



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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SPECIFIC PLAN – SPECIFIC PLAN AMENDMENT

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 Specific Plan application or a Specific Plan Amendment application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Specific Plan or Specific Plan Amendment](#) entitlement plus other entitlement requests such as a General Plan Amendment and/or Rezone under section 1 of the application form. For Specific Plan applications that include companion entitlement requests, please review the filing instructions for each companion entitlement.
- Completed [Environmental Questionnaire Form](#): Specific Plan projects are subject to CEQA review. For further information see instructions for [Projects Subject to CEQA](#). Proposed Specific Plan Amendments, where determined to be conforming to the certified environmental document, may not require subsequent CEQA review but may be subject to conformity review in accordance with the terms of the approved specific plan. Please review the Implementation section of the approved specific plan for further information pertaining to conformity review procedures and subsequent processing of entitlements conforming to the approved specific plan.
- Project description: (see [Project Description Requirements](#))
- 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.

FORM AND CONTENT OF SPECIFIC PLAN OR SPECIFIC PLAN AMENDMENT

Specific Plans are governed by Article 8 (Sections 65450 through 65457) of the Title 7 Planning and Land Use Law, California Government Code and Section 17.58.200 of the Placer County Zoning Ordinance. All proposed Specific Plans and Specific Plan Amendments shall be prepared and processed in accordance with these provisions. For complete information pertaining to required form and contents of a specific plan, please check with the California Governor's Office of Office of Planning and Research (OPR) at <http://www.opr.ca.gov/> or you may wish to download OPR's comprehensive guidebook, *The Planner's Guide to Specific Plans*, at http://www.opr.ca.gov/docs/specific_plans.pdf.