



**City of Placerville
Planning Department**

**Conditional Use Permit
Process**

This document provides a brief discussion of the Conditional Use Permit process within the City of Placerville. Individuals needing additional information or clarification should contact the Planning Division at (530) 642-5252.

Use permits are required for certain land uses that have a distinct impact on the area in which they are to be located, or are capable of creating special problems to adjacent properties. The Planning Commission may approve use permits subject to compliance terms and conditions (Placerville Zoning Ordinance, Section 10-3-6).

STEP 1: APPLICATION

Applications for Conditional Use Permits are submitted to the Planning Division in writing, using an application form obtained from the Planning Division, or the City website (www.cityofplacerville.org) and accompanied by a fee set by resolution of the City Council. Fifteen copies of a site plan are normally required with the application and fees. At a minimum, the following information shall be provided on a site plan:

- Date, north arrow, scale, gross acreage
- Name and address of owner(s) of record, engineer, architect or surveyor
- Existing and proposed easements showing location and width
- All property lines, including lot dimensions
- Existing Improvements both on and immediately adjacent to the site, including public rights-of-way (curb, gutter, sidewalk, utilities, fire hydrants, utility boxes, transformers, vaults, ground mounted air conditioners and light poles)
- Location and floor plan of proposed uses
- Building footprints and setbacks
- Parking spaces, labeled by type (compact, handicapped, loading), driveways
- Existing structures to remain, natural features
- Proposed Improvements
- Parking, driveway on lot and abutting properties
- Existing trees and landscaped areas

Note: Check with the Planning Division prior to submittal for possible required additional information.

Since a conditional use permit is a discretionary action by the City, the action must be evaluated to determine if it would potentially impact the environment. Therefore the action could be considered a “project” under the California Environmental Quality Act, and an Environmental Assessment application and fee must also be submitted. All application information must be submitted to the Planning Division before the application will be considered complete, including the application fees.

STEP 2: APPLICATION REVIEW

The City's Planning and Engineering Divisions review the application for completeness. If the City deems the application complete then the preparation of an environmental document, per the California Environmental Quality Act (CEQA), will begin.

If all application requirements have not been satisfied, the applicant will be notified by the Planning Division within thirty (30) days from when the application was submitted.

STEP 3: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The Planning Division then must determine whether a project is exempt from, or subject to, CEQA. If the project is subject to CEQA, an Initial Study shall be performed.

The Planning Division has thirty (30) days from the date the application is deemed complete to complete an Initial Study for the project and make a determination on whether a Negative Declaration or Environmental Impact Report is to be prepared.

Public notice and a public review period shall be provided by the Planning Division for all proposed Negative Declarations or Environmental Impact Reports pursuant to CEQA Guidelines.

STEP 4: PLANNING COMMISSION HEARING

The Planning Division reviews the application, the prepared environmental document if applicable, and then prepares a report for the Planning Commission. The report includes the application's relationship to the Placerville's Zoning Code, General Plan and relevant specific plans. It also includes comments and recommended conditions from other City departments and government agencies.

A copy of the report will be provided to the Planning Commission at least five (5) working days prior to any hearing or action on the request. Upon the report's availability to the Commission, it will become available to the public.

A public hearing is held by the Planning Commission to review the Conditional Use Permit. The applicant and his/her agent are strongly encouraged to attend. The Planning Commission may disapprove, approve or approve the request with conditions. Within five (5) days after the Planning Commission action, the Planning Division will notify the applicant of the Commission action. Notification will include any conditions of approval.

APPEAL

If the applicant, or any person, is dissatisfied with the action of the Planning Commission they may appeal to the City Council. A project appeal must be submitted within 10 calendar days of the Planning Commission action.

To appeal, the following must be submitted to the City Clerk:

- A completed appeal application form, and
- An appeal application fee made payable to the City of Placerville (Contact the Planning Division for the current appeal fee).

The City Council will set a date for a public hearing. The City Council may affirm or reverse the decision of the Planning Commission. They may also substitute its decision for that of the Commission, based on the record of appeal and the evidence received at the hearing on appeal.