

## **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.

I understand that charges for staff time spent processing this application will be based on the Board of Supervisors' approved fee schedule. I understand that my initial deposit is a retainer and not a fee. This deposit will set up an account, which shall be charged at an hourly rate for all staff processing time. I assume full responsibility for all costs, incurred by the County in processing this application, whether or not the application is approved. I understand and agree that if the account is in a negative balance status, processing will be suspended until all past due amounts have been fully paid and an additional deposit is submitted as required by the project planner. Further, I understand that should the final costs be more than the deposit, I will be billed monthly for the additional charges. If the final costs are less, the unused portion of the deposit will be returned to me at the conclusion of the process or final inspection of the completed project, whichever occurs later (the necessary staff time will vary according to the complexity of the application and the project).

Also, I understand that staff processing time may include initial review and ongoing project processing by the Department of Conservation and Development, Community Development Division and Public Works Department including, but not limited to:

- A. Reviewing plans / submittal packages and conduct site visits
- B. Routing plans to and communicating with inter-office departments and outside agencies
- C. Researching documents relative to site history
- D. Consulting with applicant and/or other interested parties either in person or by phone
- E. Preparing environmental documents
- F. Drafting of staff reports and resolutions, including preparing pertinent maps, graphs and exhibits
- G. Attending meetings, public hearing before the Zoning Administrator, Planning Commission, and the Board of Supervisors
- H. Appeals – **Staff Costs for Processing an Appeal are Borne by the Applicant.**

\_\_\_\_\_ Initial

### **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. 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, 2020 fees are as follows:**

<b>Categorically Exempt:</b>	<b>No Additional Fee</b>
Negative Declaration:	\$2,406.75
Mitigated Negative Declaration:	2,406.75
Environmental Impact Report:	3,343.25
Certified Regulatory Program:	1,136.50
County Clerk Processing Fee:	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.

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**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 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 925-313-2000 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 a.m. to Noon and 12:30 to 5:00 p.m. Monday through Thursday, and is located at 255 Glacier Drive, Martinez.

Is the project located on a site which is included on any of the lists specified in Government Code §65962.3 relating to hazardous waste?  Yes  
Please refer to [www.calepa.ca.gov/sitecleanup/corteselist/sectionA.htm](http://www.calepa.ca.gov/sitecleanup/corteselist/sectionA.htm) to determine your site's status.  No

**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 required to follow the steps listed below:

For businesses that will store hazardous materials and/or generate hazardous waste, please contact Contra Costa Health Services Hazardous Materials Programs at 4585 Pacheco Blvd., Suite 100, Martinez, CA 94553. They can be reached via phone 925-335-3200 or by visiting their website at [www.cchealth.org/hazmat/](http://www.cchealth.org/hazmat/). They can assist you with any questions and/or assist you with completing your online permit 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 (925-957-5280).

**DISCLOSING PROJECT IMPACT ON TREES:** (grading and development) Your site 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.

**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:**

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

**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 & 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 \_\_\_\_\_

A copy will be provided to you upon request.