



**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**Planning Services Division**

AUBURN OFFICE  
3091 County Center Dr., Auburn, CA 95603  
530-745-3000/FAX 530-745-3080  
Website : [www.placer.ca.gov](http://www.placer.ca.gov)  
Email: [planning@placer.ca.gov](mailto:planning@placer.ca.gov)

TAHOE OFFICE  
775 North Lake Blvd., Tahoe City, CA 96146  
P.O. Box 1909, Tahoe City, CA 96145  
530-581-6280/FAX 530-581-6282

**ADMINISTRATIVE REVIEW 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 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 an Administrative Review Permit application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Administrative Review Permit](#) entitlement authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#): (Some Administrative Review 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](#).

**ADMINISTRATIVE REVIEW PERMIT PROCESSING**

When an Administrative Review Permit (ARP) is required by Sections 17.52.130(B)(1)(b), (B)(1)(d) or 17.56.170(B)(1) to authorize a proposed land use, the permit shall be processed as set forth in Section 17.58.020 of the Zoning Ordinance (Applications—Filing and initial processing), except as follows:

- A. **Notice Not Posted and Public Hearing Not Held.** Notice to the public shall be provided as set forth in Section 17.60.140(A)(3) of the Zoning Ordinance, except for the requirement to post a notice on the property which is the subject of the permit application, and a public hearing is not conducted.
- B. **Final Action.** After completion of a staff report pursuant to Section 17.58.070, the Zoning Administrator shall take action on an administrative review permit application as follows:
1. The Zoning Administrator shall consider information presented about the project proposed in the Administrative Review Permit application, in the staff report, in any accompanying environmental documents and comments received on such documents, in any correspondence received, from any field review, and from any other information made part of the record.
  2. Within the time limits specified by Section 17.58.160(A) (Time Limits for Action by County), the Zoning Administrator shall, 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 administrative review permit.
  3. Approval or conditional approval shall be granted only where the Zoning Administrator can make the findings required by Section 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 an Administrative Review 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 Administrative Review 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 Zoning Administrator may refer an Administrative Review 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 Zoning Administrator when it is deemed necessary because of policy implications, unique or unusual circumstances, the size of the project, or other factors determined by the planning director or zoning administrator to be significant enough to warrant Planning Commission review.