



**City of Placerville
Development Services
Department**

Preliminary Plan Review

Purpose: The purpose of the Preliminary Plan Review Procedure (PPR) is to provide an optional procedure for an applicant to receive written responses to a preliminary development plan proposal from several City staff professional disciplines (e.g. planning, building, engineering and police) before submitting an application for formal project approval (e.g. Site Plan Review, Variance, Subdivisions, Conditional Use Permit).

A PPR can be useful for the development community and property owners who are not familiar with City regulations, standards, guidelines and development procedures that would be specific to a formal application request by “daylighting” these to an applicant. A PPR is highly recommended for larger projects, such as multi-family residential housing, subdivisions, and commercial development of an acre or more.

Fee: A fee of \$525.00 is required to process a PPR.

Submittal Information: The more details submitted regarding the plan or project then the more detailed the City’s response will be to the PPR. The preliminary plan should include the following basic information drawn to a standard engineering scale:

- City of Placerville Planning Application,
- Parcel size and dimensions,
- Building footprints and floor plans,
- Proposed access and parking including abutting right-of-way widths and street improvements, parking, driveways and landscape areas,
- Locations of existing and proposed utility services,
- Location and type of existing vegetation; indication of vegetation to be removed,
- Project description narrative (include existing and proposed uses).

Other information suggested:

- Photos of existing site and site improvements (if any),
- Sketches or renditions of potential buildings and structures,
- Site development history

Ten (10) copies of the PPR must be submitted for processing. It is suggested that an applicant also submit separately to the El Dorado County Fire District, and El Dorado Irrigation District if applicable, for their comments regarding the PPR.

Written Response: Typically, a PPR request involves City staff review covering 2-3 weeks. At conclusion of the review from City departments and divisions (Building, Engineering) 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.

**City of Placerville
Development Services Department, Planning Division
3101 Center Street, Placerville, California 95667
(530) 642-5252**



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

