



**PLACER COUNTY
COMMUNITY DEVELOPMENT RESOURCE AGENCY
Environmental Coordination Services**

3091 County Center Drive, Suite 190, Auburn CA 95603

Telephone: 530-745-3132 Fax: (530) 745-3003

Web Page: <http://www.placer.ca.gov/Departments/CommunityDevelopment/EnvCoordSvc.aspx>

PRE-DEVELOPMENT MEETING PACKAGE

1. Meeting Request Form

2. Site Plan Requirements

When is a Pre-Development Meeting required?

A mandatory Pre-Development Meeting is required prior to submitting an Environmental Questionnaire (EQ) for any of the following projects: Conditional Use Permits, Major Subdivisions (over 4 lots), General Plan Amendments, Rezoning and Specific Plans.

Can a Pre-Development Meeting be scheduled if not required?

Yes, an applicant can request a voluntary Pre-Development Meeting when the project does not fall within the categories above (for example, Minor Use Permit, Minor Land Division also known as Parcel Map, Variance, Design Review, etc).

Who attends Pre-Development Meetings?

The applicant and/or representative will meet with staff from the Planning Division, Engineering and Surveying Division, DPW Transportation, Parks and Environmental Engineering & Utilities in Facility Services, Environmental Health Services, Air Pollution Control District, Flood Control District, Fire Department, Sheriffs, and Building Division.

What is the purpose of the Pre-Development Meeting?

The purpose is to advise applicants of the procedural and informational requirements for submitting an EQ prior to obtaining a permit for a new land development project in Placer County.

Is there a fee for a Pre-Development Meeting?

Yes, the non-refundable filing fee for a Pre-Development Meeting shall accompany this Meeting Request Form. Checks shall be made payable to "Placer County".

What happens after the meeting?

Based on the various department checklists provided at the Pre-Development Meeting, it is the responsibility of the applicant or their representative to gather all pertinent information and any required technical studies needed. Once an EQ is ready to be submitted, please contact Environmental Coordination Services at 530-745-3132 to schedule an appointment to submit the application and required processing fees.

- ✓ Once a Pre-Development Meeting has been held, an EQ will not be accepted without an appointment with Environmental Coordination Services.
- ✓ The more detailed information you provide in advance, the more detailed information you will receive at the Pre-Development Meeting.
- ✓ The information provided at the Pre-Development Meeting expires one year after the date of the meeting.

**THIS IS NOT AN APPLICATION.
ADDITIONAL SITE PLANS & DETAILED INFORMATION WILL BE REQUIRED WITH
THE ENVIRONMENTAL QUESTIONNAIRE (EQ) APPLICATION
and/or PROJECT APPLICATION.**

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PRE-DEVELOPMENT MEETING REQUEST FORM

FOR INTAKE, STAFF USE ONLY

File # _____

Fee Paid _____ Receipt # _____ Date Received: _____

Received By _____ Zoning _____

APPLICANT: Complete all sections below that apply. Please print legibly.

Applicant Name _____ Company _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Fax _____ E-Mail _____

Owner's Name _____ Company _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Fax _____ E-Mail _____

APN (s) _____

Project Proposal _____

Development Site Address or Location _____

Cross Street _____ Sq. ft./Acreage _____

1. **Attach one copy of Assessor's Page with parcel identified.**
2. **Attach twenty (20) 8.5 x 11 inch conceptual site plans of the project** (or larger and folded to same size). The plan must be clear, legible and reproducible, and must include the following information:
 - Subdivisions – Conceptual layout of proposed subdivision design (approximate location of lots, roads, etc.).
 - Commercial projects – Existing and proposed structures (gross floor area) and parking areas.
 - Approximate area of the parcel (in square feet or acres).
 - All existing and proposed streets and/or parking areas.
 - Approximate location of all creeks.
 - Appropriate location of trees.
 - North arrow and approximate scale of drawing.
 - Vicinity map which shows the location of the subject property, in relation to existing County roads and adjacent properties, sufficient to identify the property in the field for someone unfamiliar with the area. The distance of the closest intersection of County roads should be shown to the nearest 1/10th of a mile.

Note: Conceptual building elevations must be submitted for design review requests.

Please complete this chart. Write "N/A" if a specific description does not apply to the proposal.

ALL PROPOSALS	EXISTING	PROPOSED
Uses and structures on property		
On-site parking		
Hours of operation		
Number of employees		
Number of residents		
Number of clients/users		
Square footage		
Number of stories		
Number of residential units		
Streets providing site access		
Water supply: If groundwater, is there known contamination? Y___ N___		
Sewer Connection: Does project propose to connect to a public sewer system? Y___ N___		
Sewage disposal: If on-site treatment and disposal is proposed, has soil testing been performed: Y___ N___ If Yes, when (date): _____		
Public use canal or waterway on site		
Other streams on site		
Underground storage tanks		
Is project a sensitive noise receptor (e.g. residential, school, offices)? Y___ N___ If Yes, what is nearby? What is noise source?		
Hazardous substance use		
Identify past/proposed land uses, i.e. industrial/commercial, agriculture, mining		
What are the surrounding land uses?		
For properties located within zoning districts that allow the keeping of cattle and livestock, does this proposal include allowing for the keeping of cattle and livestock?		

LAND DIVISIONS		
Number of lots		
Types of housing		

List any specific questions that you want answered at the Pre-Development Meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

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