



**Planning 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)

PROJECT DATA	
Total Parcel Size:	_____
Proposed Number of Units:	_____
Proposed Square Footage:	_____
Estimated Project Value:	_____

**TYPE OF APPLICATION (Mark all that apply):**

<input type="checkbox"/> ACCESSORY DWELLING UNIT (ADU)/JUNIOR ADU	<input type="checkbox"/> GENERAL PLAN AMENDMENT/FEASIBILITY STUDY	<input type="checkbox"/> REZONING
<input type="checkbox"/> ADMINISTRATIVE REVIEW (former Redevelopment Area)	<input type="checkbox"/> LAND USE PERMIT	<input type="checkbox"/> TREE PERMIT
<input type="checkbox"/> CERTIFICATE OF COMPLIANCE	<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> COMPLIANCE REVIEW	<input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR SUBDIVISION	<input type="checkbox"/> WIRELESS _____
<input type="checkbox"/> DEVELOPMENT PLAN	<input type="checkbox"/> PLANNING CONSIDERATION	<input type="checkbox"/> OTHER _____

PROPERTY OWNER OR AGENT AUTHORIZATION	APPLICANT (MAIN 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: _____

**Project Description:**

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\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**Project Description:**

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**Property Description:**

	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:	½% Est. Value over \$100,000	\$	S-029	General Plan:
Flood Zone:	#Units/Lots _____ x \$ _____ _____ Sq. Ft. x \$ _____	\$	S-014	Census Tract:
x-ref Files:	Notification Fee	\$15.00/\$30.00	S-052	Substandard Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Fish & Game Posting (if not CEQA exempt)	\$75.00	S-048	Supervisory District:
	Environmental Health Dept.	\$57.00	5884	Received By:
Concurrent Files:	<b>TOTAL</b>	\$		Date Filed:
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File #:

**APPLICATION SUBMITTAL ON REVERSE**

## APPLICATION SUBMITTAL

Please submit the following in person: Three full size sets of plans drawn to scale (24" x 36") and twelve reduced sets (11" x 17") - All sets must be folded to approximately 8½" x 11" - **Rolled plans will not be accepted**; completed application form (reverse side of this sheet), signed and dated "Important Notice to Applicants and Property Owners," and required deposit and miscellaneous fees. Checks may be made payable to Contra Costa County. Depending on the type of application, there may be additional submittal requirements.

### **SITE PLANS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Site boundary and topographical survey</li><li><input type="checkbox"/> Existing/proposed right-of-ways</li><li><input type="checkbox"/> Existing and proposed building/structures/uses clearly labeled with setbacks</li><li><input type="checkbox"/> Conceptual grading and drainage plan</li><li><input type="checkbox"/> Existing natural features</li><li><input type="checkbox"/> Location and heights of existing and proposed fences &amp; retaining walls</li><li><input type="checkbox"/> Impervious area (square footage)</li></ul> <p><input type="checkbox"/> <b>Tree information</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Trees Along Property Lines - Include any qualifying trees whose trunks lie on adjoining property but whose canopy (dripline) extends onto the subject property.</li><li>• 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.)</li><li>• 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) altered or otherwise affected. The plan shall identify any proposed drainage ditches, sewer or water mains, drainage lines or other utility improvements which would result in trenching.</li><li>• 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 trunk circumference sizes.</li><li>• 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.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Easements</li><li><input type="checkbox"/> Traffic Circulation</li><li><input type="checkbox"/> Location of light fixtures</li><li><input type="checkbox"/> Contiguous off-site features</li><li><input type="checkbox"/> Dimensioned parking spaces</li><li><input type="checkbox"/> Landscaped areas with total area</li></ul> |
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### **ARCHITECTURAL DRAWINGS**

#### **Exterior elevations**

- All sides of building(s)/structure(s)
- Proposed exterior materials, details, and features (i.e. shutters, planting boxes, window trim, cornices, signs, railings, wood siding, stucco, stone veneer, concrete tile roof, etc.)
- Exterior dimensions (height, width, depth) of all proposed improvements. (82-4.214 "Building height" means the vertical distance measured from grade to the top of structure directly above with exceptions noted elsewhere in the code. Height may be measured from finished grade when such grade is below natural grade. Height shall be measured from natural grade when the finished grade is higher than natural grade.)
- For properties on 10% slope or greater and when the maximum height proposed is within 5 feet of the maximum allowed height, a roof plan with peak elevations should be shown on a grading plan that has natural and finished grades.
- Cross section of building(s) with height labeled

#### **Floor plans**

- All rooms, hallways and other common areas clearly labeled with their dimensions and use (i.e. bedroom, kitchen, etc.)
- All locations of doorways, stairways and landings, windows, permanent fixtures (sinks, toilets, showers, etc.) and major mechanical equipment (hot water heaters, furnaces, etc.)

### **LANDSCAPING**

#### **Preliminary landscape plans**

- Plant Legend
- Planting Plan
- Trees to remain or be removed
- Tree Preservation Information
- Hardscape features
- Schematic irrigation plan
- Trash area and landscape screening
- Utility transformer locations

### **SIGNAGE PLANS**

#### **Site plan**

- Table of total signage square footage
- Setback to monument signs

#### **Sign Details**

- Sign details and dimensions
- Dimensions of proposed letters on signs
- One colored elevation