



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

(530) 621-5355 | fax: (530) 642-0508 | <http://www.edcgov.us/planning>

PRE-APPLICATION AND CONCEPTUAL REVIEW PROCESS

(Revised 03/11)

PURPOSE OF PRE-APPLICATION

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

- Review preliminary project design to ensure conformance with County Policies and Ordinances;
- Provide early identification of issues giving the applicant the opportunity to seek solutions or consider alternative designs before the 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 of 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 workshop setting without benefit of a vote; 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

The Pre-Application is an optional process designed 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.

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. The Conceptual Review workshop provides a structural discussion before the decision-makers.

PROCESS

An application form and the payment of fees are required as part of the submittal process for the minor and major Pre-Application. The Conceptual Review application is processed as a major Pre-Application.

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

Typical major Pre-Application 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 which application fee to pay, please call Planning Services at (530) 621-5355 and speak with 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. Major 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 the decision-makers, 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 the web page to download an application.

FEES

Current application fees may be obtained by contracting Planning Services at (530) 621-5355 or by accessing the on-line Fee Schedule at <http://www.edcgov.us/Planning/fees.html>.

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 the application fees from the Current Fee schedule. 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

Existing Form



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SUBMITTAL INFORMATION

for

PRE-APPLICATION/CONCEPTUAL REVIEW

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. **All plans and maps MUST be folded to 8 1/2" x 11"**. The items with an asterisk (*) below must be submitted for a Conceptual Review Workshop.

Choose at least one:

- 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

Check

(√)

Applicant

County

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Assessors Parcel Map noting the subject parcel.* |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) A conceptual site plan or map plan, preferably showing the following:* |
| <input type="checkbox"/> | <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Access to the site from County or State road system. |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Existing Zoning and Land Use designation, and any proposed zoning or Land Use designation changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Such items as existing/proposed open space, recreation areas, and trail systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Any information on previous applications and parcel creation, existing code violations, nonconforming uses, etc. that would be helpful to staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Aerial photograph of the project area.* |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) 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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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: _____