



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

AUBURN OFFICE
3091 County Center Dr., Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website : www.placer.ca.gov
Email: planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
P.O. Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

DESIGN REVIEW AGREEMENT

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 Design Review Agreement application online or at the CDRA front counter.

- Completed Universal Application: Select the [Design Review Agreement](#) entitlement and Exemption Verification authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#).
Exempt Projects: Projects proposing to develop new land uses or to construct substantial new improvements to existing land uses are typically subject to CEQA. Where CEQA analysis has been performed for another entitlement for the same project, such as approval of a Tentative Subdivision Map or Use Permit, additional CEQA analysis may not be required. Projects proposing to develop new land uses or that would construct substantial new improvements to existing land uses and which DO NOT have a CEQA analysis for a related entitlement may be subject to CEQA analysis prior to completion of a Design Review Agreement.
- 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](#).
- 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.

- Pre-Development Meeting Application Number: Major Projects require submittal of a Pre-Development Meeting application prior to County acceptance of a Major Project entitlement application. Please review the most current version of the Planning Division Fee Schedule to determine if your entitlement is classified as a Major Project.

DESIGN REVIEW PROCEDURES AND RESOURCES

Placer County has established three combining zoning designations that require approval of a Design Review Agreement prior to construction of new buildings, building additions and exterior building modifications, parking and circulation areas, fencing, landscaping and hardscaping improvements. Those combining zoning designations consist of the Design Scenic (-Dc), Design Historic (-Dh), and Design Sierra (-Ds) designations and are principally found in commercial and industrial zoned areas as well as certain community areas such as Newcastle, Alta and the greater Lake Tahoe area. For more information pertaining to Design Review regulations see Section 17.52.070 of the County Code.

The purpose of the Design Review combining zoning designation is to provide special regulations to protect and enhance the aesthetic character of lands and buildings within public view, to protect historic buildings, to minimize adverse impacts of conflicting land uses, and to enhance tourism through the protection of lands and buildings having unique aesthetic characteristics.

Prior to submitting an application for approval of a Design Review Agreement, applicants should familiarize themselves with the goals and policies of the Community Design Element of the applicable community plan as well as the requirements of the Placer County Design Guidelines Manual and the Placer County Landscape Design Guidelines Manual.