



**City of Placerville
Development Services
Department**

**CONDITIONAL USE PERMIT
APPLICATION CHECKLIST**

FILING INSTRUCTIONS: Complete application must be received by the Planning Division well in advance of a scheduled Planning Commission meeting to allow staff to review application for completeness, to prepare, publish and post public hearing notifications, and to prepare staff's report to the Planning Commission. An appointment is required to submit the application.

PROCESSING PROCEDURE: Use Permit applications are reviewed during a public hearing by the Planning Commission in accordance with the Development Code, Title 16, Chapter 16.76, and unless otherwise advised by the Planning Division, applicants or their authorized representatives are required to attend the meeting to present their project to the commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting.

1) POSTING REQUIREMENTS: See attached, *City of Placerville Policy For Posting Properties For Development Projects*

2) APPLICATION SUBMISSION CHECKLIST REQUIREMENTS (Include this checklist with your submission): Unless otherwise determined by the Planning Division, an application for a Conditional Use Permit must include the following:

Applications and Fees

- Completion of the Planning Application Form
- Conditional Use Permit Application fee
 - Major: Should project require a California Environmental Quality Act (CEQA) Initial Study / Negative Declaration/ Environmental Impact Report be required;
 - Minor: Should project be CEQA categorically or statutorily exempt.
- Environmental Information Form
- Environmental Assessment / Initial Study fee (if Major Conditional Use Permit)

Plans and Exhibits

- Site Plan**, accurately drawn to scale. Include the following:
 - General location/vicinity map of proposed site in relation to major streets and adjacent properties.
 - Scale, north arrow and date.
 - Name and phone number of person preparing plan. A licensed architect, landscape architect and/or civil engineer should wet stamp and sign off final plans as appropriate.
 - All property lines with distances, including existing and proposed easements.
 - All existing features on the site including topography, any structures, street frontage improvements (i.e. curbs, gutters, sidewalks, edge of paving), utilities, power poles, easements, parking areas, trees, creeks, etc. and name of adjoining streets, or right-of-way easements and nearest cross street.
 - Identify any structures, utilities or trees (location and species) to be removed.

- Locations and dimensions of proposed uses, including all buildings, accessory structures, driveways, parking spaces, service or loading areas, trash enclosures, outdoor storage, seating or use areas, fencing, landscape areas, mechanical equipment/control panels.
- Include distance from all structures to property lines.

Floor Plan, accurately drawn to scale:

- Proposed interior use of building.
- Include total square footage of any areas proposed for different uses (i.e. retail, customer service, storage, office, manufacturing, etc.).

Existing and Proposed Elevations, accurately drawn to scale, if exterior building modifications are proposed.

Submission requirements:

- Ten (10) copies of the following at no larger than 24" x 36" (unless otherwise directed by Department staff):
 - Site Plan
 - Floor Plan
 - Existing and Proposed Elevations
- One (1) reduced copy of the required plans and exhibits to accompany full-size plans
- PDF of Exhibits: High quality PDF files of all exhibits are required. Files may be submitted on disc with the planning application or may be emailed to the Department.
- Environmental Information Form (complete)
- Additional studies (traffic, sewer, water, etc.) as required by Department staff.
- Completion of the following as to how your request conforms to the following questionnaire. Use additional pages as necessary:

3) CONDITIONAL USE PERMIT QUESTIONNAIRE: On separate page(s) as necessary, provide responses to the following:

1. Describe how and why the intended conditional use is necessary or desirable for the development of the community; is in harmony with the various elements or objectives of the City's General Plan, City Code, and is not detrimental to existing uses or uses specifically permitted in the zone in which the proposed use is to be located.
2. Describe how and why the site for the intended conditional use is adequate in size and shape to accommodate such use and all the yards, setbacks, walls or fences, landscaping, and other features required in order to adjust such use to those existing or permitted future uses on land in the neighborhood.
3. Describe how and why the proposed conditional use on the subject property will not increase traffic in the area beyond the capacity of existing streets and highways.
4. Describe how and why the proposed conditional use will not be materially detrimental to the public health, safety and general welfare, or injurious to the property or improvements in such vicinity and zone in which the property is located.

I, _____, hereby acknowledge that the above information is true and correct.

Applicant Signature

Date

Applicant Printed Name

APPEAL PROCEDURE: Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, within ten (10) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one (1) Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.



CITY OF PLACERVILLE
PLANNING APPLICATION

Date:
Zoning: GP:
File No:
Filing Fee (PZ):
Filing Fee (EN):
Receipt No:

REQUEST FOR:

- Annexation
Boundary Line Adjustment
Certificate of Compliance
Conditional Use Permit
Environmental Assessment
Environmental Impact Report
Final Subdivision Map
General Plan Amendment
General Plan Consistency
Historic District Review
Landscape Plan Review
Map Amendment
Merger
Minor Deviation
Planned Development
Preliminary Plan Review
Sign Package Review/ Amendment
Site Plan Review
Temporary Commercial Coach
Temporary Use Permit
Tentative Parcel Map
Tentative Subdivision Map
Variance
Zone Change

DESCRIPTION:

[Empty box for description]

ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY

City Ordinance #1577 established a Fee & Service Charge System. In some cases, project review will require the services of specialists under contract to do work that City Staff cannot perform. In these cases, the applicant shall pay the direct cost of these services plus fifteen percent (15%) for City Administration.

PROJECT APPLICANT

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

APPLICANT'S REPRESENTATIVE (if different)

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

PROPERTY OWNER(S)

NAME:
MAILING ADDRESS:
EMAIL:

PHONE:

SURVEYOR, ENGINEER, ARCHITECT, OR OWNER'S REPRESENTATIVE (if applicable)

NAME: PHONE:
MAILING ADDRESS:
EMAIL:

DESCRIPTION OF PROPERTY (Attach legal deed description) []

STREET ADDRESS:
ASSESSOR'S PARCEL NO.(S):

Above described property was acquired by owner on
Month Day Year

File Number: _____

Date Filed: _____

CITY OF PLACERVILLE

ENVIRONMENTAL INFORMATION FORM

(To Be Completed By Applicant)

This form is required to be completed, returned and accepted as complete by the City prior to the application for the project is determined complete.

A. GENERAL INFORMATION

Project Title or Name: _____

City: _____

Name of Owner: _____ Telephone: _____

Address: _____

Name of Architect, Engineer or Designer: _____

Address: _____ Telephone: _____

Project Location: _____

Assessor's Parcel Number(s): _____

General Plan Designation: _____

Zoning: _____

Property size

Gross (sq. ft./acre): _____

Net (sq. ft./acre) (total minus areas of public streets and proposed dedications) : _____

Please answer all of the following questions as completely as possible.

B. PROJECT DESCRIPTION

1. Type of project and description: _____

2. What is the number of units/parcels proposed? _____

3. What is the gross number of units per acre? _____

4. Site Size: _____

5. Square footage of each use: _____

6. Number of floors of construction: _____

7. Amount of off-street parking provided: _____

8. Attach plans showing streets, utilities, existing and proposed contours (grading), drainage, all existing large trees (24" in circumference), existing and proposed buildings surrounding uses and/or buildings, landscape areas, parking areas, driveways, pedestrian walkways, exterior lighting, trash collection area, sign locations.

9. Proposed scheduling: _____

10. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: _____

11. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: _____

12. If industrial, indicate type, estimated employment per shift, and loading facilities

13. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:_____

14. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:_____

15. Provide an analysis of traffic generated by the project and how it will impact existing traffic.

16. If the project is in a location of known mining activity, a complete geological analysis shall be submitted.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	YES	NO
17. Change in existing features of any hills or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
18. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
19. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
20. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
21. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change lake, stream or ground water quality or quantity, or alteration of existing drainage patters.	<input type="checkbox"/>	<input type="checkbox"/>
23. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
24. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
25. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantially increase fossil fuel consumption (oil, natural gas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
28. Is this project part of a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL SETTING

29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted. _____

30. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted. _____

GEOLOGY AND SOILS

31. Identify the percentage of land in the following slope categories: (The applicant may wish to submit a map showing slopes.)

___ 0 to 10% ___ 11 to 15% ___ 16 to 20% ___ 21 to 29% ___ 30 to 35% ___ Over 35

32. Have you observed any building or soil settlement, landslides, rock falls mining or avalanches on this property or in the nearby surrounding area? _____

If yes, please explain: _____

33. Describe the amount of cut and fill necessary for the project: _____

DRAINAGE AND HYDROLOGY

34. Is the project located within a flood plain? If so, describe and show area subject to flooding on a map. _____

35. What is the distance to the nearest body of water, stream or year round drainage channel? Name of the water body: _____

36. Will the project result in the direct or indirect discharge of silt or any other particles in noticeable amounts into any streams? _____

37. Will the project result in the physical alteration of a natural body of water or drainage way? If so, in what way? _____

38. Does the project area contain any wet meadows, marshes or other perennially wet areas? _____ **If so, delineate this area on Site Plan.**

VEGETATION AND WILDLIFE

39. What is the predominant vegetative cover on the site (trees, brush, grass, etc.)? Estimate percentage of each: _____

40. How many trees of 7.5-inch diameter or 20 feet high will be removed when this project is implemented? _____

FIRE PROTECTION

41. What is the nearest emergency source of water for fire protection purposes? (Hydrant, pond, etc.): _____
42. What is the distance to the nearest fire station? _____
43. Will the project create any dead-end roads greater than 300 feet in length? _____
44. Will the project involve the burning of any material, including brush, trees and construction materials? _____

NOISE

45. Is the project near a heavy commercial area, industrial area, freeway or major highway? If so, how far? _____
46. What types of noise would be created by the establishment of this land use, both during and after construction? _____

AIR QUALITY

47. Would any noticeable amounts of air pollution, such as smoke, dust or odors be produced by this project? _____

WATER QUALITY

48. What is the proposed water source: EID City of Placerville Well Other
49. What is the water use? (residential, agricultural, industrial or commercial): _____

HAZARDS

50. Is the site listed on California Environmental Protection Agency's Hazardous Site List? _____
- If yes, what is the regulatory identification number: _____
- Date of list: _____

AESTHETICS

51. Will the project obstruct scenic views from existing residential areas, public lands, public bodies of water or roads? _____

ARCHAEOLOGY/HISTORY

52. Do you know of any archaeological or historical areas within the boundaries or adjacent to the project? (example: Indian burial grounds, gold mines, etc.): _____

SEWAGE

53. What is the proposed method of sewage disposal? N/A
 Septic System City Sewer Other: _____
54. Would the project require a change in sewage disposal methods from those currently used in the vicinity? _____

TRANSPORTATION

- 55. Will the project create any traffic problems or change any existing roads, highways, or existing traffic patterns? _____
- 56. Will the project reduce or restrict access to public lands, parks or any public facilities? _____
- 57. Will the project change the L.O.S. on any existing roads? _____

GROWTH INDUCING IMPACTS

- 58. Will the project result in the introduction of activities not currently found within the community? _____
- 59. Could the project serve to encourage development of presently undeveloped areas, or increases in development intensity of already developed areas (examples: include the introduction of new or expanded public utilities, new industry, commercial facilities or recreation activities)? _____
- 60. Will the project require the extension of existing public utility lines? ___ If So, identify and give distances: _____

GENERAL

- 61. Will the project involve the application, use or disposal of potentially hazardous materials, including pesticides, herbicides, other toxic substances or radioactive material? _____
- 62. Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, trees, minerals or top soil)? _____
- 63. Could the project create new, or aggravate existing health problems (including, but not limited to flies, mosquitoes, rodents and other disease vectors)? _____
- 64. Will the project displace any community residents? _____

Discuss any yes answers to the previous questions, use additional sheets if necessary.

MITIGATION MEASURES

Proposed mitigation measures for any of the above questions where there will be an adverse impact, use additional sheets if necessary: _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

CD-021-P
3/15

For _____

**CITY OF PLACERVILLE POLICY FOR
POSTING PROPERTIES FOR DEVELOPMENT PROJECTS**

It is the policy of the City of Placerville that notice is provided to the persons who may be affected by a development project as soon as possible. The Council has determined that the best way to accomplish this is to post the property proposed to be developed at the time an application is filed for development. The responsibility for posting will be the applicant for the development. The process will be as follows:

1. INITIAL CONTACT -The applicant will contact the Planning Division regarding the potential of developing a property. If the applicant decides to continue, they will be provided a development application which will include the City policy on posting properties.
2. SECONDARY CONTACT- The applicant will contact the Planning Division prior to the construction of the required sign(s) to acquire the "Project No." information.
3. SUBMITTAL OF APPLICATION -The applicant will submit the completed application to the City. At the time the applicant will provide evidence that the property has been posted in accordance with the City's posting policy.

The attached detail provides the minimum requirements for the construction of the sign. It is the responsibility of the applicant to provide for the construction of the sign and the applicant is also responsible for the placement and to maintain the sign.

For the following application requests, the sign shall be two feet (2') by two feet (2') in size: Zone Changes, Subdivisions and General Plan Amendments, Parcel Maps, Conditional Use Permits, Variances, Historic District Reviews, Site Plan Reviews or any other application that will require a public hearing.

The sign shall be black letters on a yellow background and read as follows:

NOTICE OF DEVELOPMENT

AN APPLICATION FOR DEVELOPMENT OF THIS PROPERTY
HAS BEEN FILED WITH THE CITY OF PLACERVILLE
PROJECT NO. _____

FOR MORE INFORMATION CALL THE PLANNING DIVISION
AT (530) 642-5252

A minimum of one sign shall be posted on each street on which the property has frontage. Signs shall be posted facing the street about every two hundred feet (200') apart along the street frontage of the property. There shall be a minimum of two signs posted on corner lots and through lots, one facing each street.

Where the property does not have street frontage on or is not easily visible from the street, the sign(s) shall be posted in a location deemed suitable by the Planning or Engineering staffs.

The sign shall be posted no more than five feet (5') from the street line and shall be visible and readable from the street for the entire time of its posting.

The sign(s) shall remain posted until final action has been taken on the application.

The sign(s) shall be constructed of materials suitable to remain standing during the estimated posting time and to hold up to the weather.