SUBMITTING A PLANNING APPLICATION

▼ 1. INTRODUCTION

Introduction

The following provides information to help you successfully submit a Planning Application, including what you will need to submit, how to submit it, and who else may need to approve it before you submit.

Please read the information below carefully. Your project will be delayed if you submit a Planning Application that is incomplete.

There are three permitting categories. If you're unsure of which application you need, <u>review the How-To Guide (Link)</u> to help direct you to the appropriate application process for your project.

- **<u>Minor Application:</u>** 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.

- **<u>General Applications:</u>** All other projects are submitted at the ePermit Center and require additional review by a Planner. Many of these projects are discretionary and require a public hearing prior to approval. The time to process varies significantly, depending on the complexity of the project.

- **Special Administrative Applications:** <u>Temporary Event</u> and <u>Short Term Rental</u> Applications are submitted by email the completed application form to <u>dcd.planningintake@dcd.cccounty.us</u>.

Information Regarding the Residential Density Bonus Ordinance and Inclusionary Housing Ordinance

▶ **2. WHO NEEDS TO APPROVE?**

Who Needs To Approve Your Project?

The first step in determining who needs to review your project, is checking what jurisdiction the project is located. The County Planning Agency (DCD) only reviews projects in unincorporated Contra Costa County. If you are within city limits, you will need approval from your city's Planning Agency.

You can use our CCMAP online mapping tool to check your jurisdiction.

If you are in unincorporated Contra Costa County, determine which application you need (PDF).

If your project is within a city's boundaries, Contra Costa County is not your planning agency. Contact you city directly to verify their requirements. If your project is in the cities below, our department provides Building Permits. See the Building Permit page (Link) for more information.

- City of Clayton Planning Department - 925-673-7300
- City of Hercules Planning Department - 925-799-8244
- City of Lafayette Planning Department - 925-284-1976
- Town of Moraga Planning Department - 925-888-7040
- City of Orinda Planning Department - 925-253-4210
- Other City, please contact your city or town's planning agency.

Please Note: Most projects require other Department's (Public Works, Environmental Health, etc.) and Agency's (Fire District, Sanitary District, etc.) approval

▼ **3. APPLICATION PREPARATION & FEES**

Preparing to Submit an Application

The following information will help you prepare to submit for a Planning Application, including who can submit, what documents you will submit, and the applicable fees (PDF).

Who Can Submit An Application?

Anyone with an ePermit Center (Link) account can submit a Minor or General Application. However, all applications require submittal of a Property Owner Authorization Form (PDF) and all General Application submittals must also include an Important Notice To Applicants and Property Owners Form (PDF).

Register for an account on the ePermits Center (Link). It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to your invoices and receipts, checking on the status of pending activities and more.

What Documents Should Be Included?

The documents you must submit varies depending on the type of application and scope of your project. The following guidelines are generally applicable.

Minor Applications:

- **Property Owner Authorization Form (PDF)**
- Plan Set (Site Plan, Floor Plan, Architectural Elevations), if the project includes construction. View Preparing Electronic Plans (PDF) guide for details.

General Applications:

- **Property Owner Authorization Form (PDF)**
- **Important Notice to Applicants and Property Owners Form (PDF)**
- Plan Set (Site Plan, Floor Plan, Architectural Elevations). View Preparing Electronic Plans (PDF) guide for details.
- Detailed Project or Business Description. This can be a separate document or entered on the application form.
- Special Reports if applicable (Tree Removal and Protection Plan, Stormwater Control Plan, Radio Frequency Report, Biological Resources Assessment, etc.)
- See the General Planning Application Checklist (PDF) or ADU Application Checklist (PDF) for more details.

- **Special Administrative Applications**

  - **See Applications For Details.** Temporary Event and Short Term Rental Applications are submitted by email the completed application form to dcd.planningintake@dcd.cccounty.us.

Accessory Dwelling Units (ADUs)

- ADU Application Checklist (PDF)
- Additional Information for Qualified Nonprofit ADU Checklist (PDF)

Urban Housing Development Permit:

- UHD Qualifying Lot Location Screening Form (PDF)
- UHD Additional Qualifications Screening Form (PDF)
- UHD Submittal Checklist (PDF)

Urban Lot Split Parcel Map Applications:

- ULS Qualifying Lot Location Screening Form (PDF)
- ULS Parcel Map Submittal Checklist (PDF)
- Urban Lot Split Affidavit (PDF)

Application Fees

The County Fee Schedule (PDF) outlines all Planning application fees. The following are fees for commonly submitted applications. Most applications include an initial deposit which is billed to for time and materials. An application is not accepted until the application fees have been received.

- Undersized Lot Review: $300 filing fee. If public hearing is requested, $3,000 minimum deposit in addition to review fee. Time and materials.
- Home Occupation Permit: $150 filing fee.
- Land Use Verification: $200 filing fee.
- Alteration of Protected Trees: $750 minimum deposit. Time and materials.
- Accessory Dwelling Unit Application: $2,000 minimum deposit. Time and materials.

Payment types accepted are cash, check, MasterCard/Visa debit cards, and credit cards (MasterCard, Visa, Discover, American Express).

All web payments for applications are made on the ePermits Center. All credit card and debit card payments are subject to a 2.75% convenience fee of the application fee amount due with a $1.00 minimum. E-Check payments are subject to a $2.50 convenience fee for any application fee amounts.

The convenience fee is not a fee payable to Contra Costa County. The convenience fee is required and charged by our third party payment processor, Official Payments Corporation. The convenience fee covers the cost of processing the secure payment transaction in our office and on our ePermits Center website. The convenience fee will appear as a separate charge for Official Payments Corporation from the application fees due to Contra Costa County on your credit card statement.

Additional Resources

- Requirements for Wireless Facility Permit Applications (PDF)
- General Application Checklist (PDF)
- How to Develop Using Water Conserving Landscape (PDF)
- Information Regarding the Residential Density Bonus Ordinance and Inclusionary Housing Ordinance
- Download Density Bonus Submittal Requirement Checklist
- Download Inclusionary Housing Plan Checklist
- Guide for Variances (PDF)

▶ **4. APPLICATION SUBMISSION**

How Do I Submit?

Once you have gathered your documents and information, you are ready to submit your Planning Application using the ePermits Center.

Follow these steps to start your permit submittal:

1. Go to ePermits Center at epermits.cccounty.us
2. Register for an Account
3. Click Create an Application in the Planning tab
4. Choose the Minor or General Application and follow the prompts

5. You can save your application before submitting. Get started now and finish when you have all the necessary documents and information.

6. After submitting your application, track the progress of your application on the ePermits Center

7. Staff will review your submittal and either accept the application or provide guidance on your submittal. If your application is accepted, you will receive an email with your application number and fee payment information. A Wireless Facility Permit application has completed its first procedural step and is considered filed on the application acceptance date. **The application acceptance date is the business day the payment was received if payment was submitted before close of business, or the next business day if payment is received on a weekend or outside of normal business hours.**

8. All communication will be by email. You will receive automated emails throughout the life of your project to keep you updated on the progress. **Check your junk or spam mail folder** if you do not see any emails from us after applying.

9. Check for status updates on the ePermits Center. View our how to guide to learn how to check your permit status.

Call the Application and Permit Center at (925) 655-2700 if you have not seen any activity on your application within 3 business days from the submittal date. *We receive a high volume of calls daily and may not respond right away. Thank you for your patience.*

▶ **5. APPLICATION PROCESSING**

How Your Application Is Processed
The processing of all applications has three main components: Intake, Review, and Determination. Processing time for applications varies significantly depending on the type and complexity of your project. Check your application progress on the ePermits Center.

▶ **6. HOW TO GET HELP**

Have questions or Need More Information?

- **Make an Appointment for help**.
- **Call** 925-655-2700 to speak with our planners on duty from 7:30 am - 5:00 pm Monday to Thursday, and 7:30 - 4:00 pm Friday.
- **Email** APCPlanning@dcd.cccounty.us with your detailed question and property information (address, APN).
- **Self-Help**: Access to our ePermit Center allows you to search Property/Permit information such as current projects, previous entitlements, application status, and parcel numbers.

Contact Us

Conservation & Development (DCD)

Contact Us Form

Current Planning

Phone: 925-655-2705

Physical Address
30 Muir Road
Martinez, CA 94553

Phone: 925-655-2700

Directory