



**City of Placerville  
Planning Division**

**Hardship Manufactured Home Process**

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

A conditional use permit may be granted to the owner of an existing principal dwelling to permit one mobile home unit as an additional dwelling unit for the use by a member of his/her family provided the following findings are made by the Planning Commission:

1. A hardship connected with a health condition as verified by a physician licensed to practice medicine and surgery in this State would be substantially reduced by the use of the mobile home.
2. The use will not detrimentally affect the use of neighboring properties.
3. The property is zoned as single-family residential.
4. The placement of the mobile home on the property complies with minimum yard requirements of the applicable zone.
5. At least one parking space is provided for the mobile home.
6. The parcel has a minimum area of ten thousand (10,000) square feet.
7. The mobile unit has a minimum area of three hundred (300) square feet and maximum area of one thousand (1,000) square feet.
8. All utility connections to be installed as required by City Code.
9. The mobile home is currently licensed as required by the Vehicle Code of the State of California, has a valid State insignia and remains in a mobile condition.

In all cases, the permit for mobile home use shall be re-inspected annually and must be terminated if the finding of hardship, for which approval was given, no longer exists.

**Step 1: Application**

Application for a Hardship Manufactured Home Conditional Use Permit is submitted to the Planning Division in writing, using application form obtained from the Planning Division and accompanied by a fee set by resolution of the City Council.

The following items are required with a submittal:

1. Completed "Planning Application Form" and "Conditional Use Permit Application" forms.
2. Ten (10) copies of a plot plan showing the location and dimensions of all existing site improvements, including all structures, driveways, utilities, etc., and the location and dimension of the proposed hardship Manufactured Home, proposed parking and utility connections.
3. Health condition verification letter on physician letterhead from a physician licensed to practice medicine in California.
4. Exterior elevations of the Manufactured Home.
5. Application fee.

**Step 2: Application Review**

The City's Planning and Engineering Divisions review the application for completeness.

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: Planning Commission Hearing**

A staff report for the Planning Commission is prepared. It includes comments from other City departments and government agencies. The report may also include recommendations of conditions of approval.

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.

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. A public hearing is held by the planning commission to review the conditional use permit. The planning commission may disapprove, approve or approve the request with conditions.

### **Appeal**

If the applicant, or any person, is dissatisfied with the action of the Planning Commission they may appeal to the City Council. To appeal the applicant must:

- Complete an appeal application form.
- Pay the appeal application fee to the City Clerk within 10 days of Planning Commission action.

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.



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

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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

List or attach any Covenants, Conditions or Restrictions (CC&Rs), concerning use and restrictions placed on a property; as well as yard setbacks or other development requirements that were placed on the property by an approved planned development or subdivision. Give date said restrictions expire.

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I hereby certify that the statements and information contained in this application, including the attached drawings and the required findings of fact, are in all respects true and correct. I understand that all property lines must be shown on the drawings and be visible upon site inspection. In the event that the lines and monuments are not shown or their location found to be incorrect, the owner assumes full responsibility.

I understand that pursuant to Government Code §65105, planning agency personnel may enter upon any land and make examinations and surveys as related to my project. These entries, examinations, and surveys shall not interfere with use of the land by those persons lawfully entitled to the possession thereof.

I further understand that if this request is subsequently contested, the burden will be on me to establish: that I produced sufficient factual evidence at the hearing to support this request; that the evidence adequately justifies the granting of the request; that the findings of fact furnished by me are adequate, and further that all structures or improvements are properly located on the ground. Failure in this regard may result in the request being set aside, and structures being built in reliance thereon being required to be removed at my expense.

PROPERTY OWNER agrees to and shall hold the CITY, its officers, agents, employees and representatives harmless from liability for damage or claims for damage for personal injury, including death, and claims for property damage which may arise from the direct or indirect operations of the PROPERTY OWNER or those of his contractor, subcontractor, agent, employee or other person acting on his behalf which relate to this project. PROPERTY OWNER agrees to and shall defend the CITY and its officers, agents, employees and representatives from actions for damages caused or alleged to have been caused by reason of the PROPERTY OWNER'S activities in connection with the project. This hold harmless agreement applies to all damages and claims for damages suffered or alleged to have been suffered by reason of the operations referred to in this paragraph, regardless of whether or not the CITY prepared, supplies or approved plans or specifications or both for the project.

PROPERTY OWNER further agrees to indemnify, hold harmless, pay all costs and provide a defense for CITY in any action challenging the validity of PROPERTY OWNER'S project.

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Applicant's Signature \_\_\_\_\_ Printed Name of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

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Signature of Property Owner \_\_\_\_\_ Printed Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Property Owner \_\_\_\_\_ Printed Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: Section 10-3-9 of the Placerville Municipal Code prohibits the occupancy of a building or a release of utilities prior to the issuance of a Certificate of Occupancy by the Building Division AND the completion of all zoning requirements and conditions imposed by the Planning Commission or City Council UNLESS a satisfactory performance bond or other acceptable security has been posted to insure completion. VIOLATIONS may result in prosecution and/or disconnection of utilities.

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A Notice of Public Hearing and Staff Report will be prepared for applications requiring public hearing(s). Staff Report will be sent to the Applicant and Owner. Notices and Staff Reports will be sent via email if addresses have been provided; if not, the documents will be sent to the mailing addresses provided on this form. Please list below any alternate or additional recipients, along with their contact information, or any alternate instructions for sending these materials to the Applicant or Owner.