



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### MINOR 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 Minor Use Permit application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Minor Use Permit](#) entitlement authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#): (Some Minor Use Permit projects will not meet CEQA exemption criteria and may be subject to CEQA review. For further information see instructions for [Projects Subject to CEQA](#)).  
**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, 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.
- 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](#).

### MINOR USE PERMIT PROCESSING

Land uses subject to Minor 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:

- A. **Public Hearing.** After completion of a staff report pursuant to Section 17.58.070, the zoning administrator shall conduct a public hearing on the requested minor 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 zoning administrator shall consider information presented about the project proposed in the minor 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 zoning administrator shall approve or not approve any proposed negative declaration or other appropriate environmental document required by Chapter 18 of this code, and shall approve, approve subject to conditions, or disapprove the minor use permit.
  3. Approval or conditional approval shall be granted only where the zoning administrator can make the findings required by 17.58.140(A) (Permit Issuance—Findings Required for Approval), and the permit shall be denied where the findings cannot be made. The zoning administrator may approve a minor use permit subject to conditions, as set forth in Section 17.58.140(B).
  4. The decision of the zoning administrator shall be in writing, including all findings that were made as the basis for the decision.
- C. **Appeal.** Decisions of the zoning administrator on minor use permits may be appealed to the planning commission, in accordance with Section 17.60.110 (Appeals).
- D. **Referral to Planning Commission.** As provided by Section 17.60.030(C), the planning director or the zoning administrator may refer a minor use permit to the planning commission for a public hearing, consideration, and approval or disapproval pursuant to the procedures specified by Section 17.58.130 (Conditional use permits). Such referral may occur at the discretion of the planning director or the zoning administrator when it is deemed necessary because of policy implications, unique or unusual circumstances, or the magnitude of the project. Referral of a minor use permit to the planning commission pursuant to this subsection shall occur when an environmental impact report or subsequent environmental impact report (but not an addendum EIR) is required for the project. (Ord. 5126-B, 2001)