

PROPERTY IMPROVEMENT

DESIGN REVIEW COMMITTEE

El Dorado Hills Community Services District
1021 Harvard Way
El Dorado Hills, CA 95762
(916) 933-6624 ext. 109/FAX (916) 941-1627

The Design Review Committee (DRC) meets every Tuesday morning at 8:00 a.m. in the Parks Conference Room, 1030 St. Andrews Drive. Applications submitted by Noon on Thursday are reviewed the following Tuesday morning.

The Administration Office hours are Monday through Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 1:00 p.m. If you have any questions regarding the application, please contact the DRC Assistant at (916) 933-6624 ext. 109.

All applicants are mailed a copy of the DRC's meeting agenda and are invited to attend the meeting. If you do not attend the meeting and the Committee requires additional information to complete the review process, your application will be held over until the following Tuesday meeting. If your application is held over, you are notified by mail regarding those items that are still required prior to the next meeting. The DRC has up to 30 days to approve or deny an application.

Letters of approval or denial are sent to applicants within two weeks following the meeting. Those applications requiring building permits through the El Dorado County Development Services Department receive a Certificate of Approval (COA) and stamped plans (if applicable). They are available for pickup after 1:00 p.m. in the Administration Office, 1021 Harvard Way Wednesday following the Tuesday meeting in which the application is approved.

COAs and stamped plans should be taken to the El Dorado County Development Services Department at 2850 Fairlane Court, Building "C", Placerville. You can contact the El Dorado County Development Services Department at (530) 621-5775.

El Dorado Hills Community Services District
Design Review Committee
1021 Harvard Way, El Dorado Hills, CA 95762
(916) 933-6624 ext. 109/Fax (916) 941-1627

Check Amt: _____ Receipt #: _____ Date Rcvd: _____

PROPERTY IMPROVEMENT APPLICATION

Complete entire application, sign, attach all required documents and your fee

FEE DOUBLES IF ANY WORK HAS BEEN STARTED PRIOR TO RECEIVING DRC APPROVAL

Owner: _____ Phone: _____
Last First

Mailing Address: _____
Street City State Zip

Site Address: _____
Street

Village: _____ Unit No.: _____ Lot No.: _____

Assessor Parcel Number (APN): _____ - _____ - _____

Contractor (Name, Address, Phone) _____

PROPERTY IMPROVEMENT PLANS: Submit **three (3)** complete sets of the plan sheets listed below in a format suitable for submission to the El Dorado County Development Services Department (EDCDS). The El Dorado Hills Community Services District (EDHCSD) retains one copy of plans for our records, and the remaining two sets of plans are given back to the home owner or their representative to submit to the EDCDS. Check each item under your category below to show all information requested has been provided. An incomplete checklist will not be accepted for review.

1. **LANDSCAPING:** Check one or both: Front Back
FEE: \$85.00
Landscaping Plan: drawn to scale (Typically 1"=10' or 1"=20')
- Photographs of lot. Provide adequate color photos to clearly identify the extents of the lot and landscaped areas.
 - Lot plan with north arrow, property lines with meets and bounds information (lot dimensions and orientation angles), all County and CC&R property and utility easements, curbs, gutters, and sidewalks (existing or proposed).
 - Show all rock outcroppings and all trees (including tree diameter, drip line and species) located within 20' of landscaping construction and grading cuts and fills. Clearly identify all trees requested to be removed.
 - Provide contour lines in maximum 2' increments (both existing and proposed grades) if grading will be done. Evidence shall be provided that the existing grades were surveyed by a Civil Engineer or Licensed Surveyor. Proposed contours shall show direction of surface drainage. Provide Irrigation Plan, swale detail and/or hardscape, flow lines, drainage system.
 - Show footprint of the residence and all outbuildings. Show (existing and proposed) walks, driveway, patios, decks, fencing, exterior lighting columns or posts, retaining walls with bottom and top of wall heights as related to grades.
 - Show all barked areas, aggregates, water features (ponds or fountains), and plantings with a legend of species.
2. **OAK TREE REMOVAL:** Removal without prior authorization is subject to Oak Tree Mitigation Fees of \$200 per inch of diameter.
FEE: \$60.00
- If tree is dead provide a picture of the tree requested to be removed.
 - If tree(s) are living provide a picture of the tree requested to be removed, a plan showing location on the lot and size of tree(s) to be removed. Provide an arborist report from a licensed arborist NOT being used to remove the tree(s).

3. **FENCING, PRIVACY WALLS, AND RETAINING WALLS:** (Note: Perimeter fencing must be placed on property lines, no fencing over 3' high or 50% open allowed within setback lines, retaining wall must be no closer to property lines than allowed by County)
FEE: \$85.00
- Photographs of lot. Provide adequate color photos to clearly identify the extents of the construction areas.
 - Provide a Plot/Site Plan with locations of fences and walls (label proposed AND existing.) Provide contour lines in maximum 2' increments (both existing and proposed grades) if they are changed due to retaining wall construction. Evidence shall be provided that the existing grades were surveyed by a Civil Engineer or Licensed Surveyor. Proposed contours shall show direction of surface drainage.
 - Provide contour lines in maximum 2' increments (both existing and proposed grades.) Proposed contours shall show direction of surface drainage.
 - Show footprint of the residence and all outbuildings.
 - For fences label material type (wood and species, vinyl, etc.), style (dog-ear, straight, etc.), maximum height above grade, color, and provide manufacturer brochure (if other than natural wood.)
 - For walls label material type (wood, block, etc.) style (split face, stucco, etc.) maximum height above grade, retaining wall heights from grade to grade, color, and manufacturer (if other than natural wood.)
4. **FLATWORK, RV PAD/ DRIVEWAY EXTENSIONS, AND SPORTS COURTS:** (Note: No exterior lighting allowed on Sports Courts)
FEE: \$85.00
- Photographs of lot. Provide adequate color photos to clearly identify the extents of the construction areas.
 - Provide a Plot/Site Plan with locations of all proposed property improvements. Provide contour lines in maximum 2' increments (both existing and proposed grades) if they are changed due to proposed property improvements. Evidence shall be provided that the existing grades were surveyed by a Civil Engineer or Licensed Surveyor. Proposed contours shall show direction of surface drainage.
 - Show footprint of the residence and all outbuildings
 - Label all surface materials and colors.
 - Provide details on proper screening of RV, boat, or parking areas.
5. **DECK, PATIO, AND PATIO/ TRELLIS COVER:** (Note: Roof of patio cover must not be covered with reflective materials or colors)
FEE: \$85.00
- Photographs of lot. Provide adequate color photos to clearly identify the extents of the construction areas.
 - Lot plan with north arrow, property lines with meets and bounds information (lot dimensions and orientation angles), all County and CC&R property and utility easements, curbs, gutters, and sidewalks (existing or proposed.).
 - Show all rock outcroppings and all trees (including tree diameter, drip line and species) located within 20' of construction and grading cuts and fills. Clearly identify all trees requested to be removed.
 - Provide contour lines in maximum 2' increments (both existing and proposed grades) if grading will be done. Evidence shall be provided that the existing grades were surveyed by a Civil Engineer or Licensed Surveyor. Proposed contours shall show direction of surface drainage.
 - Show footprint of the residence and all outbuildings.
 - Footprint of the improvement with dimensions to property lines at all sides. Show proposed walks, patios, decks, exterior lighting columns or posts, retaining walls with bottom and top of wall heights as related to grades.
 - Finish floor heights for decks as related to grades.
 - Final proposed plans fully dimensioned.
 - Final proposed elevations of each exterior side. Elevations shall show accurate finish grade representation, show under deck screening to finished grades, show all exterior building material types, roof eave and barge trims, roof pitch, and overall heights.
 - Final proposed foundation plan.
 - Final proposed roof plan.
 - Provide paint chips for all painted surfaces and note on chips where colors are to be used (i.e. base, trim, accent, etc.)
 - Retaining Wall Material: Provide wall construction materials, color and manufacturer, if applicable.
 - Roofing Material: Provide brochure showing manufacturer, material type, thickness, and color.
(Note: Composition roofing must be 50 year rated and approved for your area.)

6. **SHED, GAZEBO, AND PLAY STRUCTURES:** (Note: exterior surfaces and colors must match home if visible from street or adjacent properties)
FEE: \$85.00 (Under 120 square feet)
- Photographs of lot. Provide adequate color photos to clearly identify the extents of the construction areas.
 - Lot plan with property lines, footprint of the residence and all outbuildings within 20' of shed.
 - Footprint of the shed with dimensions to house, outbuildings and property lines within 20' of shed.
 - Final proposed plan of shed with fully dimensioned floor plan, elevations and foundation plan if on permanent foundation (not skids)
 - Provide paint chips for all painted surfaces if not matching home and where colors are to be used (i.e. base, trim, accent, etc.)
 - Roofing Material: Provide brochure showing manufacturer, material type, thickness, and color if not matching home. (Note: Composition roofing must be 50 year rated and approved for your area.)
 - Siding Material: Provide specifications for sidings if not matching home.
7. **ROOFING, SIDING AND SOLAR:**
FEE: \$85.00
- Roofing Material: (Provide brochure if not on the approved materials list)**
 - Photographs of home. Provide adequate color photos to clearly identify the extents of the construction areas.
- New Material: _____ Color: _____ Warranty: _____ years
- Siding Material: (Provide brochure if not on the approved materials list)**
 - Photographs of home. Provide adequate color photos to clearly identify the extents of the construction areas.
- New Material: _____ Color: _____ Location: _____
- SOLAR: (Provide a brochure)**
 - Photograph of the home from the street and side(s) where solar will be installed. Include Aerial photograph
 - Diagram of panels showing exact configuration to scale and type of panels i.e., pool, photovoltaic, hot water, etc..
8. **EXTERIOR PAINT:**
FEE: \$60.00
- Photographs of home. Provide adequate color photos to clearly identify the extents of the home
 - Provide paint chips for all painted surfaces and note on chips where colors are to be used (i.e. base, trim, accent, gutters, etc.)
9. **BASKETBALL HOOPS/ GOALS/ BATTING CAGES: (Note: No exterior lighting allowed on these areas)**
FEE: \$60.00
- Provide plot plan showing proposed item with distances to property lines at all applicable sides.
 - Provide plan for screening from neighboring properties if required by CC&Rs.
10. **SATELLITE DISHES:**
FEE: \$60.00
- Provide sketch showing location on home. (It is preferred that dishes are not mounted on front visible surfaces.)
11. **MISCELLANEOUS: Project:** _____
FEE: \$60.00
 Provide adequate information for the property improvement you are requesting review of in letter or drawings

Abbreviated Design Review Standards, Policies, Procedures and Guidelines

1. You must comply with all applicable Covenants, Codes and Restrictions (CC&R's) for your village, unit and lot number, and the DRC Policies, Procedures and Guidelines. These items are available at the EDHCSD office. If you need guidance from the DRC, a pre-design conference may be requested at no charge prior to a formal submittal. Ask that you be added to the agenda.

2. You must obtain all necessary governmental approvals for your project. Construction shall comply with all applicable laws, ordinances, codes and regulations. Note: the CC&R's and DRC Policies, Procedures and Guidelines shall prevail if County regulations are not as strict. County regulations shall prevail if CC&R's and DRC Policies, Procedures and Guidelines are not as strict.
3. The County Right-of-Way, or distance to property line, is 9.25 feet from back of curb on most parcels in El Dorado Hills. Front, rear, side setbacks and easements vary among villages, units, and lots. It is the owner's and plan preparer's responsibility to know the requirements for the area in which you plan to build.
4. Very strict policies, procedures and guidelines exist regarding grading, drainage, erosion control and oak tree preservation for all property improvements. Grades changed prior to approval are subject to restoration of slopes to their original state at owner's expense. Oak tree removal without prior approval is subject to mitigation fees of up to \$200 per inch for each tree removed.
5. You will receive a letter with the results of the Design Review Committee findings. The DRC will retain the application and one set of your plans for its records. After your plans are approved, you will receive an EDHCSD "Certificate of Approval." Please note that the "Certificate of Approval" is required at the El Dorado County Development Services Department before a County Building Permit will be issued. You may also find that your lender may require documentation of Design Review Committee approval prior to funding your construction loan.
6. If you need to modify your plans (this includes any changes required by the El Dorado County Development Services Department), you need to re-submit a revised set for review and approval prior to construction.
7. If it is found that your project is out of compliance with this application's approval, the application will be subject to review, modification, or revocation. The property owner will be liable for all enforcement and legal costs to ensure compliance. The lender/insurance company for the project may be notified if: the project is in violation of the CC&R's or Policies, Procedures and Guidelines; you proceed with the project without proper approval; you proceed with the project if it has been denied; or you do not follow your plans as approved.

Required Inspections

The El Dorado Hills Design Review Committee (DRC) or the El Dorado Hills Community Services District (EDHCSD) will be inspecting your property at designated phases of construction. Please be advised that it is the owner's responsibility to contact the EDHCSD at each of these phases of construction prior to proceeding with the next phase of construction. These phases are:

1. After foundation forms and rebar have been installed but prior to pouring concrete for foundation. Note: property lines must be strung. All trees to be preserved must be fenced at the drip line with orange ski fencing before this inspection can be made. The address of the property must be clearly shown and visible from the street. The only signs allowed on the property are one for sale sign, if applicable, and one stand alone sign for the general contractor which shall be removed upon completion of construction. Neither sign shall exceed 18"x24" in size. Any other signs may be removed without notice.
2. Immediately following completion of rough exterior framing of walls and rooflines.
3. Immediately following completion of home, including all exterior trim, painting, final grading, concrete flatwork, etc.

Applicant must notify the EDHCSD for an inspection request a minimum of 48 hours (not including Friday, Saturday, Sunday and holidays) prior to inspection. Failure to comply with these inspection requests may result in delay of construction and/or work stoppage by the EDHCSD or the El Dorado County Development Services Department. The inspections by DRC are to ensure that the location, exterior elevations and completed exterior finish of the home are as shown on the plans approved by DRC. The DRC does not perform structural inspections and does not certify that correct construction methods and/or materials were used per local building codes.

Owner has received, read and understands the CC&R's, DRC Policies, Procedures and Guidelines and this Checklist

Property Owner/Agent

Date