



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### ADDITIONAL BUILDING SITE

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 an Additional Building Site application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Additional Building Site](#) entitlement and Exemption Verification authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#).  
**Exempt Projects:** Some Additional Building Site (ABS) applications may be exempt from CEQA where it can be shown that establishment of the ABS would not involve construction of substantial new onsite or offsite improvements that would have the potential to result in adverse environmental effects (e.g. new roadway crossing of stream, substantial roadway improvements or grading, extension of sewer or water lines through environmentally sensitive areas).
- Project description: (see [Project Description Requirements](#))
- Project site plan: (see [Site Plan Requirements](#))
- 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](#).

### IMPORTANT INFORMATION REGARDING ADDITIONAL BUILDING SITES

This application DOES NOT divide property. Under certain conditions, it is possible to have more than one single-family residence on a single piece of property as set forth in Section 17.56.230 "Single-Family Dwellings, Additional Building Site" of the Placer County Zoning Ordinance, subject to the following:

1. The parcel contains at least twice the minimum net lot area required by the applicable zone.
2. The existing dwelling is in a location such that after construction of a second dwelling, the property could be divided with each new parcel meeting the requirements of the Zoning Ordinance.
3. The property meets Environmental Health and Public Works requirements for the construction of two dwellings on one piece of property.
4. A portion of the property cannot be encumbered for financing without County approval of a Minor Land Division. The second house must either be built for cash or the entire property used as security to finance its construction.
5. The new dwelling cannot be rented. Deed restrictions which the County is party to must be recorded acknowledging this limitation. Prior to renting, a land division must be completed to divide the property into two parcels. This additional building site application is not intended to create new rental units within the County.
6. Pursuant to Board of Supervisors and Planning Commission policy, the proposed parcels cannot exceed a 4:1 length to width ratio nor be divided by a tax district boundary line.