City of Placerville

Planning Application Review Process

Step 1: Contact with Staff

Staff will provide an applicant with:

- The property's zoning
- Permitted use of the property
- Development Standards and Applicable Regulations

Step 1a: Strongly Encouraged but Optional – Preliminary Plan Review (PPR)

- Submit four sets of plans (scaled & dimensioned) that include site plans, proposed vehicle access, parking areas, and areas to be landscaped; locations of existing and proposed utility services; floor plans, building elevations, PPR application, project narrative (description) and PPR fee to the Planning Division.
- The Planning Division will distribute the plan review to the City's Engineering and Building Divisions of the Development Services Department, along with the Police Department. A PPR applicant is encouraged to submit their plan review also to other potentially affected agencies (e.g. El Dorado County Fire District, El Dorado Irrigation District, state and/or federal agencies).
- Typically, a PPR request involves City staff review covering 2-3
 weeks. At conclusion of the review Staff departments will then
 provide comments to the Planning Division for the preparation
 and delivery of a written response letter to the applicant. The
 letter will note that at the applicant's request, a meeting may
 be scheduled with any of the responding departments to
 discuss department comments.

Step 2: Formal Application Submittal, Review and Decision

- After the Planning Division staff has accepted the application, plans, supplemental information and all applicable application fees have been paid, the project will have been deemed "filed".
- Within thirty (30) days of filing the application, the Planning Division will determine if the application is deemed complete or incomplete for processing.
- Should the application be deemed complete, staff will initiate processing of the application, which includes: environmental review, submitting plans to other agencies for comment, posting publish notice and scheduling a public hearing date to the appropriate advisory body and/or decision making body.
- Should the application be deemed incomplete, a letter will be sent to the applicant, indicating
 what additional materials need to be submitted to determine the application complete for
 processing.
- Depending on the application request, if the decision making body is the Planning Commission
 then their decision may be appealed to the City Council within ten calendar days after the
 Planning Commission decision. If the decision making body is the City Council then their decision
 is final.



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Step 3: Construction Permit Plan Check

 Once the Planning Application has been approved, and after any appeal period, the applicant may submit for plan check with the Building Division. Submitted plans shall incorporate all project conditions of approval.

Step 4: Construction and Inspection

- After plan check and permit issuance, consult with the Building Division for inspection guidelines.
- As applicable, the City's Building, Planning and Engineering Divisions will conduct site inspections to verify compliance with all conditions of approval prior to the project receiving a final inspection by the Building Division.

Please note: This flowchart is for Application Process information only. It does not contain all requirements that may be specific to the type of application applied for and complexity of the project.