CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

OWNER	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. ❒Check here if billings are to be sent to applicant rather than owner. **Owner's Signature**_____	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. **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	$	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 ❒ NO ❒
	Environmental Health Dept.	57.00	5884	Supervisorial District:
	Other:			Received by:
Concurrent Files:	**TOTAL**	$		Date Filed:
	Receipt	#		File #
	*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 (no larger than 24" x 36") and twelve (12) reduced sets (no larger than 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