



EL DORADO COUNTY PLANNING SERVICES

2850 Fairlane Court, Placerville, CA 95667 (530) 621-5355 <http://edcgov.us/Planning/>

SPECIAL USE PERMIT (Revised 12/2014)

This packet is available on our website

PURPOSE

Within each zone district there are land uses permitted by right and land uses permitted only by approval of a special use permit. Land uses which are permitted by right are typically authorized by issuance of a building permit or business license. Those uses which are permitted only by the special use permit process are those which are not typically found in the applicable zoning district and may be injurious to the neighborhood if not properly controlled. However, the special use permit may be approved after public notice, public hearing, and subject to conditions which may limit or control the use. This process is also used in some special circumstances such as location of transmission lines, mining operations, excess height of structures/fences, off-premise signs, modification of non-conforming parking or landscaping, expansion of non-conforming uses and placement of caretaker mobile homes on church or school sites.

REQUIRED FINDINGS

In accordance with Section 130.22.540 of the Zoning Ordinance, the following findings must be made by the Zoning Administrator or Planning Commission before the special use permit can be approved:

1. The issuance of the permit is consistent with the general plan;
2. The proposed use would not be detrimental to the public health, safety and welfare, or injurious to the neighborhood; and
3. The proposed use is specifically permitted by special use permit pursuant to this Title.

PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to Planning Services.
2. Planner is assigned and the application is distributed to affected agencies for consultation and recommendation.
3. Assigned planner and representative from Transportation Division perform site visit and meet on-site with the applicant/agent, if necessary.
4. Draft environmental document is prepared and conditions of approval are drafted (or recommendation for denial is proposed).

Based upon the provisions set forth in the California Environmental Quality Act (CEQA), a Negative Declaration or Mitigated Negative Declaration may be prepared for a proposed project that *will not* have significant environmental impacts, or where those impacts can be mitigated to a less than significant level, respectively. However, if the project *will* have significant environmental impacts that cannot be mitigated, an Environmental Impact Report (EIR) is required. Certain projects may be listed in CEQA as Statutorily or Categorically Exempt from those provisions, in which case the timing and processing of the project is expedited. If it is determined that an EIR is required for

your project, processing of the application is placed on “hold” status. The project only proceeds if the applicant agrees to fund the more costlier EIR process. The applicant has the right to appeal the decision to require an EIR to the Board of Supervisors.

5. Applicant/agent meet with the Technical Advisory Committee (TAC - staff representatives of affected agencies) to discuss environmental review, conditions of approval (or recommendation for denial), and potential hearing date(s).

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 when the issue is resolved.

6. Project is noticed in the local newspaper advertising the required 30-day public review period for Negative Declarations as set by State law, or noting the project is Categorically Exempt from CEQA review.
7. Applicant receives the staff report at least two weeks prior to the public hearing which includes staff recommendation and proposed conditions of approval or mitigation measures.
8. Public hearing is conducted before the Zoning Administrator or Planning Commission where a final decision is made unless appealed by the applicant or affected party
9. An appeal may be filed by either the applicant or affected party within ten working days after decision.
10. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Zoning Administrator or Planning Commission decision).

TIMING

Steps 1 through 5 are typically completed within 60 days. The remaining steps are more flexible depending on the complexity of the application. Most applications will reach public hearing in four months. If appealed, an additional 30 days is required for the Board of Supervisors to hear the matter.

HEARING

Applications must be heard by either the Zoning Administrator (minor applications) or the Planning Commission (major applications), depending on the complexity of the application. More complex applications are typically heard by the Planning Commission. All public hearings are advertised in a local newspaper and notice is mailed to all property owners within a minimum 500-foot radius of the subject property.

APPEALS

Decisions made by the Zoning Administrator and Planning Commission may be appealed to the Board of Supervisors within ten working days from the date of decision. If an appeal is made, the matter is heard at a public hearing of the Board of Supervisors, with notice given as described above.

FEES

Current application fees may be obtained by contacting Planning Services at (530) 621-5355 or by accessing Planning Services online fee schedule at <http://edcgov.us/Government/Planning/Fees.aspx>.

NOTE: Should your application be denied, application fees are nonrefundable. 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. If the public hearing notice has been advertised, fees are nonrefundable.

NOTE: In accordance with State Legislation (AB3158), you will be required to pay a State Department of Fish and Wildlife fee after approval of your application prior to the County filing the Notice of Determination on your project. This fee that increases annually, less \$50.⁰⁰ processing fee, is forwarded to the State Department of Fish and Wildlife and is used to help defray the cost of managing and protecting the State's fish and wildlife resources. If the project is found to have no effect on fish and game resources or otherwise exempt, only the \$50.⁰⁰ processing fee is required to file the Notice of Exemption with the State. These fees are due immediately after project approval, checks payable to "El Dorado County" and submitted to Planning Services for processing.

CONVERSION TO TIME AND MATERIALS

When in the opinion of the Development Services 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 Development Services 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.

CONDITIONS OF APPROVAL

As an applicant, you should be aware that environmental mitigation measures or other requirements will likely be made conditions of approval. Depending on the nature of the application, conditions of approval might involve landscaping, protection of riparian areas, fencing, paving of parking or access road, limited hours of operation, etc.

If your application involves a building permit, you should be aware of other costs that may be part of the building permit process that typically follows approval of an application. In addition to normal building permit fees, you will likely be required to pay traffic impact mitigation (TIM) fees, school fees based on square footage of the proposed building, plus fire and solid waste fees. The County Building Services has an informational document on commercial projects which identifies the extent of fees that may be required. It is also beneficial to contact those departments or agencies requiring the fees to determine actual estimated costs.

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 Services 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 Planning Services at (530) 621-5355.



EL DORADO COUNTY PLANNING SERVICES

2850 Fairlane Court, Placerville, CA 95667 (530) 621-5355 <http://edcgov.us/Planning/>

REQUIRED SUBMITTAL INFORMATION for Special Use Permit

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. **All plans and maps MUST be folded to 8½" x 11"**.

FORMS AND MAPS REQUIRED

Check (✓)
Applicant County

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 1) | Application form, 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) | A copy of official Assessor's map, showing the property outlined in red. |
| _____ | _____ | 5) | 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. |
| _____ | _____ | 6) | Environmental Questionnaire form, completed and signed. |
| _____ | _____ | 7) | Provide name, mailing address and phone number of all property owners and their agents. |
| _____ | _____ | 8) | 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. |
| _____ | _____ | 9) | If off-site sewer or water facilities are proposed to serve the project, provide four 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. |
| _____ | _____ | 10) | A written, detailed description of the proposed use and operation (hours of operation, unusual equipment, number of employees, etc.). |
| _____ | _____ | 11) | Four copies of a tree preservation plan. The tree plan shall accurately include the following: |
| _____ | _____ | a) | General identification of the tree canopy, noting significant tree types (pine, oak, etc.) where such groups are clearly distinguishable. Identification of the tree canopy shall be determined from base aerial photographs or by an on-site survey performed by a qualified licensed arborist or botanist. |

FORMS AND MAPS REQUIRED

Check (✓)
Applicant County

_____ b) Parcels having oak canopy cover of at least ten percent (10%) are subject to oak canopy coverage retention or replacement standards as follows:

<u>Existing Canopy Cover</u>	<u>Percent of Canopy Cover to be Retained or Replaced</u>
80 - 100 percent	60 percent of existing canopy
60 - 79 percent	70 percent of existing canopy
40 - 59 percent	80 percent of existing canopy
20 - 39 percent	85 percent of existing canopy
19 percent or less	90 percent of existing canopy

_____ c) Where item (b) above applies and oak trees will be removed as the result of project improvements, a replacement plan shall be included with application submittal. The replacement plan shall include a mitigation monitoring plan to ensure that proposed replacement oak trees survive.

_____ d) Identify on the tree canopy map the location and size of all trees with a diameter of twenty inches or greater diameter at breast height, in all of the following situations where trees would likely be removed:

_____ i) Within building envelope areas when such are proposed, or on any lot less than twenty thousand (20,000) square feet in area when building envelopes are not proposed.

_____ ii) In any situation where the tree or its dripline lie within any proposed road, driveway, leach field area, or cut or fill slope area:

_____ 1) Provide a count of the total number of trees eight inches or greater in diameter at breast height, that will likely be removed due to proposed construction.

_____ 2) Any provisions for tree preservation, transplanting, or replacement, shall also be noted on the plan.

_____ 12) If located within Gabbro and Serpentine soils, rare plants may exist on-site. The State Department of Fish & Wildlife 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. To avoid potential delays, you may choose to provide this survey with application submittal. (A list of possible Botanical Consultants is available at Planning Services.)

_____ 13) Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.

FORMS AND MAPS REQUIRED

Check (✓)
Applicant County

_____ 14) 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 110.14.240 of County Grading Ordinance for submittal detail)

The following items may also be required depending on the type and scale of the application:

_____ 15) A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Building, Suite #103, Sacramento, CA 95819-6100, phone number (916) 278-6217. If the record search identifies a need for a field survey, a survey shall be required. (A list of Archaeological Consultants and survey requirements is available at Planning Services.) Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors, available at Planning Services.

_____ 16) A site-specific wetland investigation shall be required on projects with identified wetlands on the Important Biological Resources Map (located in Planning Services), when proposed improvements will directly impact the wetland (reduce the size of the wetland area) or lie near the wetlands. (Available from Planning Services are the U.S. Corps of Engineers requirements for a wetlands delineation study. A list of qualified consultants is also available.)

_____ 17) 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. Such study shall define the existing and projected noise levels and define how the project will comply with standards set forth in the General Plan.

_____ 18) Where special status plants and animals are identified on the Important Biological Resources Map located in Planning Services, an on-site biological study shall be required to determine if the site contains special status plant or animal species or natural communities and habitats.

_____ 19) An air quality impact analysis shall be provided utilizing the El Dorado County Air Pollution Control District's "Guide to Air Quality Assessment."

_____ 20) A traffic study shall be provided utilizing El Dorado County Department of Transportation's "Impact Study Guideline".

SITE PLAN REQUIREMENTS

Twenty-five copies of the site plan detailing what exists on the site at 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 8½" x 11", plus one 8½" x 11" reduction. NO ROLLED DRAWINGS WILL BE ACCEPTED BECAUSE THESE PLANS MUST BE SUITABLE FOR MAILING.** 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 parcel of land showing perimeter with dimensions.
- _____ 5) All roads, alleys, streets, and their names.
- _____ 6) Location of easements, their purpose and width.
- _____ 7) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, septic systems and wells, etc.).
- _____ 8) Parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 130.18).
- _____ 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).
- _____ 15) Existing/proposed fire hydrants.
- _____ 16) 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.)
- _____ 17) 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.
- _____ 18) Note any proposed trails within the project; and where applicable, connection to existing or proposed trail systems.

PRELIMINARY LANDSCAPE PLAN REQUIREMENTS

Required when parking facilities are proposed or otherwise at planner's discretion.
(Ten copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Location, general type (pine, oak, etc.) and size of all existing trees, 20 inch DBH (Diameter at Breast Height) diameter or greater in those areas that are subject to grading or otherwise may be removed/affected by proposed improvements.
- _____ 2) Note quantity/type of trees to be removed
- _____ 3) Location, quantity, and a gallon size of proposed plant material (See Zoning Ordinance Section 130.18.090).
- _____ 4) 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 Planning Services.
- _____ 5) Location/type of irrigation proposed. (NOTE: The final Landscape Plan will ultimately be required to meet the County's Water Efficient Landscape Ordinance. Copies are available at Planning Services)

PRELIMINARY GRADING AND DRAINAGE PLAN

Required whenever any grading is proposed.
(Ten copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Contours or slope data (pursuant to Chapter 110 of County Code Grading and Drainage Ordinance).
- _____ 2) Drainage improvements, culverts, drains, etc.
- _____ 3) Limits of cut and fill.

PLAN OF BUILDING ELEVATIONS

Required whenever a new structure or addition is proposed.
(Ten copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Building design, elevations of all sides.
- _____ 2) Exterior materials, finishes, and colors.
- _____ 3) Existing/proposed signs showing location, height, and dimensions. Include sign plan for project with multiple businesses.

Planning Services 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 DEPARTMENT ENVIRONMENTAL QUESTIONNAIRE

Project Title _____

Lead Agency _____

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 (attach additional sheets if necessary)

MITIGATION MEASURES (attach 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 PLANNING SERVICES

2850 Fairlane Court, Placerville, CA 95667 (530) 621-5355 http://edcgov.us/Planning/

SPECIAL USE PERMIT

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 _____
P.O. Box or Street _____ City _____ State & Zip _____

Phone () _____ EMAIL: _____

PROPERTY OWNER _____

Mailing Address _____
P.O. Box or Street _____ City _____ State & Zip _____

Phone () _____ EMAIL: _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____
P.O. Box or Street _____ City _____ State & Zip _____

Phone () _____ EMAIL: _____

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 _____
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

ACTION BY BOARD OF SUPERVISORS

Hearing Date _____

Hearing Date _____

Approved _____ Denied _____
findings and/or conditions attached

Approved _____ Denied _____
findings and/or conditions attached

Executive Secretary _____

APPEAL: Approved _____ Denied _____