



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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ELECTRONIC APPLICATION FILING INSTRUCTIONS

The Planning Services Division accepts all entitlement applications electronically. Electronic applications may be submitted online any time through the County's convenient Online Permitting Services portal [here](#) or to a Counter Services Technician at the Community Development Resource Agency offices in Auburn or Tahoe during front counter service hours.

All supplemental application materials such as maps, plans and studies must be submitted in electronic format along with required supplemental application forms such as Exemption Verifications, Environmental Questionnaires and Minor Environmental Questionnaires. Please review the [Electronic Document Submittal Requirements](#) below prior to making an application.

Application Filing

Electronic applications may be filed using one of the following two methods:

1. Upload an application packet [online](#), anytime using the County's Online Permitting Services portal. Application filing instructions detailing required supplemental application materials for each entitlement type are available [here](#).
2. Complete one [Universal Application](#) and all required supplemental applications such as an Exemption Verification, Environmental Questionnaire or Minor Environmental Questionnaire, and save to a digital storage device such as a CD/DVD, memory card or USB drive along with all supplemental application materials specified in the entitlement application filing instructions. Bring the application packet to the Community Development Resources Agency during front counter business hours to make an application at the front counter. All documents shall be placed in a single folder and must be named in accordance with the [Document Naming Conventions](#) detailed below.
3. For those persons who are not able to submit an application in digital format the Planning Services Division will accept applications for minor projects in hard copy paper format and will convert paper files to digital files. Paper applications shall not exceed 10 pages in length and all application materials shall be on paper no larger than 12x18.

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

Document Checklist

All documents are required to be submitted in Adobe PDF, Microsoft Word or Microsoft Excel file format and must meet the following formatting requirements:

PDF Files

- PDF files must be saved as a flattened or optimized PDF in version 1.4 or greater
- PDF files must not contain 'Layers'
- PDF files must not exceed 32 MB in size
- Documents must not have page/paper sizes larger than 36x48 inches
- PDF file names must meet the File Naming Convention outlined in the next section below

Microsoft Word Files

- Word files have no specific file formatting requirements or restrictions

Microsoft Excel Files

- Excel files have no specific file formatting requirements or restrictions

Note: Project photographs should be submitted as a merged PDF file. Photographs may be submitted as individual .jpg or .tif files.

Document Naming Conventions

Specific naming conventions are required to facilitate the electronic document submittal process. Failure to adhere to the sample file naming format shown in the table below may result in requests for corrections to application packets and delays in project processing. Common document types and file naming conventions are as follows:

| Document Type | File Naming Conventions (.pdf; .docx; .xlsm) |
|---|---|
| Environmental Questionnaire | EQ.pdf |
| Minor Environmental Questionnaire | Minor EQ.pdf |
| Parcel Map | Parcel Map.pdf |
| Tentative Subdivision Map | Tentative Subdivision Map.pdf |
| Tentative Subdivision Map Plan Set | Tentative Subdivision Map Plan Set.pdf |
| Site Plan, Floor Plan, Building Elevations, Grading Plan, Landscape Plan, etc. | Site Plan.pdf; Floor Plan.pdf; Grading Plan.pdf |
| Technical Reports such as Biological Resource Assessment, Arborist Report, Cultural Resource Report, Geotechnical Report, Traffic Impact Analysis, Title Report, etc. | Biological Resource Assessment.pdf; Arborist Report.pdf; Cultural Resource Report.pdf; Geotechnical Report.pdf; Traffic Impact Analysis.pdf |
| Technical Memoranda (e.g. Sewer service , water supply, traffic technical data) | Tech Memo Sewer.pdf; Tech Memo Water Supply; Tech Memo Traffic Data.pdf |
| Service Agreement Letters (e.g. Sewer, water service) | Sewer Will Serve.pdf; Water Will Serve.pdf |
| Property Deed | Deed.pdf |
| Response to County Staff Comments on Project | Response To Comments.pdf |
| Visual Impact Analysis | Visual Impact Analysis.pdf |
| Project Photographs | Photo Name.pdf (e.g. Photo Site Conditions.pdf) |

- The document list above does not include every document type that may be submitted. For documents not listed, please apply the document naming conventions in the table.
- Do not include the date or project number in the file name.
- Do not submit password protected or locked documents.
- Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.

Submittal of Revised Application Materials for Projects Subject to Multiple Review Cycles

Placer County strives to process all applications as efficiently as possible. Some applications, particularly for more complex projects subject to California Environmental Quality Act review, may be subject to more than one review cycle and may require revisions to one or more of the supplemental application materials. If revisions to application materials are required, you will be notified in writing with information to describe requested project modifications, additional supplemental application material requests and instructions for document submittal.

Note: Revised documents are required to follow the identical document naming conventions as used with the original submittal and should not include additions to naming conventions such as date, submittal number, “rev” or other additions to naming conventions. Please retain these instructions with your project file and refer to them when preparing subsequent submittals.