

**CONTRA COSTA COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**MINOR SUBDIVISION APPLICATION**

**TO BE COMPLETED BY APPLICANT/OWNER**

<b>APPLICANT</b> Name _____ Address _____ City, State _____ Phone _____ Zip _____	<b>OWNER</b> Name _____ Address _____ City, State _____ Phone _____ Zip _____
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By signing below, applicant agrees to pay all costs for processing this application, plus any accrued interest, if costs not paid within 30 days of invoicing.  Applicant's Signature _____	By signing below, the owner agrees to pay all costs, including any accrued interest, if costs are not paid by the applicant. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.  Owner's Signature _____
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<b>CONTACT PERSON (optional)</b> Name _____ Address _____ City, State _____ Phone _____ Zip _____	<b>PROJECT DATA</b> Total Parcel Size _____ Number of Parcels/Units _____ Proposed Parcel Sizes _____ Average Lot Widths _____
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Nature of Request: (Attach supplemental statement if necessary)

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

Application Description: \_\_\_\_\_

\_\_\_\_\_

Property Description: \_\_\_\_\_

\_\_\_\_\_

Area _____ Fire Dist. _____ Sphere of Influence _____ Flood Zone _____ Panel No. _____ x-ref Files _____ _____ Concurrent Files: _____ _____ _____	<table border="0" style="width:100%;"> <tr> <td><b>Type of Fee:</b></td> <td><b>FEE AMOUNT:</b></td> <td><b>S-CODE</b></td> </tr> <tr> <td>*Base Fee/Deposit:</td> <td>\$ 4,800.00</td> <td>S-034</td> </tr> <tr> <td># Lots x 300</td> <td>\$ _____</td> <td>S-034</td> </tr> <tr> <td>Notification Fee</td> <td>\$ _____</td> <td>S-052B</td> </tr> <tr> <td>#Addresses x \$1.50 + \$30</td> <td></td> <td></td> </tr> <tr> <td>Fish &amp; Game Posting (If not CEQA exempt)</td> <td>\$ 75.00</td> <td>S-048</td> </tr> <tr> <td>Environmental Health</td> <td>\$ 33.00</td> <td>5884</td> </tr> <tr> <td>Other</td> <td>\$ _____</td> <td></td> </tr> <tr> <td align="right"><b>TOTAL</b></td> <td>\$ _____</td> <td></td> </tr> <tr> <td align="right">Receipt #</td> <td>_____</td> <td></td> </tr> <tr> <td>Other</td> <td>_____</td> <td></td> </tr> </table> <p>*Additional fees BASED ON TIME AND MATERIALS WILL BE CHARGED AFTER STAFF COSTS EXCEED BASE FEE</p>	<b>Type of Fee:</b>	<b>FEE AMOUNT:</b>	<b>S-CODE</b>	*Base Fee/Deposit:	\$ 4,800.00	S-034	# Lots x 300	\$ _____	S-034	Notification Fee	\$ _____	S-052B	#Addresses x \$1.50 + \$30			Fish & Game Posting (If not CEQA exempt)	\$ 75.00	S-048	Environmental Health	\$ 33.00	5884	Other	\$ _____		<b>TOTAL</b>	\$ _____		Receipt #	_____		Other	_____		Assessor's No. _____ Site Address _____ Zoning District _____ Census Tract _____ Atlas Page _____ - _____ General Plan _____ Supervisorial Dist. _____ Rec'd by _____ Date Filed _____ _____ <b>File Number</b> _____
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Other	_____																																		

INSTRUCTIONS ON REVERSE SIDE

## 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 (no larger than 24" x 36") and twelve (12) reduced sets (no larger than 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 Community Development and Public Works [(925) 313-2000] departments' 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 Community Development Department  
Application & Permit Center  
651 Pine Street, 2<sup>nd</sup> Floor – North Wing  
Martinez, CA 94553  
(925) 335-1381

## IMPORTANT NOTICE TO APPLICANTS

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 Bay Point, Bethel Island, Byron, Diablo, Discovery Bay, El Sobrante, Kensington, Knightsen, North Richmond, Oakley, 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 6 1/2 inches in diameter) or greater, measured 4 1/2 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 4 1/2 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) altered<sup>1</sup> or otherwise affected<sup>2</sup>. 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 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.<sup>3</sup>
- **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:*

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

<sup>1</sup>For purposes of the Tree Ordinances, "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.)

<sup>2</sup>Though not required, an applicant 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.

<sup>3</sup>These construction related activities are normally prohibited by the Tree Ordinance.

IMPORTANT NOTICE TO APPLICANTS

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 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) 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 a.m. to Noon and 12:30 - 5:00 p.m. Monday through Thursday, and is located at 255 Glacier Dr., Martinez.

FEES: Development Application Fees - The Community Development 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) 646-1600.

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.

California Department of Fish & Game Fees - An additional fee may be due at the time of the project decision and before permits are issued. Per Assembly Bill 3158, additional fees will be based on the California Environmental Quality Act (CEQA) determination as follows:

Table with 2 columns: Fee Category and Amount. Categories include Categorically Exempt, Negative Declaration, and Environmental Impact Report.

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 Department at (925) 335-1192.

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; Phone - (925) 646-2286; FAX (925) 646-2073.] Forms may be obtained from the Application and Permit Center, Building Inspection Department, 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. Copies of the BAAQMD Inquiry Form may be obtained from the Contra Costa Regional Permit Assistance Center (651 Pin Street, 2nd Floor, North Wing, Martinez, 925-229-5950), Application and Permit Center, Building Inspection Department, or Health Services Department, Hazardous Materials Section.

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 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 (925-646-4230).

APPLICANT VERIFICATION
I verify that I have read and understand the statements above and on the reverse and have contacted the departments suggested.
Signature: Name (print): Date:

Office Use Only
Application File Number

**Division 94**

**MAPS**

**Chapter 94-2**

**TENTATIVE MAPS**

**Sections:**

**Article 94-2.2. General**

- 94-2.202 Tentative map.
- 94-2.204 Information required.
- 94-2.206 Data to accompany tentative map.

**Article 94-2.4. Design Objectives**

**(Reserved)**

**Article 94-2.6. Filing**

- 94-2.602 General.
- 94-2.604 Referral to interested agencies.
- 94-2.606 Subdivision conference.
- 94-2.608 Requests for exceptions and variances.
- 94-2.610 Expiration—Extension.
- 94-2.612 Public works department.

**Article 94-2.8. Action by Advisory Agency**

- 94-2.802 Approval of tentative map.
- 94-2.804 Approval of exception and variance applications.
- 94-2.806 Findings.

**Article 94-2.10. Appeal**

- 94-2.1002 Appeal—Procedure—Fee.

**Article 94-2.2. General**

**94-2.202 Tentative map.**

A tentative map shall be submitted for approval preceding the submission of the final map or parcel map for a subdivision. If all of the following conditions are met by the application and tentative map, the zoning administrator (or staff) may approve the tentative map:

- (1) No more than two lots are proposed to be created and each of such lots cannot be further divided under the existing zoning classifications;
- (2) Both lots, after division, will front on a public or dedicated street;

(3) Dedication is not required for widening, extending or creating a street;

(4) The lots created will, in all other respects, comply with legal requirements. (Ord. 78-5).

**94-2.204 Information required.**

The tentative map shall be clearly and legibly drawn on one sheet, unless prior written approval of the planning department is given for more than one sheet, and shall contain the following information:

(1) The title, which shall contain the subdivision number assigned by the planning department and the type of subdivision, and may contain such name as may be selected by the subdivider;

(2) Names and addresses for:

(A) Legal owner of property,

(B) Subdivider, and

(C) Person or persons who prepared the map;

(3) A topographical map accurately showing contours and other features of the existing terrain within the subdivision, existing drainage channels, roads, culverts, overhead and underground utility lines which may affect the design of the subdivision, wells and springs, major structures, irrigation ditches, utility poles, and other improvements in their correct location. Elevations shall be in accord with U.S. Geological Survey (1929 Sea Level Datum). The map shall be drawn to an engineer's scale large enough to show all information clearly. The parcel shall be oriented on the map sheet such that the north arrow shall point toward the top of the sheet. Contour interval shall not be greater than two feet if the ground slope is less than ten percent nor larger than five feet for ground slopes greater than ten percent; and at such intervals that the contour lines will not be spread more than one hundred fifty feet (ground distance) apart. The map shall show:

(A) The outline of any geologic or potentially hazardous soil condition, and areas subject to inundation or ponding,

(B) The edges of pavement of existing streets, private roads, driveways and other paved areas,

(C) Location of existing property lines and approximate boundaries of existing easements within the subdivision, with the names of the owners of record, of easements, exclusions, and the properties abutting the subdivision,

(D) The proposed lot and street layout with scaled dimensions of each lot. Lot dimensions shall conform to the requirements of Division 82 as to size and dimensions.

Lots, where not served by public sewers, shall not be smaller in area than the health department shall approve for septic tanks and drain field installation.

Side lot lines shall be substantially at right angles or radial to street lines.

Each lot shall be identified by (a) lot numbers, beginning with number "1" in each subdivision requiring a final map; or (b) lot letters, beginning with letter "A" in each subdivision requiring a parcel map. Numbers or letters shall be consecutive with no omissions or duplications.

The subdivider shall show the area of each lot on the tentative map. The area shall be exclusive of the portion lying in the street,

(E) The location of all proposed easements for drainage and access,

(F) The location and species of all trees or, if massed, the outline of the tree mass. Trunk diameter of all trees six inches in diameter and over shall be noted,

(G) Street names, width of streets and easements, approximate grade, and radius of curves along property lines of each street,

(H) Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in margin strips, slopes of cuts and fills, and other construction proposed or applicable,

(I) Areas to be used for public purposes,

(J) Location, approximate grade, direction of flow and type of facility of existing drainage channels and storm drains,

(K) A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to community development,

(L) North arrow, scales for maps and contour interval,

(M) Boundary lines of existing land use zones shall be delineated,

(N) Statement or plan as to proposed plans for draining the area subject to flooding or inundation by waters flowing into or from the subdivision,

(O) If to be developed in increments, the map shall indicate the approximate sequence of development by units. (Ord. 78-5).

**94-2.206 Data to accompany tentative map.**

The tentative map shall be accompanied by the following data, which shall be submitted at the time the map is filed with the planning department:

(1) A written statement of general information which shall contain the following information:

(A) Existing use or uses of property,

(B) A description of the proposed subdivision, including the number of lots, their average and minimum size, and nature of development,

(C) Source of water supply,

(D) The method of sewage disposal proposed,

(E) Other improvements proposed,

(F) How the proposed subdivision is consistent with, and will further the goals and objectives of the general plan including, but not limited to, its community facilities element;

(2) Two copies of a preliminary geologic and/or soils reconnaissance report, as required by the planning department. Each report of a geological investigation shall be prepared and signed by an engineering geologist. Each report of a soil investigation shall be prepared and signed by a soil engineer. The required report should be based on the latest grading plan for the subject development and shall reference the date of that grading plan. The format for required reports shall generally follow the guidelines for geologic/seismic reports required by the planning department. All reports shall include the following:

(A) A detailed geologic map showing the location and extent of any geologic hazard or potentially hazardous soil condition within or immediately adjoining the subject property which warrants special management and/or further evaluation,

(B) Recommendations outlining an exploration program to fully define and delineate any geologic hazard or potentially hazardous soil condition, and to accurately identify developable areas,

(C) Conclusions regarding the effect of any geologic hazard or potentially hazardous soil condition within or immediately adjoining the project site on the design of the proposed subdivision,

(D) Recommendations for redesign of the subdivision and/or recommendations for construction procedures to mitigate potentially hazardous conditions, if warranted.

The requirement for a preliminary geologic or soils reconnaissance report may be waived if the planning department determines that there are no apparent hazardous geologic or soils conditions within, adjacent to, or affecting the subdivision, based upon the geotechnical knowledge the department possesses.

For subdivisions of four lots or less there is no mandatory requirement for a preliminary geologic or soils reconnaissance report. Such a report may be required if the planning department determines that there are apparent hazardous geologic or soils conditions within, adjacent to, or affecting the subdivision.

An engineering geologist, within or retained by Contra Costa County, shall evaluate the reports required herein and advise the body having jurisdiction and authority. Supplemental reports and data may be required if deemed necessary;

(3) When a tentative map is filed on an area which is a part of a larger single ownership which may be subdivided in the future, the planning department may require a development plan showing the proposed future development;

(4) Four copies of a preliminary grading and site development plan, including drainage, when required by the planning department. (Ords. 85-56 § 10, 78-5).

#### Article 94-2.4. Design Objectives (Reserved)

#### Article 94-2.6. Filing

##### 94-2.602 General.

For subdivisions of five lots or more, the subdivider shall file with the planning department twenty-five prints of the tentative map of the subdivision; for subdivisions of four lots or less, the subdivider shall file twelve prints. The filing fee specified in Article 26-2.28 shall accompany the tentative map. The time of filing a tentative map and the required accompanying statement is when the planning department accepts them as complete. Not later than thirty calendar days after receiving the tentative map, the planning department shall examine it, and shall accept it for filing if it appears to substantially comply in form and content to the requirements of this chapter and code, or shall return it to the subdivider with a written statement of the reasons. (Ords. 80-87 § 3, 78-5; see Gov. C. § 65943).

##### 94-2.604 Referral to interested agencies.

The planning department, within five calendar days after the filing of the map, shall forward copies to the public works department, the health officer, flood control district, building inspection department, the chief engineer of a sanitary district if the subdivision lies within a sanitary district, the chief of the local fire district, the serving school district, the utility companies serving the area, the State Department of Transportation, and other interested state and regional agencies. Each of the agencies, within fifteen calendar days after receipt of the map, may forward to the planning department its findings and recommendations thereon. (Ord. 78-5).

**94-2.606 Subdivision conference.**

Within thirty calendar days after the filing of a tentative map in compliance with Section 94-2.602, the planning department may hold a subdivision conference on the tentative map, after giving written notice to all interested agencies. At such conference the recommendations of the planning department and the other affected agencies may be considered and correlated. Following the conference, the department shall make a written report of the recommendations to the appropriate advisory agency, and shall serve the report on the subdivider and on each tenant of the subject property (in the case of a proposed conversion to a condominium project, community apartment project, or stock cooperative project), at least three calendar days before any final action by the advisory agency. A revised tentative map may be submitted at least one week prior to any final action by the advisory agency. (Ord. 82-36 § 2, 78-5).

**94-2.608 Requests for exceptions and variances.**

The subdivider may submit a written request for exceptions as to street improvements, widths, grades, and other subdivision matters or variances from zoning requirements, subject to the approval of the advisory agency. (Ord. 78-5).

**94-2.610 Expiration—Extension.**

The approval or conditional approval of a tentative map shall expire thirty-six months after its original approval. This expiration shall terminate all proceedings, and no final map or parcel map of all or any portion of the real property included within the tentative map shall be filed without first processing a new tentative map. Upon application by the subdivider, filed before this expiration date, the advisory agency which originally approved the tentative map may extend this expiration date for a period or periods totaling not more than three years after the original expiration date. (Ords. 85-58 § 2, 81-39 § 1, 78-5; § 94-4.408; prior code § 8430 (c); Ord. 67-19 Gov. C. §§ 66452.6, 66463.5).

**94-2.612 Public works department.**

Notwithstanding any other provision of this code, whenever the term "public works department" is used in this article, it means the community development department. (Ord. 85-32 § 7).

**Article 94-2.8. Action by Advisory Agency****94-2.802 Approval of tentative map.**

The advisory agency, pursuant to Section 26-2.2212 of this code, shall approve, conditionally approve, or disapprove the map, and shall report such action in writing direct to the subdivider, the public works department and such other agencies as requested. In the case of a proposed tentative map for a minor subdivision the advisory agency shall hear it within fifty working days after filing it and thereafter render a decision within fifteen calendar days unless these time limits have been extended by mutual consent of the parties concerned. In the event the map is disapproved, the advisory agency's report shall set forth the basis of its action and identify the requirements or conditions which have not been met or performed. (Ord. 78-5).

**94-2.804 Approval of exception and variance applications.**

The advisory agency shall also approve or disapprove the application of the subdivider for exceptions and variances. (Ord. 78-5).

**94-2.806 Findings.**

The advisory agency shall not approve a tentative map unless it shall find that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the applicable general and specific plans required by law. When approving the tentative map for a minor subdivision, the advisory agency shall make findings as required concerning the fulfillment of construction requirements. (Ord. 78-5).

**Article 94-2.10. Appeal****94-2.1002 Appeal—Procedure—Fee.**

If the subdivider or any interested person, as provided in Section 26-2.2404 of this code, is dissatisfied with the action of the advisory agency with respect to the tentative map, or with the improvements required by the advisory agency, he may appeal, as provided in Section 26-2.2404 of this code, within ten calendar days after such action to the appropriate appellate division as provided in Section 26-2.2406 of this code pursuant to Article 26-2.24, paying the fee required under Article 26-2.28. (Ords. 82-24, 78-5, 67-19; prior code § 8424; Gov. C. § 66452.5)

# Stormwater C.3 Update

Requirements for New Development and Redevelopment Projects

June 2006

### Changes coming

- Size threshold for C.3 compliance drops to 10,000 square feet for applications "deemed complete" August 15, 2006 or after.
- Peak flow and duration control (HMP) requirements begin October 12, 2006 and apply to projects creating or replacing an acre or more impervious area.
- The Clean Water Program plans to publish an updated Stormwater C.3 Guidebook before September 1, 2006.

### Approval pending

- Implementation of Contra Costa's Hydrograph Modification Management Plan (HMP) is contingent on Regional Water Board approval. The Regional Water Board will consider a Tentative Order approving Contra Costa's HMP July 12, 2006.

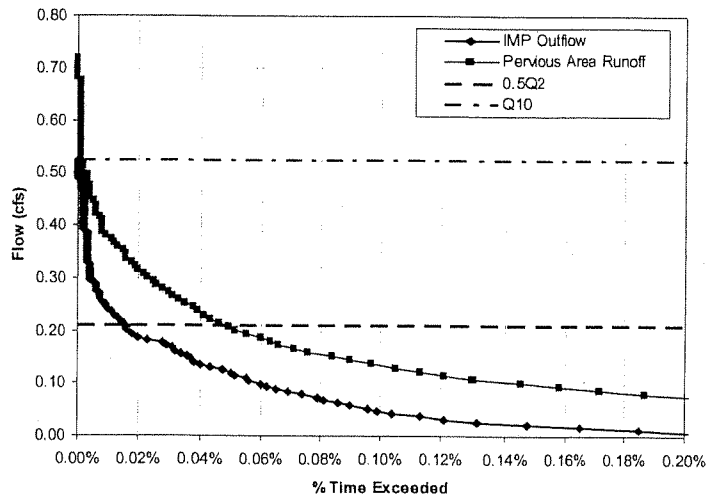


## Peak Flow and Duration Control

Beginning October 12, 2006, Contra Costa new development projects must be designed so post-project runoff does not exceed estimated pre-project rates or durations.

This new "HMP" requirement applies to projects creating or replacing more than an acre of impervious area. Regulations already in effect require runoff from these projects to be treated prior to discharge from the site.

In 2003, the California Regional Water Quality Control Boards for the San Francisco Bay Region and the Central Valley Region revised Provision "C.3" in the NPDES permit governing discharges from the municipal storm drain systems of Contra Costa County, its cities and towns. The "C.3" permit provision is being phased in



Continuous simulation of runoff flow durations from an acre of pervious area (Group "D" clay soils) and an acre of paved area draining through a stormwater infiltration planter. Based on hourly rainfall data 1948-2004.

from 2004 through 2006.

Contra Costa municipalities jointly submitted a Hydrograph Modification Management Plan (HMP) in May 2005.

The HMP provides project applicants with four options

to demonstrate compliance with the Water Boards' requirements.

The HMP will be incorporated into an updated edition of the Clean Water Program's *Stormwater C.3 Guidebook*, due September 1.

## Soon, smaller projects must treat runoff

The C.3 project size threshold changes August 15, 2006. The requirements will apply to projects that create or replace 10,000 square feet or more impervious area.

Already, development applications for projects creating

more replacing an acre or more impervious area must be accompanied by a Stormwater Control Plan. The Stormwater Control Plan must contain descriptions and an exhibit showing how runoff will be treated prior to discharge from the site.

A *Stormwater C.3 Guidebook*, available on the Clean Water Program's website, details how to prepare a Stormwater Control Plan and provides design guidance.

Go to [www.cccleanwater.org](http://www.cccleanwater.org).

# Do C.3 requirements apply to your project?

Threshold	Start Date	Requirement
Group 1: Commercial, industrial, or residential developments that create one acre or more of impervious surface, and projects on previously developed sites that result in addition or replacement, which combined, total an acre or more of impervious surface.	Development applications deemed complete <b>February 15, 2005</b> or later.	Treatment measures as specified in the NPDES Permit and <i>Stormwater C.3 Guidebook</i> .
	Development applications deemed complete <b>October 12, 2006</b> or later.	Treatment measures, plus runoff flow control so post-project runoff does not exceed estimated pre-project rates or durations. Demonstrate compliance using one of four options described in the HMP Standard (see below).
Group 2: Same as Group 1, but threshold reduced to 10,000 square feet impervious area.	Development applications deemed complete <b>August 15, 2006</b> or later.	Treatment measures as specified in the NPDES Permit and <i>Stormwater C.3 Guidebook</i> .

## Four options to demonstrate HMP compliance

What must be demonstrated	How applicants can comply	Stormwater Control Plan submittal requirements
<b>Option 1:</b> No increase in impervious area.	Compare the project design to the pre-project condition and show the project will not increase impervious area and also will not facilitate the efficiency of drainage collection and conveyance.	Inventory and accounting of existing and proposed impervious areas, measures to reduce imperviousness, and a qualitative comparison of pre- and post-project drainage efficiency.
<b>Option 2:</b> Integrated Management Practices	Select and size IMPs to manage hydrograph modification impacts, using the design procedure, criteria, and sizing factors specified in the Contra Costa Clean Water Program's <i>Stormwater C.3 Guidebook</i> . <b>Use of these IMPs will also meet treatment requirements.</b>	Submittal requirements will be similar to current <i>Stormwater C.3 Guidebook</i> . Design procedure and IMPs will be as in Chapter 5 and Appendix C, but with updated sizing factors and IMP design criteria.
<b>Option 3:</b> Post-project runoff does not exceed pre-project rates or durations.	Use a continuous-simulation model and 30 years or more of hourly rainfall data to simulate pre-project and post-project runoff, including the effect of proposed IMPs, detention basins, or other stormwater management facilities.	Model parameters and modeling techniques are specified in HMP Attachment 3, which will be incorporated into the revised <i>Stormwater C.3 Guidebook</i> .
<b>Option 4:</b> Increases in runoff peaks and durations will not accelerate erosion of downstream stream reaches.		
4a: All downstream reaches are at "low risk" of erosion	Show that all downstream channels between the project site and the Bay/Delta are enclosed pipes, are engineered hardened channels, are subject to tidal action, or are aggrading.	Report or letter report by an engineer or qualified environmental professional documenting drainage between the project site and the Bay or Delta.
4b and 4c: Erosion risks are mitigated by in-stream restoration projects.	Propose and implement appropriate in-stream restoration projects to fully mitigate potential risk.	Requires additional regulatory approvals. See the Hydrograph Modification Management Standard.

This fact sheet is a summary only. See the Regional Water Board Order and the Clean Water Program's HMP and *Stormwater C.3 Guidebook* for actual requirements.

June 2006



September 1, 2005

To: Land Developers and Other Applicants for Planning and Zoning Approvals  
From: Contra Costa County Public Works Department—Watershed Program  
Subject: Requirement to Submit a Stormwater Control Plan

Contra Costa County requires submittal of a Stormwater Control Plan (SWCP) with applications for development approvals for any project subject to the Regional Water Quality Control Board's (and in turn the County's) storm water quality (also referred to as "C.3") requirements. The C.3 requirements apply to all project applications that create or replace one acre or more of impervious surface area (the threshold drops to 10,000 square feet of impervious area, effective August 15, 2006) and are deemed complete after February 15, 2005. Similar requirements are being imposed throughout the Bay Area.

**NO PROJECT APPLICATION WILL BE DEEMED COMPLETE (be allowed to continue with processing) WITHOUT AN ADEQUATE SWCP (as determined by the Public Works Department).**

The purpose of an SWCP is to specify how the final built project will incorporate site design characteristics, landscape features, and Best Management Practices (BMPs) that minimize imperviousness, retain or detain storm water, slow runoff rates, and remove pollutants in post-development storm water runoff. The SWCP must incorporate measures to remove pollutants from storm water runoff before it is discharged from the site. These treatment facilities must be designed to minimum criteria specified by the Regional Water Quality Control Board. The SWCP must also identify a responsible, funded entity and a mechanism to monitor and maintain the treatment facilities in perpetuity.

Development of an SWCP must be coordinated and integrated with preparation of the site layout, landscaping, and drainage. The SWCP is separate from, and in addition to, a Storm Water Pollution Prevention Plan (SWPPP), which addresses requirements for erosion and sediment control and for pollution prevention during construction.

Contra Costa County has adopted the *Stormwater C.3 Guidebook* to assist applicants' engineers and other land development professionals in preparing an SWCP for their project. The *Stormwater C.3 Guidebook* includes step-by-step instructions, standard specifications and details, simplified design methods, and other resources. The County requires that the SWCP be certified by a qualified professional (civil engineer, architect or landscape architect) and be accompanied by a completed SWCP checklist (attached).

To minimize costs associated with the preparation of an acceptable application, applicants are strongly encouraged to:

- Obtain and review the *Stormwater C.3 Guidebook*, which can be downloaded from the Program's website at [www.cccleanwater.org](http://www.cccleanwater.org).
- Discuss SWCP requirements directly with County Public Works Department (Engineering Services Division) staff at a pre-application meeting (as distinguished from the pre-application review procedure of the Community Development Department).
- Plan the drainage of pervious and impervious areas and the location of storm water treatment facilities beginning with the earliest stages of project design.
- Become fully familiar with applicable policies of the General Plan and any applicable specific plan, and the requirements of the Zoning and Subdivision Ordinances that will affect their project, prior to filing a development permit application, preparing a development plan or applying for a substantial building permit. A prospective applicant may also contact the Community Development Department, Current Planning Division to discuss their proposed project with a planner (925-335-1360).

For further clarification of storm water quality requirements and/or to schedule a pre-application meeting, you may want to contact:

1. The Public Works Department, Engineering Services Division at (925) 313-2370.
2. The Public Works Department, Watershed Program at (925) 313-2348.

### STORMWATER CONTROL PLAN CHECKLIST

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Required                 | Adequate                 |   |
|                          |                          | <b>CONTENTS OF PLAN</b>   |
|                          |                          | Show on drawings:   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources. (Step 1 in the following step-by-step instructions)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil types and depth to groundwater (if infiltration is proposed). See Appendix C. (Step 1)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed site drainage network and connections to drainage off-site. (Step 3)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed design features and surface treatments used to minimize imperviousness. (Steps 3 and 4)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate drainage areas, depending on complexity of drainage network. (Steps 3, 4, and 5)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing condition of each drainage area, including pervious and impervious areas. (Steps 3, 4, and 5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | For each drainage area, types of impervious area (roof, plaza/sidewalk, and streets/parking) and area of each. (Steps 3, 4, and 5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed locations and approximate sizes of infiltration, treatment, or hydrograph modification BMPs. (Steps 4 and 5)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc., and corresponding required source controls from Appendix E. (Step 6) |

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Required                 | Adequate                 |   |
|                          |                          | <b>CONTENTS OF REPORT</b>   |
|                          |                          | A report accompanying the drawings should include:  |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control. (Step 2)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative description of site design characteristics that protect natural resources. (Step 3)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that reduce imperviousness of the site. (Step 3)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Tabulation of pervious and impervious area, showing self-retaining areas and areas tributary to each infiltration, treatment, or hydrograph modification BMP. (Steps 3, 4, and 5)           |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary designs, including calculations, for each treatment or hydrograph modification management BMP. Elevations should show sufficient hydraulic head for each. (Step 5)              |
| <input type="checkbox"/> | <input type="checkbox"/> | A table of identified pollutant source areas and for each, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See worksheet in Appendix E. (Step 6) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan (Step 8).   |
| <input type="checkbox"/> | <input type="checkbox"/> | General description of maintenance needs for treatment/hydrograph modification BMPs (Step 9)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Means by which BMP maintenance will be financed and implemented in perpetuity. (Step 9)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement accepting responsibility for interim operation & maintenance of treatment BMPs (Step 9).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Plan C.3 Checklist (Step 10).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification by a civil engineer, architect, and landscape architect (Step 10).  |