW IS NEEDED

Typically, a potential applicant discusses a project over the counter with an individual planner. For small projects, the limited amount of time available at the counter (~20 minutes) may be adequate to address most of the issues and no fee for such review is necessary. For larger projects, more time is

generally needed to discuss specific issues and the planning process, so a Pre-Application meeting is suggested.

The Pre-Application process works especially well for those who may not be familiar with current County regulations and policies or for those who are attempting projects with new concepts, where some direction from county staff may be of value before committing substantial costs on a project.

A large or small Pre-Application may be suggested by staff depending on the complexities of the project or the amount of research necessary to address a particular issue. On a small Pre-Application, staff can spend up to five hours combined researching and/or meeting with the applicant, or preparing a written response before additional fees are requested. The large Pre-Application requires an initial deposit and staff bills their time to the account. The small Pre-Application meeting is generally attended by planning staff alone while the large Pre-Application can have other departments such as Transportation, Fire and Environmental Management.

If an applicant is interested in receiving early feedback from either the Planning Commission or Board of Supervisors on a specific project or an interpretation of an existing code, a Conceptual Review workshop can be scheduled. There may be times when a developer desires early feedback before committing significant resources to a project. The Conceptual Review workshop provides the necessary venue for a dialog with the decision makers. It is processed and paid for similar to the large Pre-Application.

PROCESS

An application form and the payment of fees are required as part of the submittal process for the small and large Pre-Application as well as Conceptual Review. Each Conceptual Review application is processed as a large Pre-Application. If a Pre-Application is requested and it is unclear from the list below which level should be requested, submit the fees for a small Pre-Application and the applicant will be informed by staff if the small fee needs to be converted to a large fee.

Typical small projects include: minor research by staff on a particular property, code section, etc., parcel maps, small subdivisions and small commercial or industrial development.

Typical large projects include: major research by staff, general plan amendments, rezones, planned developments, large tract maps and large commercial or industrial development.

If it is unclear as to what application fee to pay, please call the office and talk to a planner. Once submitted, a planner will be assigned within the first few days at which time the applicant will be contacted to schedule a meeting. Large Pre-Applications can include review by a number of agencies, so a Technical Advisory Committee (TAC) may be held to evaluate the proposed project. If the applicant desires to have a Conceptual Review workshop before a decision maker, more time is required in order to obtain information from the TAC group (if necessary) and to conduct any necessary research prior to preparing a memo and scheduling and noticing the hearing.

For more formal review specifically of subdivisions, including comments from affected agencies and other County departments, the "Preliminary Map" process may be used. Please contact the department for more information or go to our web page to download an application.

FEES

The current fee to initiate the pre-application review meeting is \$365 for a minor pre-application process (this is the common or standard process) or \$1065 deposit on time and materials for a major pre-application. Additional fees may be required for additional meetings, research, or other services. Staff will not exceed the \$365 fee for the small Pre-Application without first obtaining permission from the applicant. Please check the web site or call the office to confirm the exact application fee.

LIMITS OF STAFF RESPONSE

While staff will take utmost care to accurately represent County Codes, policies and applicable past positions of staff, the Planning Commission and the Board of Supervisors, it should be noted that matters discussed in the Pre-Application meeting should be not construed to bind, restrict or obligate the staff or review boards when processing a subsequent application. A more thorough review that occurs during the formal application process could reveal issues and circumstances that were not known or reviewed during the much shorter review of the Pre-Application review process. Further, it is incumbent on the part of the applicant to obtain and understand all applicable Codes and policies.

SUBMITTAL PROCESS

To initiate this process, submit an application (attached or on the web) requesting a Pre-Application meeting or a Conceptual Review workshop, and enclose a check made payable to Development Services in the amount of \$365 or \$1065. Mail or hand deliver application and any supplemental information to Planning Services, Building C, 2850 Fairlane Court, Placerville, CA 95667.

NUMBER OF COPIES

Minor Pre-Application: 3 copies of all application and supplemental materials

Major Pre-Application: 5 copies of all application and supplemental materials

Conceptual Review Workshop: 10 copies of all application and supplemental materials

PRE-APPLICATION/CONCEPTUAL REVIEW SUBMITTAL INFORMATION

There are no minimum submittal requirements for the Pre-Application meeting. However, the following is a list of desirable information that should be available, to the extent practical, for staff to maximize the productivity of the Pre-Application meeting. The items with an asterisk (*) below must be submitted for the Conceptual Review workshop if a development project is proposed:

1. Assessors Parcel Map noting the subject parcel. *
2. Time and Material form signed*
3. A conceptual site plan or map plan, preferably showing the following: *
 - a. Number of units or lots, approximate size of lots, and overall density (buildings, square footage, parking and if multi-family housing or town homes/condos.)

- b. Access to the site from County or State road system.
 - c. Existing zoning and Land Use designation, and any proposed zoning or Land Use designation changes.
 - d. Such items as existing/proposed open space, recreation areas, and trail systems.
 - e. Identification of wetlands, reservoirs, creeks, slopes which are 30% or greater, key types of vegetation (trees, shrubs, grass), and any other significant natural features. The presence of these features can be approximated.
 - f. Any information on previous applications and parcel creation, existing code violations, nonconforming uses, etc. that would be helpful to staff.
4. Aerial photograph of the project area.*
5. Any other information which helps to define the proposal, including preliminary grading, drainage, etc., which may help the review team understand and comment on the proposed project.

Like all other programs, this service is intended to meet your needs in a timely and inexpensive manner. If after the review, you have comments and suggestions on the value of the service or how it can be improved, please let us know.



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- I request a Pre-Application meeting
- I request a Conceptual Review workshop with the Planning Commission
- I request a Conceptual Review workshop with the Board of Supervisors

ASSESSOR'S PARCEL NUMBER(s) _____

PROJECT NAME/REQUEST (Describe proposed use and use separate sheet if necessary):

IF SUBDIVISION/PARCEL MAP: Create _____ lots, ranging in size from _____ to _____ acre(s)/square feet

IF ZONE CHANGE: From _____ to _____ IF GENERAL PLAN AMENDMENT: From _____ to _____

APPLICANT/AGENT _____

Mailing Address _____
P.O. Box or Street _____ City _____ State & ZIP _____
 Phone _____ FAX _____

PROPERTY OWNER _____

Mailing Address _____
P.O. Box or Street _____ City _____ State & ZIP _____
 Phone _____ FAX _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____
P.O. Box or Street _____ City _____ State & ZIP _____
 Phone _____ FAX _____

LOCATION: The property is located on the _____ side of _____
N / E / W / S Street or Road

_____ feet/miles _____ of the intersection with _____
N / E / W / S Major Street or Road

in the _____ area. PROPERTY SIZE _____
Acre(s) / Square Feet

X _____ Date _____
Signature of property owner or authorized agent

FOR OFFICE USE ONLY

Date _____ Fee \$ _____ Receipt # _____ Rec'd by _____ Census _____

Zoning _____ GPD _____ Supervisor District _____ Sec _____ TwN _____ Rng _____

Pre-application completed by: _____ Date completed: _____