



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

AUBURN OFFICE
3091 County Center Dr., Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website : www.placer.ca.gov
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

MODIFICATION TO APPROVED PROJECT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental application materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Modification to Approved Project application online or at the CDRA front counter.

- Completed Universal Application: Select the [Modification to Approved Project](#) checkbox and all previously approved entitlements that are proposed to be modified under section 1 of the application form. If the project was exempt from CEQA review, select the Exemption Verification from CEQA checkbox under section 1. If the project was subject to CEQA review, select the Previously Approved CEQA Document checkbox under section 1. Note that depending upon the extent of the proposed modification, a project that was previously determined to be exempt may not qualify for exemption, or in the instance of a project that was subject to CEQA review, additional CEQA review may be required.
- Project description: (see [Project Description Requirements](#)): Provide a detailed description of all proposed modifications to the project.
- Project site plan: (see [Site Plan Requirements](#)): Provide the approved site plan and a revised site plan showing all proposed site plan modifications.
- Project tentative map: (see [Tentative Map Requirements](#)): Where applicable, provide the approved tentative map and a revised tentative map showing all proposed map modifications.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).
- Pre-Development Meeting Application Number: Major Projects require submittal of a Pre-Development Meeting application prior to County acceptance of a Major Project entitlement application. Please review the most current version of the Planning Division Fee Schedule to determine if your entitlement is classified as a Major Project.

