



REQUEST FOR "SMALL LOT" DESIGN REVIEW
~ TO BE COMPLETED BY APPLICANT ~

| | |
|---|---|
| APPLICANT: Name _____ Address _____ City, State/Zip _____ Phone _____ Email _____ Print Name _____ Signature _____ | OWNER: Name _____ Address _____ City, State/Zip _____ Phone _____ Email _____ Print Name _____ Signature _____ |
|---|---|

* A REQUEST FOR ANY CHANGES TO THE APPROVED DESIGN SHALL REQUIRE THE FILING OF ANOTHER APPLICATION AND RENOTICING.
 **SETBACKS SHOWN ON PLANS, WILL BE THE MINIMUM REQUIRED TO BE MET FOR THE PROJECT. HEIGHT SHOWN ON THE PLANS WILL BE THE MAXIMUM HEIGHT REQUIRED FOR THE PROJECT.
 Applicant/Owner Initials: _____

NATURE OF REQUEST – Briefly describe the entire scope of work including any new or replacement of existing structures. Give reason(s) why it is compatible with surrounding area

MATERIALS REQUIRED FOR SUBMITTAL

A \$150 filing fee and a \$30 fee for public notification are required for "Small Lot" Design Review (due upon filing of application). If the "Small Lot" Review application seeks approval of a project that has already been started (or completed), the application will be subject to a \$75 late filing fee. If a hearing is requested, an additional \$500 filing deposit will be required in order to file a Development Plan application to further pursue the project.

A legible **plot plan must be submitted**; and must include all property lines, the locations of all physical features on the site (creeks, tree canopies, etc.), and existing and proposed improvements (with distances dimensioned to property/easement lines). **Floor plans and elevations are also required.** Elevations must be of sufficient clarity to effectively communicate the proposed design, including exterior materials, and proposed heights of structure to the public. Elevations should show existing and proposed portions of structures. **One set of plans, 11" x 17", is required.**

Photographs of the subject site and existing development on adjacent lots may help expedite your review.

| TO BE COMPLETED BY COMMUNITY DEVELOPMENT DIVISION STAFF | | | |
|--|----------|----------|---------------------------|
| Filing Fee | \$ _____ | (S-036A) | Site Address _____ |
| Late Filing Fee <i>(if applicable)</i> | \$ _____ | (S-066) | Assessor's Parcel # _____ |
| Notification Fee | \$ _____ | (S-052B) | Date Filed _____ |
| TOTAL | \$ _____ | | Received By _____ |
| | | | File # _____ |

Contra Costa County Department of Conservation and Development
 Application and Permit Center 30 Muir Rd., Martinez, CA 94553 925-674-7200, FAX 925-674-7244
www.cccounty.us/apc (EPermits: permits@dcd.cccounty.us)

PLAN REVIEW AND PARCEL INFORMATION

To be completed by Community Development Staff

| | | Yes | No | NA | Comments/Conditions |
|----|---|-----|----|----|----------------------|
| 1 | Zoning: _____ | | | | |
| 2 | General Plan: _____ | | | | |
| 3 | Flood Zone (If flood plane is required, refer applicants to Public Works prior to moving on to building): _____ | | | | |
| 4 | Does the lot comply with Subdivision Map Act? (example: Lot A of MS01-0123) | | | | |
| 5 | Review previous & concurrent files. Check for restrictions to proposed project, and special conditions that may apply. MAKE SURE ALL FEES ARE PAID IN FULL ON PREVIOUS APPLICATIONS PRIOR TO APPROVAL FOR BI PERMIT. | | | | Conditions Yes/No/NA |
| 6 | Sliding scale allowed. (82-14.004 for any lot or parcel of land which was established by record in the Office of the Recorder before 1947) | | | | |
| 7 | Child Care Required if a lot was established or development plan approved after November 14, 1992. | | | | |
| 8 | Park Dedication or Impact fee required? | | | | |
| 9 | Trees must show on site plan (816-6) <ul style="list-style-type: none"> • Are there any trees that are possibly effected by development (within 50 feet) • Are any of the effected trees protected? | | | | |
| | | | | | |
| 10 | Do structure setbacks apply to the edge of a private road easement (82-4.244) | | | | |
| 11 | MWELo (500 sq. ft. for new and 2,500 for rehabbed landscape) Required | | | | |
| 12 | C3 Storm water Control (2500 – 10,000 sq. ft. of impervious space) required? | | | | |
| 13 | Retaining Walls proposed? | | | | |
| 14 | Grading proposed? | | | | |
| 15 | HOA required? | | | | |
| 16 | Historical District? | | | | |

Conditions / comments