



**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**Planning Services Division**

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

TAHOE OFFICE  
 775 North Lake Blvd., Tahoe City, CA 96146  
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 530-581-6280/FAX 530-581-6282  
 Website: [www.placer.ca.gov](http://www.placer.ca.gov)

Email: [planning@placer.ca.gov](mailto:planning@placer.ca.gov)

Application Intake – To be Completed by County	
File No:	Date Filed:
Accepted by:	Major Project: <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning:	Hearing Body: <input type="checkbox"/> ZA <input type="checkbox"/> PRC <input type="checkbox"/> PC <input type="checkbox"/> BOS <input type="checkbox"/> N/A
GP Designation:	Pre-Development Application Number:
General/Community Plan:	Acceptable for EQ Filing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Taxes Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Posters Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
1. Application / Entitlement Type – To be Completed by Applicant. See Filing Instructions for Each	
<input type="checkbox"/> Additional Building Site <input type="checkbox"/> Administrative Approval Relief from Standards <input type="checkbox"/> Administrative Approval of Cellular Antenna <input type="checkbox"/> Administrative Review Permit <input type="checkbox"/> Appeal <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Community Plan Amendment <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Design Review Agreement <input type="checkbox"/> Development Agreement <input type="checkbox"/> Environmental Questionnaire – Minor EQ <input type="checkbox"/> Environmental Questionnaire – Standard <input type="checkbox"/> Exemption Verification from CEQA <input type="checkbox"/> Extension of Time <input type="checkbox"/> Farmworker Housing <input type="checkbox"/> Farmland Security Zone <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Minor Boundary Line Adjustment <input type="checkbox"/> Minor Land Division <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Modification to Approved Project <input type="checkbox"/> Predevelopment Meeting – Major <input type="checkbox"/> Predevelopment Meeting - Minor <input type="checkbox"/> Previously Approved CEQA Document <input type="checkbox"/> Rafting Permit <input type="checkbox"/> Rezone <input type="checkbox"/> SB 330 Residential Project Preapplication <input type="checkbox"/> Sign Permit <input type="checkbox"/> Specific Plan <input type="checkbox"/> Specific Plan Administrative Modification <input type="checkbox"/> Specific Plan Amendment <input type="checkbox"/> Specific Plan Density Transfer <input type="checkbox"/> Tahoe – Site Assessment <input type="checkbox"/> Temporary Outdoor Event <input type="checkbox"/> Tree Permit <input type="checkbox"/> Variance <input type="checkbox"/> Williamson Act <input type="checkbox"/> Voluntary Merger	
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.**

Empty space for project description.

**7. Indemnification**

The applicant shall, upon written request of the County, pay or, at the County’s option, reimburse the County for all costs 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.

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 awarded by a certain development project known as:

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 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.
- 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 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. 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 ≥ \$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: