



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### SPECIFIC PLAN ADMINISTRATIVE MODIFICATION - DENSITY TRANSFER

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 Specific Plan Administrative Modification application or Density Transfer application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Specific Plan Administrative Modification](#) entitlement and provide all information required to support the Administrative Modification request in accordance with the Implementation section of the approved specific plan. If the Administrative Modification request includes transfer of units from one parcel to another within the same specific plan, also select the Density Transfer entitlement under section 1 of the application form.
- Completed Environmental Questionnaire Form: Specific Plan projects are subject to CEQA review. For further information see instructions for [Projects Subject to CEQA](#). Proposed Specific Plan Amendments, including requests for Administrative Modification and/or Density Transfer where determined to be conforming to the certified environmental document, may not require subsequent CEQA review but may be subject to conformity review in accordance with the terms of the approved specific plan. Please review the Implementation section of the approved specific plan for further information pertaining to conformity review procedures and subsequent processing of entitlements conforming to the approved specific plan.
- Project description: (see [Project Description Requirements](#))
- At-Cost Disclosure: Placer County land development entitlements determined to be "major projects", as defined in the most current Planning Services Division Fee Schedule, are processed "at-cost". The fee paid at the time of filing a major project application is a deposit. Staff time and other direct expenses, such as public noticing, will be charged against the deposit (see [At-Cost Entitlement Processing of Major Entitlements](#) for more detailed information). The most current version of the Planning Services Division Fee Schedule is available [here](#). Consent to At-Cost billing will be required prior to acceptance of the application for processing.

**FORM AND CONTENT OF SPECIFIC PLAN ADMINISTRATIVE MODIFICATION  
AND/OR DENSITY TRANSFER**

Prior to submitting a request for approval of a Specific Plan Administrative Modification or Density Transfer, please review the Implementation section of the specific plan for which the Administrative Modification or Density Transfer is requested and follow the procedures established therein, including procedures established in an approved Implementation Policies and Procedures Manual (where approved), pertaining to supplemental information that is required to accompany the request.