



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### PRE-DEVELOPMENT MEETING

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 electrically 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 applications 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 Pre-Development Meeting application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Pre-Development Meeting](#) entitlement authorization under section 1 of the application form.
- Project description: (see [Project Description Requirements](#)): Can be a preliminary project description but should include enough detail to describe the full scope of the project.
- Project site plan: (see [Site Plan Requirements](#)): Can be a preliminary site plan but should show all major project improvements proposed to be constructed (e.g. lot layout/lotting plan, buildings, parking, circulation, roadways, landscape areas, neighborhood parks, trails, etc.).
- Pre-Development Meeting 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 PURPOSE

#### When is a Pre-Development Meeting required? What is the meeting purpose?

- A mandatory Pre-Development Meeting is required prior to submitting an entitlement application for any classification of Major Project entitlement(s) including, but not limited to, Conditional Use Permits, Major Subdivisions (5 or more lots), General Plan Amendments, Rezoning and Specific Plans. See the Planning Division Fee Schedule for a complete listing of all Major Project types. The purpose of the meeting is for the applicant to meet with staff from the County divisions that will review the project to discuss the entitlement review process and the anticipated level of environmental review (CEQA review) required for the project and to answer applicant questions regarding the application and review process. Following the meeting, Environmental Coordination

Services will transmit to the applicant checklist information detailing all required maps, exhibits, and technical study requirements that will be required for the project entitlement review and environmental review. The primary goal of the Pre-Development Meeting process is to provide disclosure of requirements for maps, exhibits, technical studies and related information pertaining to entitlement review prior to submittal of major project applications in order to reduce the number of County review cycles for major projects and thereby control incurred costs associated with project processing.

**Can a Pre-Development Meeting be scheduled if not required?**

- Yes, a Pre-Development Meeting may be requested for any project. If submitting a Pre-Development Meeting for any other classification of project not deemed to be a Major Project, please select “Pre-Development Meeting – Minor” on the application form.

**Who attends Pre-Development Meetings?**

- The applicant and/or applicant representative will meet with staff from all reviewing divisions including the Planning Division, Engineering and Surveying Division, DPW Transportation, Parks Division, Environmental Engineering (projects on sewer), Environmental Health Services, Air Pollution Control District, Flood Control District, Fire Department, and Building Division.

**Is there a fee for a Pre-Development Meeting?**

- Yes, the non-refundable filing fee for a Pre-Development Meeting is due at the time of application submittal.

**What happens after the meeting?**

- Based on the various department checklists provided at the Pre-Development Meeting, it is the responsibility of the applicant or their representative to prepare (or have prepared) all supplemental application materials such as maps, exhibits and technical studies. Entitlement applications for major projects will not be accepted unless accompanied by all required supplemental application materials. This is done to ensure timely and efficient County processing of major projects.

**Once a Pre-Development Meeting is held, how long is the information valid?**

- The information provided at the Pre-Development Meeting is valid for one year after the date of the meeting. Major project applications filed more than two years following a Pre-Development Meeting will not be accepted unless a new meeting is held so that updated project checklist information can be provided.