



# Design Review Application

Department of Conservation and Development  
 Community Development Division  
 30 Muir Road  
 Martinez, CA 94553  
 (925) 674-7200  
[www.cccounty.us](http://www.cccounty.us)

APPLICANT: PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

TYPE OF APPLICATION (Mark the one that applies):		<input type="checkbox"/> SMALL LOT DESIGN	<input type="checkbox"/> KENSINGTON DESIGN REVIEW	
PROPERTY OWNER OR AGENT AUTHORIZATION		APPLICANT CONTACT INFORMATION		
NAME: _____		NAME: _____		
ADDRESS: _____		ADDRESS: _____		
CITY, STATE: _____ ZIP: _____		CITY, STATE: _____ ZIP: _____		
PHONE #: _____		PHONE #: _____		
EMAIL: _____		EMAIL: _____		
<input type="checkbox"/> I am the property owner and hereby authorize the filing of this application.		<input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.		
SIGNATURE: _____		SIGNATURE: _____		
Request description (attach supplemental statement if necessary): _____				
_____				
_____				
<p><b>Materials required for submittal:</b> All drawings must be of sufficient clarity to effectively communicate the proposed design, including exterior materials, and proposed heights of structure to the public.</p> <p><b>Small Lot Design Review (Hand deliver do not mail):</b> A legible plot plan, floor plan(s), and elevations (from all relevant/altered sides) no larger than 11 x 17. *Additional information will be required on sloped lots or where the structure is within 5 feet of maximum height. A drawing prepared by a licensed civil engineer may be required in some circumstances.</p> <p><b>Kensington:</b> For projects in Kensington, provide one full size set of plans 24" x 36" and one reduced set 11 x 17.</p> <p><b>A REQUEST FOR ANY CHANGES TO THE APPROVED DESIGN SHALL REQUIRE THE FILING OF ANOTHER APPLICATION AND RENOTICING. THE SETBACKS SHOWN WILL BE THE MINIMUM, AND THE HEIGHT SHOWN ON THE PLANS WILL BE THE MAXIMUM HEIGHT REQUIRED FOR THE PROJECT. Applicant/Owner Initials: _____</b></p>				
***** FOR OFFICE USE ONLY *****				
Project Description:				
_____				
_____				
_____				
Property Description:				
AREA	FILING FEES	FEE	CODE	ASSESSOR'S #
Ord. Small Lot 82-10.002(c)	Small Lot Design Review	\$150.00	S-036A	Site Address:
Ord: Kensington 84-74.10	Kensington Design Review (If under FAR threshold)	\$500.00	S-036B	
X-Ref Files:	Late Filing Penalty (+50% of above if applicable)		S-066	Supervisor District:
	Notification Fee	\$30.00	S-052B	Date Filed:
Concurrent Files:				Received by:
	TOTAL	\$	File #:	
<b>CHECKING YOUR PLANNING PERMIT STATUS IS EASY, JUST GO TO: <a href="https://epermits.cccounty.us/CitizenAccess/">https://epermits.cccounty.us/CitizenAccess/</a>. (No Registration required, just scroll to the bottom of the page and click on Planning, Search Application For Status.)</b>				

**Plan review and parcel information**

To be completed by Community Development Staff

PARCEL INFORMATION		NO	YES	COMMENTS or CONDITIONS
1	Zoning: _____			
2	General Plan: _____			
3	Flood Zone _____ (If flood plain is required, refer applicants to Public Works prior to moving on to building.)			Refer to Public Works? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Does the lot comply with Subdivision Map Act? (example: Parcel number for minor subs. and lot number for major subs.)			
5	Review previous & concurrent files. Check for restrictions to proposed project, and special conditions that may apply. <b><u>MAKE SURE ALL FEES ARE PAID IN FULL ON PREVIOUS APPLICATIONS PRIOR TO APPROVAL FOR BI PERMIT.</u></b>			
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)			
8	Child Care is required if a lot was established or development plan approved after November 14, 1992.			
9	Park Dedication or Impact fee required?			
10	Trees must show on site plan (816-6): <ul style="list-style-type: none"> <li>Are there any trees that are possibly effected by development? (within 50 feet)</li> <li>Are any of the effected trees protected?</li> </ul>			
11	Do structure setbacks apply to the edge of a private road easement? (Ord. 82-4.244)			
12	Is MWEL0 (500 sq. ft. for new and 2,500 for rehabbed landscape) Required?			
13	C3 Storm water Control (2500 – 10,000 sq. ft. of impervious space) required?			
14	Retaining Walls proposed?			
15	Grading proposed? (If so, how much?)			
16	HOA required?			
17	Historical District?			
18	Sphere of Influence?			
19	Fire District?			
20	Supervisor District?			
7	<b><u>KENSINGTON DESIGN REVIEW ONLY</u></b> Total Parcel Size: _____ Existing <b>Gross Floor Area</b> : _____ Proposed <b>New Gross Floor Area</b> : _____ Proposed <b>Total Gross Floor Area</b> : _____ (Gross floor area definition-84-74.404(h))			

Conditions/comments: