



Roles for Processing Applications for Take Coverage Under the East Contra Costa County HCP/NCCP

Overview: It will be the Cities and the County's primary responsibility to receive and review applications for take coverage under the HCP/NCCP in their jurisdiction. The primary duties of the Habitat Conservancy related to HCP/NCCP applications is to provide training and technical support to local planning staff.

Legend: ✓ = Lead role; • = Support role

Task	City or County Planning Staff	Conservancy Staff	Notes
Provide general information to project proponents and their consultants through the HCP/NCCP web site		✓	
Answer questions from project proponents at the planning counter regarding HCP/NCCP application process and requirements	✓	•	
Receive draft HCP/NCCP application packet including planning survey	✓		
Fill out checklist to determine whether application material is complete	✓		
Determine appropriate fees	✓	•	
If local jurisdiction is the project proponent, fill out same application material and determine and pay appropriate fees to Conservancy	✓	•	Local staff are responsible for ensuring compliance of local projects with the HCP/NCCP
Evaluate proposals for land in lieu of HCP/NCCP development fee and proposals of development fee waivers within stream setbacks when dedications of land within stream setbacks are offered	•	✓	See Section 8.6.7 and Conservation Measure 1.7 in Chapter 6 of HCP/NCCP
Evaluate offers of restoration or creation of jurisdictional wetlands and waters in lieu of wetland mitigation fees or proposals to defer portion of fee payment through on-going assessments	•	✓	See Section 9.3.1 of HCP/NCCP
Evaluate additional exceptions to stream setback requirements within the Urban Development Area beyond those provided in Table 6-2 of HCP/NCCP	•	✓	See Conservation Measure 1.7 in Chapter 6 of HCP/NCCP
Evaluating the avoidance and minimization analysis for projects proposing to fill more than 3.0 acres of jurisdictional wetlands and waters within the	•	✓	See Conservation Measure 2.12 in Chapter 6 of HCP/NCCP

Task	City or County Planning Staff	Conservancy Staff	Notes
Urban Development Area			
Evaluating proposals for exceptions to fuel management buffer requirements for projects adjacent to the Preserve System			See Conservation Measure 1.8 in Chapter 5 of HCP/NCCP
Incorporate applicable conditions of HCP/NCCP into development conditions of approval	✓		
Collect required fees from applicant and deposit in local holding account	✓		
Evaluate proposals to defer fee payment through ongoing assessments or other mechanisms	✓	•	Must confirm with Conservancy that proposal conforms to Plan requirements
Consider requests to pay fees in a calendar year prior to the year the first construction permits are issued	✓		Fees cannot be paid prior to tentative map stage unless approved by local agency, Conservancy, CDFG & FWS.
Grant take authorization to project proponent once all requirements have been made conditions of approval	✓		
Maintain accounting of fees collected	✓		
Transfer HCP/NCCP fees to Conservancy at least every six months	✓		
Send copy of complete HCP/NCCP application to Conservancy	✓		
Provide local jurisdiction with updated fee schedule annually by March 15		✓	
Provide on-demand technical support and periodic training to local staff on HCP/NCCP procedures and requirements	✓	✓	
Process requests for take authorization from special districts not participating in the HCP/NCCP (Participating Special Entities)		✓	See Section 8.4 of HCP/NCCP
Forward inquiries for landowners interested in selling land to Conservancy	•	✓	
Suspend the option for early payment of fees and authorization of take under certain circumstances		✓	Unlikely to occur
Promote coordination among local jurisdictions to ensure that the Plan is implemented consistently and effectively	✓	✓	Occurs at monthly staff coordination meetings
All other HCP/NCCP implementation tasks		✓	