

# 7

## ADMINISTRATIVE PROCEDURES & APPLICATIONS

### 7.1 PVSP AMENDMENTS

Amendments to the Specific Plan are changes to the plan elements, including differences in land use development types assigned to specific parcels; changes to capacity requirements; changes to the intensity or density of land uses on specific parcels; density transfers; changes in the Plan Area boundaries; or changes in policies. Amendments usually involve issues of consistency with the original vision and intent of the Specific Plan or with the Placer County General Plan (refer to PVSP 9.2.6). Requests for a PVSP Amendment shall be filed on the **PVSP Amendment** application form provided by the County (refer to the sample application provided in Appendix A of this Manual).

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

### 7.2 PVSP INTERPRETATIONS

Interpretations are judgments that apply to the vision, goals, and intent of the Specific Plan and to specific issues and situations related to the land use decisions and development. Interpretations are generally limited to details where the requirements and guidelines of the Specific Plan may appear to provide alternative guidance, differ from each other, or from other adopted County policies or requirements from other agencies. Interpretations may be needed when the County is considering discretionary development applications (such as a subdivision map), or a ministerial application (such as a building permit). Interpretations for the PVSP shall be made as described in Section 17.02.050 of the Zoning Ordinance (refer to PVSP 9.2.6).

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>  
[http://qcode.us/codes/placercounty/view.php?topic=17-1-17\\_02-17\\_02\\_050&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-1-17_02-17_02_050&frames=on)

### 7.3 PVSP ADMINISTRATIVE MODIFICATIONS

Changes to the adopted Specific Plan shall be categorized by the County Planning Director as either an Administrative Modification or an Amendment. Administrative Modifications do not have significant impact on the character of the Plan Area and are consistent with the spirit and intent of the vision, goals, and policies of the Specific Plan. All requests for Administrative Modifications to the Specific Plan shall be filed on the **PVSP Administrative Modification** application provided by the County, a sample of which is included in Appendix A of this Manual. An Administrative Modification may be reviewed and acted upon by the County Planning Director. No Planning Commission or Board of Supervisors review is required, unless the Administrative Modification is appealed.

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

### 7.4 PVSP DENSITY TRANSFER FOR HOUSING UNITS

Residential units assigned to specific properties may be transferred between development land parcels provided that all of the criteria outlined in PVSP 9.2.7 are met. Transfers may occur between different legal owners. To request a density adjustment, the Developer of both the sending and receiving parcels shall submit to the County Planning Director a completed **Density**

**Transfer of Housing Units Application** with all the required information needed to determine compliance with PVSP 9.2.7. The applicant shall also provide a revised Specific Plan table reflecting the adjusted unit counts and densities, as well as any necessary maps. The revised table will allow the Planning Department to track unit allocations. Samples of both the application and the summary form are included in Appendix A of this Manual.

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

## 7.5 COMPLIANCE TRACKING OF AFFORDABLE HOUSING

The Developer is required to provide ten percent (10%) of the total residential units which are actually constructed within its property to be developed as affordable housing. Two percent (2%) of the required total shall be affordable to moderate income households; four percent (4%) of the required total shall be affordable to low income households; and four percent (4%) of the required total shall be affordable to very low income households.

The affordable units shall be developed generally concurrently and in such concurrent development shall be achieved in accordance with the following schedule: (i) either Developer and County shall have entered into an Affordable Housing Agreement described below or, if the County has then adopted an affordable housing plan applicable to specific plans, Developer shall have elected to satisfy its affordable housing obligations in accordance with such adopted affordable housing plan, which election shall be made by Developer at the time of approval of the first tentative small lot map for the Property; (ii) if Developer elects to proceed with the program provided herein, Developer shall have completed the design and obtained all required approvals for the development of the affordable units prior to the issuance of the first building permit after 50% of the total number of single family residential units approved for the Property have been issued; and (iii) if Developer elects to proceed with the program provided herein, Developer shall have completed construction of the affordable units and obtained certificates of occupancy therefor (or obtained credits for any remaining affordable units, based on the completion of excess affordable units by other developers as described below) prior to the issuance of the first building permit after 75% of the total number of single family residential units approved for the Property have been issued.

The affordable units may be provided as either purchase or rental affordable units, or a mixture of both. With respect to purchase affordable units, such units may be located anywhere within the Property, provided the affordable units shall not be located in a manner that results in an over-concentration of affordable units in any particular portion of the Property.

Prior to approval of each final small lot map within a parcel designated by Developer to provide affordable purchase opportunities, unless Developer elected at the time of approval of its tentative small lot map to satisfy its affordable housing obligation in accordance with the County's subsequently adopted affordable housing plan applicable to specific plans, the parties shall enter into County's then current form of Affordable Purchase Housing Agreement for the residential purchase units affordable to low-income households and affordable to moderate-income households. Similarly, prior to the issuance of a building permit for a multifamily development designated by Developer to provide affordable rental opportunities, unless Developer elected at the time to submittal of its building permit application to satisfy its affordable housing obligation in accordance with the County's subsequently adopted affordable housing plan applicable to specific

plans, the parties shall enter into County's then current form of Affordable Rental Housing Agreement for the residential rental units affordable to very low-income households. Refer to Table 7.1 for Affordable Housing Requirements for each Placer Vineyards property (refer also to DA Section 2.6).

TABLE 7.1 PLACER VINEYARDS SPECIFIC PLAN AFFORDABLE HOUSING REQUIREMENTS											
Property ID #	Gross Parcel Area (Ac)	Specific Plan Residential Dwelling Units					Affordable Housing Requirement				
		Units	LDR Units	MDR Units	HDR Units	C/MU Units	Total PVSP Dwelling Units	Total AH Units Required	Moderate Income Units Required	Low Income Units Required	Very Low Income Units Required
1A	402.0		931				931	93	19	37	37
1B	56.0		35	128	90		253	25	5	10	10
2	138.0		289	115			404	40	8	16	16
3	100.5			153	105		258	26	5	10	10
4A	65.0										
4B	114.2			225		88	313	31	6	13	13
5A	106.5		230	106	75		411	41	8	16	16
5B	51.0		74	103			177	18	4	7	7
5C	241.5		250	562	375	57	1244	124	25	50	50
6	39.0			102			102	10	2	4	4
7	357.0			912	698	82	1692	169	34	68	68
8	120.0		112	117			229	23	5	9	9
9	326.0		515	359	120		994	99	20	40	40
10	242.0			819	158		977	98	20	39	39
11	79.0		81	134			215	22	4	9	9
12A	196.0				871	144	1015	102	20	41	41
12B	102.0			342		38	380	38	8	15	15
13	80.0			122	105		227	23	5	9	9
14	80.0			58			58	6	1	2	2
15	202.0		70	639	150	38	897	90	18	36	36
16	94.0		151	126			277	28	6	11	11
17	19.5		42	38			80	8	2	3	3
18	3.5		4				4	0	0	0	0
19	816.5		343	1148	345	189	2025	203	41	81	81
20	0.3						0	0	0	0	0
21	10.5		37				37	4	1	1	1
22	22.5			73			73	7	1	3	3
23	92.5		173	41			214	21	4	9	9
24	94.0		182	52			234	23	5	9	9
SPA	979.0	411					411	41	8	16	16
	5,230.0	411	3,519	6,474	3,092	636	14,132	1,413	283	565	565

1. See Table 2.1 For PVSP Development Summary.
2. Affordable housing requirement for each parcel will vary with the actual number of dwelling units constructed. Affordable housing obligation will remain at 10% of total constructed dwelling units with 2% of total residential units affordable to moderate income households, 4% of total dwelling units affordable to lower income households; and 4% of total dwelling units affordable to very-low income households.

## 7.6 PVSP SPECIAL PLANNING AREA ENTITLEMENTS

The PVSP does not revise the existing zoning for the Special Planning Area (SPA) properties. Within the SPA, existing County zoning and administrative processes govern.

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

## 7.7 DISCRETIONARY PERMITS

### 7.7.1 TENTATIVE SUBDIVISION MAPS

Tentative Subdivision Maps are governed by Article 16.12 of the Placer County Code. The submittal of a tentative subdivision map is a requirement of Development Phase & Phasing Plan approval (refer to Section 5.2.1 of this Manual for Development Phase & Phasing Plan information).

[http://qcode.us/codes/placercounty/view.php?topic=16-16\\_12&frames=on](http://qcode.us/codes/placercounty/view.php?topic=16-16_12&frames=on)

### 7.7.2 MINOR SUBDIVISION AND PARCEL MAPS

Minor Subdivision and Parcel Maps are governed by Article 16.20 of the Placer County Code.

[http://qcode.us/codes/placercounty/view.php?topic=16-16\\_20&frames=on](http://qcode.us/codes/placercounty/view.php?topic=16-16_20&frames=on)

### 7.7.3 DESIGN/SITE REVIEW

All proposed projects in the PVSP must undergo Design/Site Review according to the requirements outlined in Section 17.52.070 of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-2-vi-17\\_52-17\\_52\\_070&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-2-vi-17_52-17_52_070&frames=on)

### 7.7.4 CONDITIONAL USE PERMIT

When a Conditional Use Permit (CUP) is required by Section 17.06.0530 et seq., of the Zoning Ordinance to authorize a proposed land use, the permit shall be processed as set forth in Sections 17.58.020 et seq., of the Zoning Ordinance and Appendix A of the PVSP.

[http://qcode.us/codes/placercounty/view.php?topic=17-1-17\\_06-17\\_06\\_050&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-1-17_06-17_06_050&frames=on)

### 7.7.5 MINOR USE PERMIT

When a Minor Use Permit (MUP) is required by Section 17.06.050 et seq., of the Zoning Ordinance to authorize a proposed land use, the permit shall be processed as set forth in Sections 17.58.020 et seq., of the Zoning Ordinance and Appendix A of the PVSP.

[http://qcode.us/codes/placercounty/view.php?topic=17-1-17\\_06-17\\_06\\_050&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-1-17_06-17_06_050&frames=on)

### 7.7.6 ADMINISTRATIVE REVIEW PERMIT

When an Administrative Review Permit (ARP) is required by Section 17.06.050 of the Zoning Ordinance to authorize a proposed land use, the permit shall be processed as set forth in Sections 17.58.020 et seq., with the exceptions set forth in Section 17.58.100 of the Zoning Ordinance and Appendix A of the PVSP.

[http://qcode.us/codes/placercounty/view.php?topic=17-1-17\\_06-17\\_06\\_050&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-1-17_06-17_06_050&frames=on)

### 7.7.7 VARIANCE

A Variance from the strict application of the requirements of the Zoning Ordinance and the PVSP Land Use & Development Standards (Appendix A) as appropriate may be requested and granted as provided by Zoning Ordinance Section 17.60.100. A Variance application shall be completed, filed with the Planning Services Division and processed as provided by Section 17.58.020 of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_60-17\\_60\\_100&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_60-17_60_100&frames=on)  
[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_020&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_020&frames=on)

### 7.7.8 SIGN PERMIT

The requirements of Section 17.54.170, together with Sections 17.54.180 through 17.54.200 of the Zoning Ordinance, apply to all signs constructed or altered except as otherwise provided by these sections, and are in addition to all applicable provisions of the California Outdoor Advertising Act (Business and Professions Code Sections 5200 et seq.).

[http://qcode.us/codes/placercounty/view.php?topic=17-2-vii-17\\_54-17\\_54\\_170&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-2-vii-17_54-17_54_170&frames=on)

## 7.8 APPLICATION PROCEDURES

### 7.8.1 SUBSEQUENT CONFORMITY REVIEW QUESTIONNAIRE

In conjunction with submitting any required County application for approval of a subsequent development plan and phasing plan and development entitlement within the Plan Area, the applicant for each proposed project shall complete a **Conformity Review Questionnaire**, a sample of which is included in Appendix A of this Manual. The purpose of the questionnaire is to enable the County to determine whether there are project-specific effects that are particular to the project or its site that were not considered in the Specific Plan EIR, and/or whether an event as described in Section 15162 of the State of California CEQA Guidelines has occurred. The County may require additional information to make such a determination, including, but not limited to the information outlined in PVSP 9.2.5 - Subsequent Conformity Review Process.

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

### 7.8.2 REQUIRED APPLICATION CONTENTS

Any application for approval of any permit or amendment pursuant to Section 17.58.030 of the Zoning Ordinance, including an **Initial Project Application (IPA)**, shall include the required application contents and any and all forms required by the Planning Services Division (refer to Appendix A of this Manual for a sample of the Initial Project Application).

### 7.8.3 FILING OF APPLICATIONS

All applications for permits required by Chapter 17 of the Zoning Ordinance shall be filed with the Planning Services Division. No application for approval of a use of land, building or structure, land division, or other permit required by Chapter 17 shall be accepted for processing by the Planning Services Division or approved unless it complies with all of the requirements of Section 17.58.040.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58&frames=on)

#### 7.8.4 PRE-DEVELOPMENT MEETINGS

In order to advise and inform applicants of the procedural and substantive requirement of obtaining discretionary permits for new development, the Placer County Development Review Committee shall conduct pre-development meetings with project applicants.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_015&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_015&frames=on)

#### 7.8.5 POSTING OF SITES/NOTIFICATION OF NEW DEVELOPMENT PROPOSAL

The applicant for any permit that is subject to the original jurisdiction of the Planning Commission or the Board of Supervisors shall erect a public notification sign or signs on the project site as required by Section 17.58.045 of the Zoning Ordinance. The sign(s) shall be erected within sixty (60) days after the submission of Subsequent Conformity Review application.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_045&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_045&frames=on)

#### 7.8.6 INITIAL REVIEW OF APPLICATIONS

In addition to the review required by Section 17.58.040 of the Zoning Ordinance, the Planning Services Division shall review all applications for completeness and accuracy before the applications are accepted as being complete and officially filed.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_050&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_050&frames=on)

#### 7.8.7 ENVIRONMENTAL REVIEW

All applications for a development entitlement shall be reviewed for conformity with the Placer Vineyards Specific Plan and for compliance with the California Environmental Quality Act (CEQA).

<http://www.placer.ca.gov/~media/cdr/ECS/EIR/PVSP/SpecificPlan07/PVSPJul07Ch9%20pdf.ashx>

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_060&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_060&frames=on)

#### 7.8.8 STAFF REPORT & RECOMMENDATIONS

The Development Review Committee (DRC) or other appropriate departmental staff as directed by the DRC or the Planning Director shall review all discretionary applications filed pursuant to Chapter 17 of the Zoning Ordinance, the PVSP and the DA to determine whether they comply and are consistent with the provisions of Chapter 17, other applicable provisions of the Placer County Code, the PVSP, DA and the Placer County General Plan.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_070&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_070&frames=on)

#### 7.8.9 PERMIT ISSUANCE

The approval and issuance of an Administrative Review Permit, Minor Use Permit or Variance by the Zoning Administrator; or a Conditional Use Permit by the Planning Commission; shall occur as set forth in Section 17.58.140 of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_040&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_040&frames=on).

When Design Review approval is required, it shall occur as set forth in Sections 17.58.110 and 17.52.070(D) of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_110&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_110&frames=on)

[http://qcode.us/codes/placercounty/view.php?topic=17-2-vi-17\\_52-17\\_52\\_070&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-2-vi-17_52-17_52_070&frames=on)

#### 7.8.10 EFFECT OF DENIAL

If an Administrative Review, Minor or Conditional Use Permit or Variance application is denied by the Zoning Administrator or Planning Commission and the decision is not reversed through Appeal (ZO 17.60.110), no further application for a permit for the same use on the same property shall be filed for a period of one year from the date of denial.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_150&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_150&frames=on)

#### 7.8.11 PERMIT TIME LIMITS, EXERCISING OF PERMITS AND EXTENSIONS

An Administrative Review, Minor or Conditional Use Permit shall be approved or disapproved by the County within the time limits set forth in Zoning Section 17.58.160.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_160&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_160&frames=on)

#### 7.8.12 APPLICATION DEEMED APPROVED

Any permit application deemed approved pursuant to California Government Code Section 65956 shall be subject to all applicable provisions of Section 17.58.170 of the Zoning Ordinance, which shall be satisfied by the applicant before any construction permit is issued or a use not requiring a construction permit is established.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_170&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_170&frames=on)

#### 7.8.13 CHANGES TO APPROVED PROJECT

A new land use authorized through an Administrative Review Permit, Minor Use Permit, Conditional Use Permit or Variance shall be constructed or otherwise established only as approved by the granting authority and subject to any conditions of approval, except where changes to the project are approved as set forth in Section 17.58.180 of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_180&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_180&frames=on)

#### 7.8.14 SECURITY FOR PERFORMANCE

When required by the County, through conditions of approval, guarantees of performance shall be provided by the applicant in the form of letters of credit, certificates of deposit, cash deposits and/or other forms specified by the granting authority in Section 17.58.190 of the Zoning Ordinance.

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_58-17\\_58\\_190&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_58-17_58_190&frames=on)

#### 7.8.15 APPEALS

Decisions of the Planning Director, Agency Director, the Zoning Administrator, the Environmental Review Committee, the Parcel Review Committee, the Design/Site Review Committee, the Development Review Committee and the Planning Commission may be Appealed by an applicant or by any aggrieved person as provided in Section 17.60.110 of the Zoning Ordinance (refer to the DA for special appeals to the County Executive and the Board of Supervisors).

[http://qcode.us/codes/placercounty/view.php?topic=17-3-17\\_60-17\\_60\\_110&frames=on](http://qcode.us/codes/placercounty/view.php?topic=17-3-17_60-17_60_110&frames=on)