



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### ADMINISTRATIVE APPROVAL – RELIEF FROM STANDARDS

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 Administrative Approval – Relief from Standards application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the Administrative Approval – Relief from Standards entitlement and Exemption Verification authorization under section 1 of the application form.
- Completed Exemption Verification Form.  
Exempt Projects: Minor reductions in property boundary setbacks, setbacks from man-made canals, minor increases to building height or reduction to minimum onsite parking requirements are activities that are commonly exempt from CEQA review with rare exceptions.
- Project description: (see [Project Description Requirements](#))
- Project site plan: (see [Site Plan Requirements](#))
- Applications for projects seeking reduced setbacks to man-made canals should include written authorization from the canal owner/operator (e.g. Placer County Water Agency, Nevada Irrigation District, San Juan Water District, PG&E, etc.) specifying the canal owner/operator agreement to the proposal and any conditional requirements. Applications that do not include this information at the time of submittal will be deemed incomplete.
- 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](#).