



# CONTRA COSTA

## CONSERVATION & DEVELOPMENT

### Which Application Do I Submit? Minor, General, or Special.

#### Minor Application

This application is submitted at the [ePermit Center](#) and is often processed administratively, unless a public hearing is requested. The application is for Home Occupation Permits, Property Use Verifications, Substandard Sized Lot Design Reviews, and Kensington Design Reviews.

#### Do you need Planning approval for your business license?

- If you are starting a business, you may need either a Land Use Verification or a [Home Occupation Permit \(PDF\)](#). Both are processed through a Minor Application.

#### Helpful Resources for Land Use Verification or Home Occupation Permits

- [How to Apply for a Home Occupation Permit \(PDF\)](#)

#### Are you in Kensington?

- Are you expanding a residential building envelope and do not exceed the [floor area thresholds \(Link\)](#)?
- **If yes**, you will need a Kensington Design Review Permit, submitted through a [Minor Application \(Link\)](#)
- **If no**, you will need to submit a [General Planning Application \(Link\)](#) if you exceed the floor area thresholds. Please see General Applications below.

#### Helpful Resources for Kensington

- [Link to Kensington \(-K\) Combining District Code](#)

#### Is your project on an undersized lot?

- Are you expanding a residential building envelope on an [undersized lot \(PDF\)](#)?
- **If yes**, you will need Undersized Lot application approval, submitted through a [Minor Application \(Link\)](#)

#### Helpful Resources for Substandard Sized Lot Applications

- [Link to County Code regarding small lots \(substandard sized lot\)](#)
- [How to Calculate a Small Lot \(Undersized Lot\) \(PDF\)](#)

#### General Application

This application is submitted at the [ePermit Center](#) and is used for most projects and requires additional review by a Planner. The time to process a project varies significantly depending on the complexity. These projects often require significant backup documentation. Review the applicable How-to Guides and checklists prior to submittal.

General Application projects include Accessory Dwelling Units (ADU), Certificate of Compliance Review, Development Plan, General Plan Amendment/Feasibility Study, Land Use Permit, Lot Line Adjustment, Major or Minor Subdivision, Planning Consideration, Rezoning, Tree Permit, Variance, or Wireless Facility.

## Helpful Resources for General Applications

- [Accessory Dwelling Units \(ADU\)](#)
  - [ADU Application Checklist Submittal \(PDF\)](#)
  - [ADU Application Processing Guidelines \(PDF\)](#)
- [How to Apply for a Certificate of Compliance Guide \(PDF\)](#)
- [A Guide for Variances \(PDF\)](#)
- [Requirements for Wireless Facility Permit Applications \(PDF\)](#)

## Special Administrative Permit?

### Do you want to establish a short-term rental?

- Establishing a short-term rental requires planning approval, obtaining a valid business license, and obtaining a valid transient occupancy registration certificate.
- Complete the [Short-Term Rental Application \(PDF\)](#) and submit to [planningintake@dcd.cccounty.us](mailto:planningintake@dcd.cccounty.us)

### Helpful Resources

- [Summary of Short-Term Rental Ordinance \(PDF\)](#)

### Does your business want a parklet?

- Parklets are small sidewalk or public right of way extensions to provide additional seating, green space, or recreational areas to the public.
- Review the [Parklet Guide \(PDF\)](#) for details on establishing a parklet.

### Helpful Parklet Resources

- [Parklet Guide \(PDF\)](#)
- [Parklet Application Checklist \(PDF\)](#)

### Are you planning a Special Event?

- Temporary Event Permits are needed for a variety of special events such as community festivals, races, and other temporary community gatherings.
- Complete the [Temporary Event \(PDF\)](#) application and submit to [planningintake@dcd.cccounty.us](mailto:planningintake@dcd.cccounty.us)

### Helpful Resources for Special Events

- Find more information about [permitting requirements for Special Events](#)