



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### CONDITIONAL USE PERMIT

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 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 Conditional Use Permit application online or at the CDRA front counter.

- Completed Universal Application: Select the [Conditional Use Permit](#) entitlement authorization under section 1 of the application form.
- Completed [Environmental Questionnaire Form](#): (Most projects requiring approval of a Conditional Use Permit are subject to CEQA review. For further information see instructions for [Projects Subject to CEQA](#)).
- Project description: (see [Project Description Requirements](#))
- Project plan set: (see [Plan Set 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](#).

#### CONDITIONAL USE PERMIT PROCESSING

Land uses subject to Conditional Use Permit requirements in accordance Section 17.06.030 (Allowable uses and permit requirements) and Section 17.06.050 (Land Use and Permit Tables) to authorize a proposed land use shall be processed as set forth in Sections 17.58.020 et seq., (Applications—Filing and initial processing), and as follows:

When a conditional use permit is required by Section 17.06.030 (Allowable uses and permit requirements) to authorize a proposed land use, the permit shall be processed as set forth in Sections 17.58.020 et seq., (Applications—Filing and initial processing), and as follows:

- A. **Planning Commission Hearing.** The planning director shall schedule and the planning commission shall conduct a public hearing on the requested conditional use permit. The hearing shall be scheduled, provided public notice and conducted in accordance with Section 17.60.140 (Public hearings).
- B. **Final Action**
1. The planning commission shall consider information presented about the project proposed in the conditional use permit application in the staff report, in any accompanying environmental documents and comments received on such documents, in public testimony at the hearing, in any correspondence received at or before the hearing, and in any other information made a part of the record.
  2. After the public hearing, and within the time limits specified by Section 17.58.160(A) (Time Limits for Action by County), the planning commission shall, as applicable, approve any proposed negative declaration pursuant to Section 18.16.040 of this code, certify or not certify a final environmental impact report pursuant to Sections 18.20.060 and 18.20.070, and shall approve, approve subject to conditions, or disapprove the conditional use permit.
  3. Approval or conditional approval shall be granted only where the planning commission can make the findings required by Section 17.58.140(A) (Permit Issuance). The permit shall be denied where the findings cannot be made. The planning commission may approve a conditional use permit subject to conditions, as set forth in Section 17.58.140(B).
  4. The decision of the planning commission shall be in writing, including all findings that were made as the basis for the decision.
- C. **Appeal.** Decisions of the planning commission on conditional use permits may be appealed to the board of supervisors, in accordance with Section 17.60.110 (Appeals). (Ord. 5126-B, 2001)