

**CONTRA COSTA COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**APPLICATION**

**TO BE COMPLETED BY APPLICANT/OWNER**

**OWNER**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State \_\_\_\_\_  
 Phone \_\_\_\_\_ Zip \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State \_\_\_\_\_  
 Phone \_\_\_\_\_ Zip \_\_\_\_\_

By signing below, owner agrees to pay all costs, including any accrued interest, if costs not paid by the applicant.  
 Check here if billings are to be sent to applicant rather than owner.

Owner's Signature \_\_\_\_\_

By signing below, the 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 \_\_\_\_\_

**CONTACT PERSON (optional)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State \_\_\_\_\_  
 Phone \_\_\_\_\_ Zip \_\_\_\_\_

**PROJECT DATA**

Total Parcel Size \_\_\_\_\_  
 Number of Units \_\_\_\_\_  
 Estimated Project Value \_\_\_\_\_  
 Comm./Ind. Sq. Footage \_\_\_\_\_

**APPLICATION TYPE**

- Development Plan
- Land Use Permit
- DP/LUP Combo
- Other

Nature of Request: (Attach supplemental statement if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY**

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

Ordinance Ref. \_\_\_\_\_  
 Area \_\_\_\_\_  
 Fire Dist. \_\_\_\_\_  
 Sphere of Influence \_\_\_\_\_  
 Flood Zone \_\_\_\_\_  
 Panel No. \_\_\_\_\_  
 x-ref Files \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Concurrent Files:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Type of Fee:</b>	<b>FEE AMOUNT:</b>	<b>S-CODE</b>
*Base Fee/Deposit:	\$ <u>500.00</u>	S-
*Late Filing Penalty (if applicable - 50% of above)	\$ _____	S-066
Notification Fee #Addresses x \$1.50 + \$30	\$ <u>30.00</u>	S-052B
Fish & Game Posting (if not CEQA exempt.)	\$ <u>50.00</u>	S-048
Other	\$ _____	
<b>TOTAL</b>	\$ _____	
Receipt #	_____	
Other	_____	

\*ADDITIONAL FEES BASED ON TIME & MATERIALS  
 WILL BE CHARGED AFTER STAFF COSTS EXCEED  
 BASE FEE

Assessor's No. \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Census Tract \_\_\_\_\_  
 Atlas Page \_\_\_\_\_  
 General Plan \_\_\_\_\_  
 Supervisorial Dist. \_\_\_\_\_  
 Rec'd by \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
**File Number** \_\_\_\_\_

**PROCESSING YOUR APPLICATION**

Applicant's  
Initial

- \_\_\_\_\_ 1. **PREPARE** a plot plan clearly and legibly drawn to scale with the following information and initial if included on the plan:
  - \_\_\_\_\_ a. All property lines (existing and proposed) dimensioned and labeled.
  - \_\_\_\_\_ b. All intersections of property lines, abutting public and private roads, easements, and drainage installations adjacent to the parcel.
  - \_\_\_\_\_ c. Existing and proposed improvements with dimensions to all property lines.
  - \_\_\_\_\_ d. Distance to existing improvements on adjoining parcels from subject parcel(s).
  - \_\_\_\_\_ e. Names of adjoining property owners.
  - \_\_\_\_\_ f. Contours, creeks and drainage ditches.
  - \_\_\_\_\_ g. Location of species, drip lines and trunk circumferences of all trees with a circumference of 20 inches (40 inches for multi-stemmed trees) or greater, measured 4 ½ feet above the 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 property 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. Parking layouts, driveways, landscape areas and computations of lot coverage, gross floor areas and landscape areas.
  - \_\_\_\_\_ j. Include a vicinity sketch showing sufficient information to locate subject parcels.
  - \_\_\_\_\_ k. Property within any area of Special Flood Hazards must include the limits of the flood zone area and the base flood elevation.
  - \_\_\_\_\_ l. All proposed floor plans and building elevations.
  
- \_\_\_\_\_ 2. The following submittals are required and initial if included.
  - \_\_\_\_\_ a. 3 full size drawings (no larger than 24" x 36") and 12 reduced drawings to 11" x 17". All drawings shall be folded to 8½"x 11".
  - \_\_\_\_\_ b. The completed application form (on the reverse).

- \_\_\_\_\_ e. The required deposit\* as well as the \$50 legal posting fees (if applicable) and a \$33 fee submitted for initial application review by Environmental Health Division of the Health Services Department.
  
- \_\_\_\_\_ 3. Submit photographs of the project site (including photos of adjoining properties as appropriate).

\* Please note that all staff costs are borne by the applicant. The applicant will be required to submit additional deposits.

**NOTE:** Your parcel may require major drainage improvements under the collect and convey requirements of County ordinances and policies. Additionally, your project may require major road improvements under County ordinances and policies. You may contact the Public Works Department at (925) 313-2000 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. For information on the County's Floodplain Management Ordinance contact the Application and Permit Center, 651 Pine Street, 2nd floor, north wing, Martinez (925) 646-1623.

**APPLICANT VERIFICATION**

I verify that all of the information submitted as indicated by my initials is complete and accurate and further acknowledge that should it be found that any of the information is incorrect, or incomplete it may result in increased processing times and/or costs. I also acknowledge that all staff costs are borne by the applicant and if necessary additional deposits will be required.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

**Community Development at the  
Application and Permit Center, 651 Pine Street, 2nd floor, north wing, Martinez, California 94553**