



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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## PROJECT DESCRIPTION REQUIREMENTS

Submittal of a detailed project description is important to ensure timely review of discretionary land use applications and to reduce repetitive review cycles. Submittal of a detailed project description in conjunction with all required supplemental application materials, as detailed in the entitlement specific filing instructions, will help to ensure that your project is reviewed as expeditiously as possible.

Below are instructions detailing types of information to include in your written project description. These instructions are not exhaustive, as more complex entitlement requests will typically require more comprehensive information while less complex requests may require less information. The intent of this instructive document is to provide guidance on what type of information to include in the written project description.

Prior to submitting an entitlement application, please review the entitlement specific filing instructions for each entitlement approval being sought, as well as instructions for preparing a complete site plan or tentative map.

### Elements of a Complete Project Description

A complete project description will include all of the following elements, as applicable:

- List of all discretionary and legislative approvals sought (e.g. Variance, Use Permit, Tentative Map, Rezone, General Plan Amendment, etc.).
- Describe the complete project scope. Provide a narrative description of the proposed project including, but not limited to; project area by square footage or acreage, proposed land use(s), number of developable lots or units proposed, number of common area or open space lots, open space acreage, site access and proposed roadway and circulation improvements, parking location, design and number of spaces, existing utilities by type and location, proposed utilities by type and location, project grading including estimated quantities for cuts and fills, proposed drainage and storm water treatment improvements, project phasing, proposed square footage of amenities buildings such as recreation centers and clubhouses, proposed square footage of commercial or industrial buildings, noise barriers, proposed parks and trails, landscaping improvements and other relevant information. Project descriptions for commercial land uses should also include days and hours of operation, number patrons or customers, number of employees, typical daily traffic, proposed outdoor uses or use areas, food or alcohol sales, descriptions of promotional events including uses with outdoor amplified speech or music.
- Applicant proposed findings to demonstrate compliance with general plan, community plan and county code requirements including findings to demonstrate project need.

Below are examples of project descriptions. The examples are representative of some types of projects but are not exhaustive. The length and amount of detail for your project will vary depending upon the complexity of the project, number and type of entitlements requested, project setting and other factors. Applicants are encouraged to provide a robust project description with enough detail that a person who is not familiar with the project would have a clear understanding of the entitlement request(s), proposed land uses and improvements proposed to be constructed.

## **Example Project Descriptions**

### Example - Minor Boundary Line Adjustment

The project requests approval of a Minor Boundary Line Adjustment between Assessor's Parcel Numbers 111-111-111 and 222-222-222. Parcel 111-111-111, which comprises 1.7 gross acres, would adjust a .5-acre portion of land to parcel 222-222-222 which currently comprises .77 acres. Resultant parcel sizes would be 1.2 acres (APN 111-111-111) and 1.27 acres (APN 222-222-222). Parcel 2 is currently smaller than the 1-acre zoning minimum. Following the adjustment both resultant parcels would comply with minimum zoning requirements and would yield improved overall land use patterns because both parcels would be at least as large as the required zoning district minimum lot size.

### Small Residential Project – Variance Request for a Residential Accessory Structure

The project requests approval of a variance to reduce the required watercourse setback of 100 feet from the centerline of a perennial stream in order to allow for a setback of 75 feet from the centerline of the stream in order to construct a 600 square foot single-story detached garage. Available building sites on the 1-acre project site are restricted by the unusual shape of the property, which is long and narrow and has a perennial stream running the length of the southern project boundary and thereby limits the available building site area to the location proposed with this variance request. The variance, as requested, is the minimum departure necessary to grant relief from the ordinance requirements and if granted would not result in impacts to the stream because the area where the building is proposed does not require removal of large trees, no riparian vegetation would be removed, and a storm water infiltration trench will be constructed along the south side of the structure to capture and treat storm water runoff from the garage and the driveway.

### Large Residential Project – Planned Residential Subdivision Tentative Map and Conditional Use Permit

The project requests approval of a Vesting Tentative Subdivision Map and a Conditional Use Permit to create a Planned Residential Development consisting of 45 single-family residential units and five common area/open space parcels on a 29-acre project site. Lots would range in size from 0.25 acres to 0.38 acres and would average 0.30 acres. The project includes a proposed 1,500 square foot HOA clubhouse and a .5-acre private park.

An onsite private roadway is proposed to connect to Placer County Road at the project entrance, and private secondary roadways would be developed to serve the subdivision lots. Onsite roadways are proposed to be constructed to a Rural Minor Residential Plate 102 standard as shown on the Vesting Tentative Subdivision Map. The portion of Road A located between Placer County Road and the western boundary of Lots 1 and 2 would consist of two 12-foot travel lanes plus 3 feet of concrete curb and gutter on both sides. All portions of the onsite roadway where fronting on residential lots would be constructed to the same standard plus would include a 4-foot sidewalk on both sides of the road, connected to 3 feet of curb and gutter. Construction of the onsite private roadways would include construction of a bridge over the perennial stream in the western portion of the site, as well as two bridges over the unnamed seasonal stream in the eastern portion of the site. A total of five open space/common area lots totaling 12.3 acres are proposed including a .5-acre private park that would be constructed on common area Lot C. Common area landscaping improvements and a subdivision identification sign would be constructed on Lot A at the project entry to Placer County Road, and other common area landscaping improvements would be constructed at each of the onsite roadway intersections, as shown on the conceptual Landscape Plan.

The project would be constructed in as many as three phases. Phase A would construct 20 production home lots in the western portion of the project area, a portion of the private onsite Road A including the connection to Placer County Road and the bridge over the perennial stream, and the Court B roadway

serving the residential lots. Phase A would also construct new sewer, potable water, stormwater treatment and conveyance facilities, and dry utilities.

Phase B would construct 15 custom-build lots in the eastern portion of the project site including the portion of the private onsite Road A to Court C, the Court C roadway, the two bridges over the unnamed seasonal stream, and a .5-acre private park on lot C. Stormwater treatment and conveyance facilities, extension of previously constructed dry and wet utilities, and a sewer lift station on Lot D would also be constructed.

Phase C would construct 10 custom-build lots in the southern portion of the project site. Phase C improvements include the remainder of Road A to Court D, the Court D roadway, a shared private lane and shared driveway serving Lots 43-45, the remainder of previously constructed dry and wet utilities, and 1,500 square foot HOA clubhouse on Lot E.

*Project Justification - Consistency with the General Plan, Community Plan and the County Code*

This project has been designed in accordance with the goals and policies of the Placer County General Plan and the requirements of Chapters 15, 16 and 17 of the Placer County Code as they apply to this proposal. The proposed project would be consistent with the goals and policies of the Placer County General Plan because it would result in orderly growth and logical development patterns, would achieve consistency with goals and policies of the Placer County General Plan by placing development where it is most suitable while portions of the project site that are not suitable for development would be incorporated as common area open space. Moreover, if the project is approved and implemented a total of 45 dwelling units, which is than allowable under the general plan land use designation of two units per gross acre. The resultant project would ensure development of the site is completed in a manner that is compatible with established surrounding land uses and includes adequate provision for public services and safety improvements. The project would be implemented through a logical and orderly phasing sequence that would ensure that the first phase of development can operate independently and includes adequate provisions for health, life, safety, open space and protection of site resources and each subsequent project phase would further promote the orderly growth of the project site and surrounding area, which is suitable for the type and density of development proposed.

Commercial/Industrial Project

The project proposes to develop an operations center and fueling facility with associated yard facilities on a 5.0-acre portion of the 10.0-acre project site, which is presently developed with a 25,000 square-foot office building, 1,500 square-foot shop building, and parking and circulation areas. The yard would include a 2.5-acre vehicle and equipment storage area, onsite fueling facility for diesel trucks, a 20,000 square foot vehicle maintenance and storage building, and vehicle circulation areas. A new parking area for 35 passenger vehicles would be developed to the east of the storage yard. An existing 1,500 square-foot shop building located on the westerly side of the existing 25,000 square-foot office building would be demolished and replaced with a new 4,200 square-foot metal shop building that would be used for light manufacturing in support of field operations. Site improvements would also include new security fencing around the operations yard, drainage and water quality improvements, and landscaping.

A minimum 50-foot setback will be maintained for all new site development from existing wetlands within the western portion of the site. All parking, circulation and storage yard areas are proposed to be paved. The existing easterly driveway encroachment to A Avenue will be widened to support truck access by widening the north side of the encroachment. Landscaping, fencing and lighting will be installed along the perimeter of the site. The newly developed exterior truck parking and layout areas will be screened from public view using fencing and landscaping consistent with the Placer County Design Guidelines Manual.

### *Operations and Maintenance*

Hours of operation would generally be from 6:30am-5:00pm, although some departments will work until 10:00 pm. The yard will be accessible 24 hours a day, 7 days a week by key-code security gate. Approximately 10 trucks will access the site per day. The facility and site will be used exclusively by company staff with occasional visitors directly related to the operation. 24 full time employees will work at the facility.

### *Project Justification - Consistency with the General Plan, Community Plan and the County Code*

The project site is located within the Nichols Duluth planning area of the Sunset Area Plan (SAP). The Cincinnati Avenue, Nichols Drive and Duluth Avenue roadways provide vehicular access to this portion of the plan area, and a railroad spurs traverses east to west through the center of the plan area. The Nichols Duluth planning area is designated for development of commercial office park, business park, heavy commercial, and industrial land uses. Because this portion of the plan area is served by a rail spur and is somewhat isolated from the rest of the plan area, heavier industrial uses are allowed.

This portion of the plan area includes developed industrial properties with a variety of industrial land uses such as small-scale and large-scale indoor and outdoor manufacturing, warehousing, fenced equipment storage yards and material storage yards, contractors, a propane farm, and industrial office park uses. There are also several undeveloped sites, many of which have been pad-graded or disturbed by past development activities.