

# **ROOM ADDITION/OUTBUILDING CONSTRUCTION**

## **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 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, 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 located at 2850 Fairlane Court, Building "C", Placerville. You can contact the El Dorado County Development Services Department in Placerville at (530) 621-5775.

## ROOM ADDITION/ OUTBUILDING CONSTRUCTION APPLICATION

(ADDITION TO HOME BEYOND EXISTING FOOTPRINT)

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

FEE: \$300.00      **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) \_\_\_\_\_

**ROOM ADDITION/ OUTBUILDING CONSTRUCTION:** 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. **Plot/Site 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 building areas.
  - Lot plan with north arrow, property lines with meets and bounds information (lot dimensions and orientation angles), all County and CC&R setback lines, property and utility easements, curbs, gutters, sidewalks, and utility locations.
  - 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 existing will be modified for addition.) 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.
  - Footprint of the addition construction AND the existing residence areas (clearly show delineation of each) with dimensions from addition construction to property lines at all sides. Show proposed walks, driveway, patios, decks, fencing, exterior lighting columns or posts, retaining walls with bottom and top of wall heights as related to grades.
  - Finish floor heights for addition construction as related to grades. Provide driveway profile plan for new garage additions showing percent of grade at all breaks.
  - Air conditioner/heating unit and propane tank, if applicable. Show proposed screening if either is visible from adjacent lots or roads.
  
2. **Room Addition/ Outbuilding Plans: drawn to scale (Typically 1/4"=1'-0")**
  - Floor Plan:** Final proposed floor plan fully dimensioned with total square footage shown.
  - Elevations:** Final proposed elevations of each exterior side. Elevations shall show accurate finish grade representation, show weep screed lines to follow finished grades, show all exterior building material types (i.e. sidings and material types, stucco, rock, brick, etc.), window and door trim features (required on all sides of addition), roof eave and barge trims, roof pitch, and addition height.
  - Foundation Plan:** Final proposed foundation plan.
  - Roof Plan:** Final proposed roof plan.
  
3. **Specifications:**
  - Paints/ Color:** 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.)
- Siding Material:** Provide specifications for sidings constructed of materials other than wood, stucco or other natural materials.

### **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 CSD 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 a CSD "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 addition, 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 addition 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