



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

Wireless Facility in County Right-of-Way
--

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. <input type="checkbox"/> 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 <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 #
	*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" (blue form) 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.

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:

- 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.***

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.

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, 2017 fees are as follows:

Categorically Exempt:	No Additional Fee
Negative Declaration:	\$2,216.25
Mitigated Negative Declaration:	2,216.25
Environmental Impact Report:	3,078.25
Certified Regulatory Program	1,046.50

County Clerk Processing Fee (may apply) Contact your Local County Clerk's Office

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:



Contra Costa County Public Works Department

Permit No.: _____
 Road No.: _____
 Area: _____
 TBM: _____
 USA No.: _____
 Fed Tax ID No.: _____

APPLICATION AND PERMIT CENTER

Work Order/Job # _____

ENCROACHMENT PERMIT

Rev 6/14/16

For Office Use Only

Type of Encroachment Permit: Small Large Utility Wireless Facility Access Permit # _____ Permit Violation
 Permit Fee \$ _____ Bill WA _____ Inspection Fee \$ _____ Cash Bond \$ _____ Receipt No.: G- _____

Permit to do work in accordance with Title 10 of the Ordinance Code of Contra Costa County, County Standard Plans and Specifications, and any Special Requirements shown or listed herein. **Read both sides of this Permit and all the attachments carefully. Keep this Permit at the work site.**

Permittee: _____ Contractor: _____
Contractors License #

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Contact Person: _____ Telephone No.: _____ Fax No.: _____

Email Address: _____ Cell Phone No.: _____

Expiration Date: All work described in this permit, including finish paving, shall be completed on _____
 If all work covered by this permit, including finish paving is not completed by this date, you must acquire a new permit.

Permitted Activity: Excavate Curb, Gutter, Sidewalk* Yes No Excavate AC Pavement* Yes No

Emergency Contact Person: _____ **Telephone No.:** _____
 *Excavation Permits Require An Emergency Contact Available 24/7. **PERMITS FOR EXCAVATION REQUIRE A CURRENT USA NUMBER.**

Start Date: _____ **Projected Completion Date:** _____

*Permit applications with more than 30 calendar days between the start and completion date must be accompanied by a detailed construction schedule

Site Address: _____ **APN:** _____

General Permit Conditions:

- ALL WORK MUST BE INSPECTED. ARRANGE** for an **INSPECTION** by phoning _____ or email _____@pw.cccounty.us at least two working days before you begin work. If you cannot reach the inspector contact the construction office at (925) 313-2320. **WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO REJECTION AND/OR A PENALTY OF \$100.**
- You must schedule a **FINAL INSPECTION** by phoning your inspector. **Refunds of deposits and/or bonds** will be processed **90 days** from the date the permit was signed off by the Public Works Construction Inspector. A signed off permit from another permitting agency or utility company does not guarantee the work performed under this permit has been completed satisfactorily.
- Standard Road Encroachment Permit Conditions; Sections I, II, III, and IV** on the back of this permit apply. **READ CAREFULLY.**

Items Attached or Referred to Herein and Made Part Hereof:

- Wireless Facility Access Permit # _____ ; Special Road Encroachment Permit Conditions; Preserving Survey Monumentation;

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee: _____ **Date:** _____

Print Name: _____

By: _____
 Robert B. Hendry III, Senior Engineering Technician

Date: _____

For: Julia R. Bueren, Public Works Director, Contra Costa County

Work Completed
 Expired
 APPLY PENALTY – No Inspection Requested

Inspector: _____ Date: _____

G:\engsvc\Permit Center\Permit Forms\Encroachment Permit Wireless Facility Access 16.doc

STANDARD ROAD ENCROACHMENT PERMIT CONDITIONS

I. GENERAL INSTRUCTIONS

1. WORK MUST BE INSPECTED - Work done without inspection may have to be removed and be reconstructed.
2. PROTECTION - Provide and maintain enough barricades, lights, signs, cones, flaggers and other safety measures to protect the public, in accordance with the current California Manual on Uniform Traffic Control Devices.
3. TRAFFIC - A County road may not be closed to public traffic without the approval of the Board of Supervisors. Unless noted otherwise in attached General or Special Road Encroachment Permit Conditions, keep a minimum of one 10' wide traffic lane open to traffic while working; at all other times, two 10' wide lanes shall be open.
4. STANDARDS - Work shall be in accordance with the latest edition of Caltrans Standard Specifications and Plans and County Standard Specifications and Plans.
5. UTILITIES - Utility relocations are the responsibility of the permittee.
6. UNDERGROUND SERVICE ALERT (USA) - Must be contacted prior to excavating in a County road right of way. Telephone 811. Any work found in progress without a valid USA number will be shut down and the roadway cleared. All USA and/or temporary survey pavement markings shall be removed by the permittee at the completion of work to the satisfaction of the County Public Works construction inspector.
7. SURVEY MONUMENTS SHALL BE PROTECTED. Any survey monuments removed, or disturbed, shall be replaced using surveying practices acceptable to the County Surveyor, who can be contacted at (925) 313-2343.
8. FIELD CHANGES – Any modification due to field conditions must be approved by the inspector.
9. IF WORK is performed **without a permit**, the fee shall be **double** the amount per fee schedule or a **minimum** of \$300. All work performed *without* a permit is subject to removal and/or reinstallation.
10. STAFF CHARGES – Permittee is responsible for all staff charges associated with the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.

II. SPECIAL REQUIREMENTS - DRIVEWAYS (DRIVEWAY SHALL BE CONSTRUCTED FROM EDGE OF PAVEMENT TO PROPERTY LINE)

1. Minimum driveway construction shall consist of 2" of asphalt pavement on 6" of Class 2 Aggregate Base. Concrete driveways within the County road right of way shall consist of a minimum of 6" of Class 3 concrete over 3" of Class 2 Aggregate Base. The driveway is to be sloped to prevent storm water runoff to flow onto the County road and shall not interfere with roadside drainage or cause erosion or deposition of silt.
2. The driveway location shall comply with County Standard Plan No. CA70, shall not interfere with a legal encroachment or create a hazard or nuisance, and shall be spaced to make maximum street parking available.
- 3a. The top elevation of driveway 5' behind curb is to be .60' or 7 ¼" higher than the flow line of the gutter.
- 3b. The driveway elevation at the property line shall be within 1' of the elevation of the near shoulder and shall merge with the shoulder to preserve the roadbed section.
4. If existing driveway depression is not used, it shall be completely removed (curb, gutter and sidewalk) by saw cut at next nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements - form board to be used at gutter lip and the pavement restored with asphalt concrete. Sidewalk and curb which is replaced shall be doweled. (See County Standard Plan No. CA 74)
5. Existing curb and gutter, or curb, gutter and sidewalk shall be removed for full width of driveway with saw cut at next nearest expansion joint or score mark. (See County Standard Plan No. CA 70) A form board must be used at the gutter lip and the pavement restored with asphalt concrete. The new sidewalk and curb shall be doweled. (See County Standard Plan No. CA 74)
- 6a. Where driveways connect to County roads without curbs, shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch.
- 6b. Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of existing roadside ditch. The minimum culvert diameter is 18".
7. Driveway grade breaks shall comply with County Standards (See County Standard Plan No. CA 20)
8. All broken curbs, gutters and sidewalks shall be completely removed by saw cut at nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be doweled. (See County Standard Plan No. CA 74)

III. SPECIAL REQUIREMENTS - STREET CUTS (See County Standard Specifications for Detailed Requirements).

1. TRENCH EXCAVATION – Trench excavation and backfill requirements shall follow County Standard Plan No. CU01. Prior to the start of the work covered under this encroachment permit:
 - a. Any deviation proposed from the backfill material or asphalt concrete specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
 - b. Any deviation proposed from the trench excavation specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
2. The Permittee shall not excavate trenches in advance of pipe placement. No more trench shall be excavated than can be finished, including pipe placement, backfill and temporary paving on the same day. Shoring shall comply with current CAL-OSHA safety orders.
3. For trench backfill in other road right-of-way areas, the trench backfill shall consist of existing material or suitable backfill material as approved by the inspector. The trench backfill shall have a minimum relative compaction of 90 percent.

No jetting is allowed under any paved roadway or within a distance of 4' from the edge of existing pavement. Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting and shall be supplemented with mechanical compaction to obtain required relative compaction.

4. TEMPORARY PAVING - Temporary paving (or permanent paving) shall be placed at the end of each work day and shall have a minimum thickness of 1.5" of ½-inch, Type A asphalt concrete. The permittee shall maintain the temporary trench paving until the permanent paving is performed.

IV. SPECIAL REQUIREMENTS - SIDEWALK DRAINS

1. Install a 3" inside diameter non-corrosive pipe through curb or through curb and sidewalk. One panel of sidewalk, curb and gutter, or where there is no sidewalk, 1' of curb only (don't remove gutter) to be removed by a saw cut. Pipe flow line shall match gutter flow line, and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in 3" concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements. (See County Standard Plan No. CD06)