



COMMUNITY DEVELOPMENT RESOURCE AGENCY

Planning Services Division

AUBURN OFFICE
3091 County Center Dr., Auburn, CA 95603
530-745-3000/FAX 530-745-3080

Email: planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
P.O. Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282
Website: www.placer.ca.gov

Application Intake – To be Completed by County	
File No:	Date Filed:
Accepted by:	Major Project: ☐ Yes ☐ No
Zoning:	Hearing Body: ☐ ZA ☐ PRC ☐ PC ☐ BOS ☐ N/A
GP Designation:	Pre-Development Application Number:
General/Community Plan:	Acceptable for EQ Filing: ☐ Yes ☐ No
NOTE: Valid application authorization signatures may be handwritten, a scan of a handwritten signature, or an electronic signature with a digital certificate including time and date stamp (Ex. Docusign, Adobe Acrobat Reader, etc.).	
1. Application / Entitlement Type – To be Completed by Applicant. See Filing Instructions for each application	
☐ Additional Building Site ☐ Administrative Approval Relief from Standards ☐ Administrative Approval of Cellular Antenna ☐ Administrative Review Permit ☐ Appeal ☐ Certificate of Compliance ☐ Community Plan Amendment ☐ Conditional Use Permit ☐ Cultural/Historic Register ☐ Design Review Agreement ☐ Development Agreement ☐ Environmental Questionnaire – Minor EQ ☐ Environmental Questionnaire – Standard ☐ Exemption Verification from CEQA ☐ Extension of Time	☐ Farmworker Housing ☐ Farmland Security Zone ☐ Fireworks Display ☐ General Plan Amendment ☐ Major Subdivision ☐ Minor Boundary Line Adjustment ☐ Minor Land Division ☐ Minor Use Permit ☐ Modification to Approved Project ☐ Predevelopment Meeting – Major ☐ Predevelopment Meeting - Minor ☐ Previously Approved CEQA Document ☐ Rafting Permit ☐ Rezone ☐ SB 330 Residential Project Preapplication
☐ SB 35 Preliminary Eligibility Determination ☐ SB 9 Land Division ☐ Sign Permit ☐ Specific Plan ☐ Specific Plan Administrative Modification ☐ Specific Plan Amendment ☐ Specific Plan Density Transfer ☐ Substantial Conformance Request ☐ Tahoe – Site Assessment ☐ Temporary Outdoor Event ☐ Tree Permit ☐ Variance ☐ Voluntary Merger ☐ Williamson Act ☐ Zoning Clearance – Winery/Farm Brewery	
2. Project	
Project Name:	
Project Location:	
Assessor's Parcel Number(s):	
Size of Property (acreage or square footage):	
3. Applicant or Representative	
Name:	
Mailing Address (include city and zip):	
Telephone:	Email:

4. Property Owner	
Name:	
Mailing Address (include city and zip):	
Telephone:	Email:
5. Architect / Engineer	
Company Name:	
Representative:	
Mailing Address (include city and zip):	
Telephone:	Email:
6. Project Description: Describe the project in detail including project purpose, size of buildings, acres, number of units, phasing, operational characteristics and associated construction activities. If project description exceeds space below include as a supplement to the application.	
7. Indemnification	
Applicant(s) agree to defend, indemnify and hold harmless the County of Placer, the County Board of Supervisors, and its officers, agents, and employees, from any and all actions, lawsuits, claims, damages, or costs, including attorney's fees awards in any proceeding related to approval of that certain development project that is the subject of this application request. The applicant shall, upon written request of the County, pay or, at the County's option, reimburse the County for all reasonable costs of defense and for preparation of an administrative record required for any such action, including the costs of transcription, County staff time, and duplication. The County shall retain the right to elect to appear in and defend any such action on its own behalf regardless of any tender under this provision. This indemnification obligation is intended to include, but not be limited to, actions brought by third parties to invalidate any determination made by the County under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) for the Project or any decisions made by the County relating to the approval of the Project. Upon request of the County, the applicant shall execute an agreement in a form approved by County Counsel incorporating the provision of this condition.	
Owner Signature:	Printed Name:
Owner Signature:	Printed Name:
8. Authorizations	
☐ I hereby authorize the above-listed applicant to make application for project approvals by Placer County, to act as my agent regarding the above-described project, and to receive all notices, correspondence, etc. from Placer County regarding this project, or ☐ As the owner, I will be acting as applicant. In addition, as owner, I will defend, indemnify, and hold Placer County harmless from any defense costs, including attorneys' fees or other loss connected with any legal challenge, brought as a result of an approval concerning this entitlement. I also agree to execute a formal agreement to this effect on a form provided by the County and available for my inspection.	

- ☐ I agree not to alter the physical condition of the property during the processing of this application, such as, but not limited to removing trees, constructing or demolishing structures, altering streams, and/or grading, filling or subsurface scientific testing, without obtaining prior written approval from the County. I understand that such alteration of the property may result in the imposition of criminal, civil or administrative fines or penalties, or delay or denial of the project.
- ☐ Signatures of both the Transferring and Acquiring Property Owners are required for a Boundary Line Adjustment. Boundary Line Adjustments shall not be used to create new parcels.
- ☐ The signature below authorizes any member of the Placer County Development Review Committee (DRC), and other County personnel as necessary, to enter the property/structure(s) that is (are) the subject of this application.
- ☐ The Planning Division is prohibited from accepting applications on tax delinquent properties pursuant to the Board of Supervisors direction.
- ☐ Prior to the commencement of any grading and/or construction activities on the property in question, that are based upon the entitlements conferred by Placer County permit approval(s), the applicant should consult with the California Department of Fish & Wildlife (DFW) to determine whether or not a Streambed Alteration Agreement [§1603, CA Fish & Game Code] is required. The applicant should also consult with the U.S. Army Corps of Engineers to determine whether or not a permit is required for these activities pursuant to Section 404 of the Clean Water Act. Fees may be required to be paid to the Department of Fish and Game for their participation in the environmental review process as required by State law. **The applicant's signature on this application form signifies an acknowledgement that this statement has been read and understood.**

Owner Signature: _____

Printed Name: _____

Owner Signature: _____

Printed Name: _____

9. Levine Act Disclosure – Applicant must complete and sign this section

California Government Code Section 84308, commonly referred to as the "Levine Act," precludes an officer of the County from participating in a decision regarding a permit, license, contract, or other entitlement for use if the officer received any campaign contributions totaling more than \$500 (aggregated) from a party to a decision, a participant with a financial interest, or their respective agents, in the twelve months prior to a decision. The officer may not receive, direct, or solicit such contributions while an application is pending and for twelve months after a decision from a party, a participant with a financial interest, or their respective agents. **The Levine Act requires parties to disclose contributions made by parties or their agents; this must be done on the record of the proceeding when the party initially submits its application or request.** (See FPPC Regulation 18438.8(b).) For additional information on the Levine Act, please visit the website of the Fair Political Practices Commission: <https://www.fppc.ca.gov/>.

Land use permits, maps, and other approvals are reviewed and approved by multiple boards, commissions, and groups, such as the Board of Supervisors, the Planning Commission, and Municipal Advisory Councils. Lists of these Placer County public officials are found at the links below. Applicants should access these links to review the names prior to disclosing the information below.

- <https://www.placer.ca.gov/2231/Board-of-Supervisors>
- <https://www.placer.ca.gov/2403/Planning-Commission>
- <https://www.placer.ca.gov/2491/Municipal-Advisory-Councils-MACs>

Please disclose the following information: Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any current or potential Placer County public official(s) in the 12 months preceding this application? Please aggregate any contributions made over the previous 12 months to determine if the \$500 threshold has been met.

☐

YES

☐

NO

If yes, please identify the following:

Name of each public official to whom a contribution was made: _____

Name of contributor: _____

Date of contribution: _____

Amount of contribution: _____

Contributor's Address: _____

Contributor's Phone number and email: _____

Answering YES to the above may preclude the identified official from participating in the decision for your permit. While your application is in process and pending and during the twelve months following the decision, you are required to update this form for any new campaign contributions made to any Placer County public official(s) within thirty (30) days of making the contribution. This obligation pertains only to Placer County public officials who have jurisdiction over your project. Please contact your assigned project manager if you have any questions.

If the applicant is a corporation, a limited liability corporation, partnership, or other form of business entity, please identify any shareholder or owner that has more than a 50% ownership interest, if any: _____

AUTHORIZED SIGNATURE

DATE

NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

10. At-Cost Entitlement Processing Disclosure for MAJOR Projects (Required for MAJOR Projects Only)

☐ In accordance with the adopted County Fee Ordinance, many of the entitlements (land use permits) applied for through the Community Development Resource Agency are processed "at-cost". The fee paid at the time of filing of the initial project application is a deposit. Staff time and other direct expenses (i.e., public noticing) will be charged against the deposit. A detailed invoice will be sent monthly.

☐ Staff time includes field visits, travel time, consultations in the office or by telephone, staff report preparation, public hearing and entitlement processing. Time may also include research for special/unique situations.

Placer County departments involved in the entitlement process may include, but are not limited to, the Community Development Resource Agency, Facility Services including the Parks and Environmental Engineering Divisions, Department of Public Works, Environmental Health, the County Executive Office and County Counsel. For questions regarding potential charges or fees, please contact this office for clarification.

☐ It is the policy of the Placer County Community Development Resource Agency to process applications in an efficient and timely manner. A time accounting and reporting system is in place to track activities associated with application processing.

Acknowledgement of At-Cost Project Processing

I have submitted an application deposit of: \$ _____

☐ I understand that if charges associated with staff time exceed this deposit, I will be billed based on actual time spent. The hourly rate in effect at the time the service is actually performed shall apply. Invoices will be mailed to the address on the application. I have 10 days from receipt of an invoice to contact the County with any questions regarding the charges or the invoice will be deemed correct and payable as presented.

☐ Once the decision-making body has taken final action on the project, upon written request, any unused deposits will be refunded to the person or firm from whom a deposit has been received.

Past Due Accounts

☐ 30 Days Past Due: Environmental documentation will not be released; the project will not be presented to a hearing body; and the County will not issue a permit.

☐ 60 Days Past Due or Balance Due is $\geq$ \$5,000: A Stop Work Status will be issued and all County land use departments will cease work until the account is paid.

☐ 90 Days Past Due: The account will be forwarded for collection.

Owner Signature:

Printed Name:

Owner Signature:

Printed Name: