



**El Dorado Hills**  
Community Services District  
1021 Harvard Way, El Dorado Hills, CA 95762  
Emergency, after hours: (916) 825-6690

## **IMPORTANT INFORMATION FOR PROPERTY OWNERS**

### **New Home Construction Meeting Location: DESIGN REVIEW DIVISION Parks & Planning Building, 1030 St. Andrews Drive**

- **Submit completed applications to the CSD Registration Office located at 1021 Harvard Way, El Dorado Hills. Complete applications submitted by 5:00 p.m. on Tuesday will potentially be reviewed during the next scheduled meeting.**
- The Design Review Committee (DRC) meets most Tuesday mornings at 8:00 a.m. in the Parks Building Conference Room.

**APPLICATION FORMS FOR DESIGN REVIEW** may be obtained at the Parks Building or printed from the EDHCSD.org website.

*A sign-up sheet is available at 7:30 a.m. the morning of each meeting. The agenda items will be reviewed on a first-come, first-served basis.*

**One (1) copy of the fully completed application and the full set of plans, with three (3) copies of the required documentation and photos for each item**, submitted by 3 p.m. on Wednesday will potentially be placed on the agenda for the next scheduled Tuesday meeting, provided that staff has had sufficient time to review and process the material.

When an application is listed on a DRC agenda, property owner and/or representative will be emailed a copy of the agenda. Each applicant is encouraged, although not required, to attend the meeting in which his/her item will be reviewed. If an application is "Held-Over," applicant will be notified, by telephone or email, regarding outstanding items needed in order for the DRC to complete the review process and to make an informed decision. Outstanding items are to be submitted by Wednesday prior to the next scheduled meeting, since applicants have 30 days from date of initial application to have their project approved or denied.

The Certificates of Approval (COA) are available from DRC staff immediately after the DRC acts on an item. Alternatively, official Notification of Approval (NOA) will be emailed to the property owner and/or representative within two days following each DRC meeting. Those applications requiring building permits through El Dorado County may deliver the official COA or the NOA to the El Dorado County Building Department located at 2850 Fairlane Court, Building "C", Placerville (530-621-5775). Applicants must provide proof of DRC approval prior to being issued a permit by the County. It is the responsibility of the property owner to determine if County approval is required for a proposed project.

For questions regarding the application process, please contact the Registration office at (916) 933-6624 x0.

El Dorado Hills Community Services District  
DESIGN REVIEW  
Parks Building  
1030 St. Andrews Drive, El Dorado Hills, CA 95762  
Phone (916) 614-3211  
[www.edhcsd.org](http://www.edhcsd.org)

OFFICIAL DRC USE ONLY      Item # \_\_\_\_\_

APPROVED/SIGNATURE & DATE \_\_\_\_\_

HELD-OVER/SIGNATURE & DATE \_\_\_\_\_

DENIED/SIGNATURE & DATE \_\_\_\_\_

Amount pd.: \_\_\_\_\_; Receipt#: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_ Check    \_\_\_\_ Cash    \_\_\_\_ Credit Card

## NEW HOME CONSTRUCTION APPLICATION

1. Complete entire application and attach all required supporting documents.
2. Sign and date application on page 3.
3. Fees to be paid at time of application by check, cash, or credit card (AmEx & debit cards are not accepted).

Subject to the CC&Rs within each village and unit, all approvals are solely at the discretion of the Design Review Committee. Applications are reviewed on a case-by-case basis, while taking into consideration the harmony and conformity of the neighborhood and the architectural style of the home. EACH APPLICATION APPROVED BY THE DESIGN REVIEW COMMITTEE (DRC) IS VALID FOR ONE YEAR ONLY.

**FOUR INSPECTIONS ARE REQUIRED: PRE-GRADING, FOUNDATION/LOCATION, FRAMING, AND FINAL INSPECTION. READ FULL INSPECTION NOTICE ON PAGE 3, ABOVE YOUR SIGNATURE.**

FEE: \$1,100.00      FEE DOUBLES IF ANY WORK HAS BEGUN PRIOR TO RECEIVING DRC APPROVAL.

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First

Mailing Address: \_\_\_\_\_  
Street number and name City State Zip

SITE ADDRESS: \_\_\_\_\_  
Street number and name

Email address, property owner (Print clearly. DRC communications will be emailed to you.): \_\_\_\_\_

Email address, contractor or representative: \_\_\_\_\_

Contractor/Owner Representative/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

DRC staff will complete the following information:  
Village: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_  
APN (Assessor Parcel Number): \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

PROPERTY IMPROVEMENT PLANS: TWO (2) COMPLETE SETS of the plan sheets, photos, and documents, as listed below for your specific project(s), must be submitted, with one copy of this application, in a format suitable for physical review by the El Dorado Hills Community Services District Design Review Committee. The DRC will retain one copy of plans for its records. Applicant may pick up the remaining two sets of plans at the time of the DRC meeting. Property owner is responsible for determining if a permit for the proposed project is required by the El Dorado County Building Department.

PLACE A CHECK MARK BESIDE EACH ITEM IN THIS CHECKLIST TO CONFIRM ALL REQUESTED INFORMATION HAS BEEN PROVIDED.  
AN APPLICATION WITH 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 metes 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, at 4.5 feet from the ground, 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). 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 residence with dimensions from home 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 house and garage as related to grades. Provide driveway profile plan 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. **House Plans: drawn to scale (Typically 1/4"=1'-0")**

- Floor Plan:** Final proposed floor plan fully dimensioned with square footages of each floor level and total 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 home), roof eave and barge trims, roof pitch, and overall building 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.
- Siding Material:** Provide specifications for siding constructed of materials other than wood, stucco, or other natural materials.

**ABBREVIATED DESIGN REVIEW STANDARDS, POLICIES, PROCEDURES, AND GUIDELINES**

- Compliance with all Covenants, Conditions, and Restrictions (CC&Rs) for your village, unit, and lot number, as well as the EDHCSD DRC Policies, Procedures and Guidelines is mandatory. EDHCSD and Design Review do not have authority to change or amend CC&Rs; a guide to amending CC&Rs is available on our website, <http://eldoradohillscsd.org>.
- *CC&Rs for each village are available at the Parks Building lobby or on the website.*
- *If you would like guidance from the Design Review Committee prior to submitting an application for review, you may request staff place your discussion/informational matter on the agenda for a regular Tuesday meeting (this placement is for discussion purposes only, no action will be taken until a submitted application is up for review).*
- *It is the responsibility of the property owner and plan preparer to read and comply with all requirements set forth in the CC&Rs in each village and unit, as well as El Dorado County building codes and restrictions. You must obtain all necessary governmental approvals for your project. Construction shall comply with all applicable laws, ordinances, codes, and regulations. NOTE: The CC&Rs and CSD/DRC Policies, Procedures, and Guidelines shall prevail when County regulations are not as strict. Similarly, County regulations shall prevail when CC&Rs and CSD/DRC Policies, Procedures, and Guidelines are not as strict.*

- 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.
- The DRC will retain the application, including one copy of the requested documentation, for its records. The Certificate of Approval (COA) is available from DRC staff immediately after the DRC acts on an item. Alternatively, official Notification of Approval (NOA) will be emailed to the property owner and/or representative within two days following the DRC meeting.
- Applicants are given 30 days from the date of application to receive a decision by the DRC to approve or deny an application; therefore, when a re-submission is required, it is important for the applicant to act in a timely manner.
- If your plans are modified for any reason, including changes required by the El Dorado County Building Department, a revised set of plans must be re-submitted for DRC review and approval prior to commencing work. Additional fees will not be charged to review the modification.
- If it is found that your project is out of compliance as approved by the DRC, the application will be subject to review, modification, and/or revocation.

**Official Notice of Inspection Requirements:**

The El Dorado Hills Community Services District Design Review Committee (EDHCSD DRC) will inspect your property from pre-construction through several phases of construction. **Please be advised that it is the owner's responsibility to contact the CSD Design Review Department at each phase, from prior to grading to final inspection.** Each of the following must be sign off by the inspector before proceeding to the next phase:

1. **PRE-GRADING/PRE-CONSTRUCTION:** Before any grading begins on building site, corners must be staked, lot lines strung, oak trees staked with orange fencing on drip lines, and address of property clearly visible from street.
2. **FOUNDATION/LOCATION:** After foundation forms and rebar have been installed but prior to pouring concrete for foundation.
3. **FRAMING:** Immediately following completion of rough exterior framing of walls, door & window openings, and rooflines.
4. **FINAL:** Immediately following completion of home, including all exterior trim, painting, final grading, concrete flatwork, etc.  
Signage: With the exception of the required "address of property" sign, the only signs allowed on the property are one for sale sign, if applicable, and one standalone sign for the general contractor that shall be removed upon completion of construction. Neither sign shall exceed 18"x24" in size. Any other signs may be removed without notice.

It is the responsibility of each property owner/representative to request an inspection by Design Review staff at least **48 hours** prior to inspection needs. (This does not include Friday, Saturday, Sunday, or holidays.) Please call (916) 614-3208 or (916) 614-3211 to schedule inspections. Office hours are 8:00 a.m. to 3:00 p.m., Monday through Thursday. 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 Building 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 the 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.

Property owner is required to **COMPLETE THIS BOX WHEN ELECTING TO APPOINT A REPRESENTATIVE** to act on his or her behalf for this application only. A signed letter or email from the property owner may be attached to the application as proof of authorization.

Representative/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_

By signing this application, property owner and authorized agent attest to reading, understanding, and committing to compliance with the CC&Rs, District policies and procedures, applicable laws, and El Dorado County permit requirements.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Printed Name