

APP TAKE: 9 AM - 3 PM



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

DEVELOPMENT PLAN APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

PROPERTY OWNER(S)	APPLICANT
Name	Name
Address	Address
City, State/Zip	City, State/Zip
Phone email	Phone email
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.
Owner's Signature <i>X</i>	Applicant's Signature
CONTACT PERSON (optional)	PROJECT DATA
Name	Total Parcel Size:
Address	Proposed Number of Units:
City, State/Zip	Proposed Square Footage:
Phone email	Estimated Project Value:

Project description (attach supplemental statement if necessary):

↓ FOR OFFICE USE ONLY ↓

Project description:

Property description:

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area:	*Base Fee/Deposit	\$3000	S-	Site Address:
Fire District:	Late Filing Penalty (+50% of above if applicable)		S-066	Zoning District:
Sphere of Influence:	#Units _____ x \$195.00		S-014	Census Tract:
Flood Zone:	_____ Sq. Ft. x \$0.20			Atlas Page:
Panel Number:	Notification Fee	15.00 / 30.00	S-052	General Plan:
x-ref Files:	Fish & Game Posting (if not CEQA exempt)	75.00	S-048	Substandard Lot: YES <input type="checkbox"/> NO <input type="checkbox"/>
	Environmental Health Dept.	57.00	5884	Supervisorial District:
	Other:			Received by:
Concurrent Files:	TOTAL	\$		Date Filed:
	Receipt #			File #DP
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			

INSTRUCTIONS ON REVERSE

SUBMITTING YOUR APPLICATION

1. PREPARE a plot (site) plan, floor plans and building elevations clearly and legibly drawn to a commonly used scale with the following information, and verify (by initialing) that the information is included on the plans:

Applicant's
Initials

Plot (site) Plan

- _____ a. All existing property lines labeled and fully dimensioned.
- _____ b. All public and private roads, easements and drainage installations adjacent to the subject parcel(s).
- _____ c. All existing and proposed improvements (including drainage) with distances to all property lines.
- _____ d. Distance from property lines to existing improvements on parcels adjoining the subject parcel(s).
- _____ e. Names of adjoining property owner(s).
- _____ f. Topographic contours labeled with elevation, known geologic hazards, creeks/streams and drainage ditches.
- _____ g. Location, species, drip lines and trunk diameters of all trees with a diameter of 6 inches or greater, measured 4½ feet above ground whose trunks lie within 50 feet of any proposed improvements. This shall include all such trees on the subject property as well as trees on adjoining properties whose canopy extends onto the subject property. Number the trees for identification purposes and indicate if they are to be removed or altered in any way.
- _____ h. North arrow and scale.
- _____ i. Existing and proposed parking layouts, driveways and landscaped areas (all fully dimensioned).
- _____ j. Computations of lot coverage, gross floor area and landscaped areas (all indicated in square feet).
- _____ k. Area of the subject parcel(s) officially mapped within the boundary of a Special Flood Hazard Area (if applicable).
- _____ l. A vicinity map showing sufficient information such as streets, highways, railroad tracks, water bodies, landmarks etc. to locate the subject parcel(s).

Floor Plans

- _____ m. All rooms, hallways and other common areas with their dimensions and use (i.e. bedroom, kitchen, etc.).
- _____ n. Locations of doorways, stairways and landings, windows, permanent fixtures (sinks, toilets, showers, etc.) and major mechanical equipment (hot water heaters, furnaces, etc.).

Building Elevations

- _____ o. Exterior dimensions (height, width, depth) of all proposed improvements. Height is measured at the point within the building footprint that has the greatest distance between the ground and the top of the building directly above.
- _____ p. Proposed exterior ornamentation such as shutters, planting boxes, window trim, cornices, signs, railings, etc.
- _____ q. Proposed exterior materials (i.e. wood siding, stucco, stone veneer, concrete tile roof, etc.).

2. HAND DELIVER (do not mail) the following to the Contra Costa County Application & Permit Center:

- _____ r. Three (3) full size sets of plans (24" x 36") and twelve (12) reduced sets (11" x 17"). All sets must be folded to approximately 8½" x 11". **Rolled plans will not be accepted.**
- _____ s. Completed application form (reverse side of this sheet).
- _____ t. "Important Notice to Applicants" signed and dated.
- _____ u. *Required deposit and miscellaneous fees. Checks may be made payable to Contra Costa County.

* Please note that the fees described on this form are related only to the Contra Costa County Department of Conservation and Development and Public Works Department [(925) 313-2000] costs for processing your application. Additional fees and requirements may be imposed by federal, state and local agencies that may be involved in reviewing your project. It is the applicant's responsibility to investigate whether additional fees and requirements will be imposed.

APPLICANT VERIFICATION

I verify that all of the information submitted as indicated by my initials is complete and accurate to the best of my knowledge and further acknowledge that should it be found that any of the information is incorrect or incomplete it may result in increased processing time and/or costs. I acknowledge that all staff costs are borne by the applicant and if necessary, additional deposits will be required. I also acknowledge that I have completely read this form and understand all of the information stated herein.

Signature _____

Name (print) _____

Date _____

Contra Costa County Department of Conservation & Development
Community Development Division
Application & Permit Center
30 Muir Rd.,
Martinez, CA 94553
(925) 674-7200

IMPORTANT NOTICE TO APPLICANTS & PROPERTY OWNERS

The purpose of this notice is to alert you to various issues which may affect your proposed project development. You are encouraged to research these requirements before submitting an application for development.

FLOODPLAIN: Your project must satisfy the requirements of the County's Floodplain Management Ordinance. If a site lies within or partially within a floodplain, flood zone information *must* be shown on the site plan. Before a development permit application within any area of Special Flood Hazards can be accepted as complete, the applicant or must provide verification from the Floodplain Administrator that the required Flood Zone, Base Flood Elevation and minimum finished floor elevation have been determined, Contact the Public Works Department at 925-646-1623 to determine the flood zone of your property.

DRAINAGE IMPROVEMENTS AND ROAD IMPROVEMENTS: Your parcel may require major drainage or road improvements under County ordinances and policies. Contact the Public Works Department at 925-313-2000 as soon as possible to determine the scope of required drainage improvements and road improvements for your project. The counter at the Public Works Department is open from 7:00 am. to Noon and 12:30 - 5:00 p.m. Monday through Thursday, and is located at 255 Glacier Dr., Martinez.

PROPOSED COMMERCIAL OR INDUSTRIAL USES: Disclosure of Hazardous Materials - Applications for development permits involving commercial and industrial projects, and uses where hazardous materials will be handled (in accordance with Sec. 65850.2 of the Government Code). To reduce the possibility that your application will be deemed incomplete, you are encouraged to follow the steps listed below:

- Complete a Hazardous Material Questionnaire form and submit it to the Health Services Department, Hazardous Materials Section, 4333 Pacheco Blvd., Martinez, CA 94553, 925-646-2286; FAX 925-646-2073. Forms may be obtained from the Application and Permit Center, Building Inspection Division, or Hazardous Materials Office They can assist you with any questions and additional materials for submittal with your development application.

Notice to Bay Area Air Quality Management District (BAAQMD) - The air permit requirements apply to all types of commercial and industrial projects, which generate direct sources of air pollution. For information regarding air permit requirements, Contact BAAQMD at 415-749-5000 or visit their website: <http://www.baaqmd.gov/>

Requirement for Business License - The approval of a development permit for a commercial or industrial operation *neither satisfies nor replaces* any County requirement to obtain a business license for the proposed use. Applicants and property owners may need to separately obtain a business license for their use. Questions on any County requirement for a business license should be directed to the County Treasurer/Tax Collector located at 625 Court Street, Martinez (925-954-5280).

FEES: Development Application Fees - The Community Development Division application fee schedule is structured to generally require sufficient filing fees to cover the cost of processing development applications. Where the application review costs exceed the initial deposit, applicants will be required to submit additional deposits. *Please note that the applicant or owner is responsible for paying all application fees, whether or not the application is approved.* For additional information about application fees or for a copy of the Application Fee Schedule, contact a Community Development representative at the Application and Permit Center 925-674-7200.

Staff Costs for Processing an Appeal are Borne by the Applicant - If an interested party files an appeal, the appeal must be accompanied by a filing fee of \$125. However, please note that the County fee schedule requires the applicant to pay fees for all staff costs of processing the appeal, even if the appeal is filed by a party that opposes the project. This would include any appeal of an administrative decision.

California Department of Fish & Game Fees - An additional fee may be due at the time of posting the environmental document and prior to project decision and before permits are issued. Additional fees are based on California Department of Fish and Game Code Section 713, updated annually, and effective January 1, 2015 fees are as follows:

Categorically Exempt:	No Additional Fee
Negative Declaration:	\$2,210.25
Mitigated Negative Declaration:	2,210.25
Environmental Impact Report:	3,070.00
Certified Regulatory Program	1,043.75
County Clerk Processing Fee (may apply)	50.00

Post-Approval Fees - Once a development permit is approved, most development still requires issuance of other types of ministerial permits (e.g., building permits, grading permits, parcel maps, etc.). Development fees and additional processing fees are normally payable at the time of the issuance of those permits. Development fees are often required for such area-wide infrastructure improvements as traffic improvements, park dedication, and child care. An estimate for many of the post-approval fees which will apply to your project may be obtained by contacting the Building Inspection Division at 925-674-7200.

APPLICANT & PROPERTY OWNER(S) VERIFICATION

I/We have read and understand the statements on this entire form; and I/we have contacted the above departments as suggested.

Applicant Signature _____ Name _____ Date _____
 Owner(s) Signature(s) _____ Name: _____ Date _____

Office Use Only

Application File Number:

IMPORTANT NOTICE TO APPLICANTS & PROPERTY OWNERS

The purpose of this notice is to alert you to various issues which may affect your proposed project development. You are encouraged to research these requirements *before* submitting an application for development.

MUNICIPAL ADVISORY COUNCILS (MAC): MAC's have been formed for the communities of Alamo, Bay Point, Bethel Island, Byron, Contra Costa Centre, Diablo, Discovery Bay, El Sobrante, Kensington, Knightsen, North Richmond, Pacheco and Rodeo. They will receive a copy of your application for their review and approval. You may wish to contact them independently in advance of submitting your application.

DISCLOSING PROJECT IMPACT ON TREES: *Prior to accepting a development permit (e.g., subdivision, land use permit, development plan or variance) application as complete*, the County will require the following project and tree survey information on a site plan. (Except where no exterior improvements or alterations are proposed.)

The site (grading and development) plan shall *accurately and fully disclose* the location, species, tree dripline, and trunk circumference of all trees with a trunk circumference of 20 inches (50.8 cm; approximately 6½ inches in diameter) or greater, measured 4½ feet (1.37 m) above the ground whose tree trunks lie within 50 feet (15 m) of proposed grading, trenching, or other proposed improvements. The site plan shall include any multi-stemmed tree, the sum of whose circumferences measures 40-inches or more, measured 4½ feet from ground level.

- **Trees Along Property Lines** - The site plan shall include any qualifying trees whose trunks lie on adjoining property but whose canopy (dripline) extends onto the subject property.
- **Numbering of Trees for Identification Purposes** - If the proposed development is in proximity to two or more qualifying trees, then each tree shall be assigned a number for identification purposes (e.g., #3, #5, etc.). (Trees whose trunks are more than 50 feet removed from the proposed ground disturbance need be only denoted by the outline of the aggregate tree canopy.)
- **Identification of Project Impact on Individual Trees** - *The site plan shall also specifically and clearly indicate whether individual trees are proposed to be (1) removed, or (2) altered¹ or otherwise affected².* The plan shall identify any proposed drainage ditches, sewer or water mains, drainage lines or other utility improvements which would result in trenching.

If mature trees are not shown on the site plan as proposed to be removed or altered, the County may assume that those trees are intended to be preserved without alteration, and a County development permit may be so conditioned. *Applicants and property owners should be aware that a subsequent ministerial permit (grading or building permits, or approval of improvement plans) by the County cannot be cleared unless it is consistent with the Tree Ordinance and any applicable development or tree permit.*

- **Tally of Trees to be Removed** - The site plan shall contain a tally of the total number of trees proposed to be removed, and their respective aggregate trunk circumference sizes
- **Project Construction Activity Near Trees** - The site plan (or version thereof) shall disclose the location of any stockpiling, paving, compaction (which may be caused by maneuvering of construction vehicles), parking or storing of vehicles, equipment, machinery or construction materials, or construction trailers, or dumping of oils or chemicals which is proposed within the dripline of any above-described tree.³
- **No Trees Near Development** - If there are no qualifying trees on site (including along the site perimeter) or within 50 feet of proposed development, then that site condition shall be expressly noted on the site plan. In this circumstance, other project details specified in this form may not be needed.
- **Identification of Designated Heritage Trees** - Any tree that has been designated by the Board of Supervisors for "heritage" status shall be so labeled on the site plan.

Failure to fully and accurately disclose information about trees and project impacts that can reasonably be anticipated (trenching for utility lines, drainage ditches, grading, etc.) may result in:

- staff determining that the application is not complete, in which case the project will not be scheduled for hearing; and/or*
- subsequent interruption of development activity until such time as there is compliance with applicable tree ordinances.*

¹ For purposes of the Tree Ordinance, "alteration" does not necessarily mean removal of a tree branch or pruning. However, "alteration" does include any proposed trenching, grading, filling, paving, structural development, change in ground elevation within the dripline of a protected tree. Alteration also includes trim by topping (i.e., removal of the upper 25% or more of a protected tree's trunk or primary leader.)

² Though not required, an applicant or property owner may also choose to identify on the site plan a third classification of trees - (3) trees to be preserved (without alteration). However, any tree designated on an approved site plan for preservation, or so designated by condition of approval, automatically becomes a "protected" tree under the ordinance. No removal or (unauthorized) alteration of a protected tree is allowed without first obtaining a Tree Permit from the County.

³ These construction-related activities are normally prohibited by the Tree Ordinance.

FEES COLLECTED BY BUILDING INSPECTION DEPARTMENT

School District	BI Code	Phone Number	Address	Add'l Cities Covered
Brentwood USD	611100	513-6300	255 Guthrie Lane, Brentwood 94513	
Byron USD	62100	809-7500	14301 Byron Hwy, Byron 94514	
Canyon SD*	511100	376-4671	POBox 187 (Pinehurst Rd), Canyon 94516	
John Swett USD	721100	510-245-4300	400 Parker Avenue, Rodeo 94572	Rodeo
Knightsen SD	631100	625-0073	POBox 265 (1923 Delta Rd) Knightsen 94548	
Lafayette SD	52100	927-3500	POBox 1029 (3477 School St) Lafayette 94549	
Liberty UHSD	601100	634-2166	20 Oak Street, Brentwood 94513-1370	Oakley
Martinez USD	741100	335-5800	921 Susana Street, Martinez 94553	
Moraga SD	53100	376-5943	1540 School St. Moraga 94556	
Oakley UESD	641100	625-0700	91 Mercedes Lane, Oakley 94561-4617	Bethel Island
Orinda USD	541100	254-4901	8 Altarinda Raod, Orinda 94563	
Walnut Creek SD	551100	944-6850	960 Ygnacio Valley Rd, Walnut Creek 94596	

**Fees may be collected by Building Inspection at time of final inspection.*

FEES COLLECTED BY SCHOOL DISTRICT**

School District	Phone Number	Address	Cities Covered
Acalanes UHSD	280-3900	1212 Pleasant Hill Road, Lafayette 94549	Laf, Mor, WC, Ori
Antioch USD	706-4100	POBox 768 (510 G St), Antioch 94509	Antioch
Mt. Diablo USD	682-8000	1936 Carlotta Drive, Concord 94519	Con, WC, BayPt., PH, Mtz, Clayton
Pittsburg USD	473-2300	2000 Railroad Ave, Pittsburg 94565	Pittsburg
San Ramon VUSD	552-5500	699 Old Orchard Drive, Danville 94526-1058	Alamo, Dan, SR
West Contra Costa USD	510-231-1100	1108 Bissell Avenue, Richmond 94801	SanP, ElCer, Rich, Pin, Elsob, Herc, Knstn

****Collect Receipt**

OTHER SCHOOL AGENCIES:

Contra Costa County Office of Education/Contra Costa County Superintendent of Schools
942-3388

77 Santa Barbara Road, Pleasant Hill 94523

Contra Costa Community College District

229-1000

500 Court Street, Martinez 94553