



Secondary Living Unit Application Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Two (2) sets of full sized plans (24" x 36"), one (1) set of reduced plans (11" x 17") and one (1) set of reduced plans (8-1/2" x 11")** are required for all applications. All **plans shall be folded** to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- 1. **APPLICATION FORM.** Include signature(s) of legal property owner(s) as well as applicant. If the applicant is not the legal property owner or does not currently reside at the property, a written statement shall be submitted to acknowledge the owner occupancy requirement (see CMC 122-310) and describe how and when the applicant intends to comply.
- 2. **FILING FEE***. (See Exhibit A, Fees and Charges Resolution, page D-13, fee D.37.a.)
- 3. **TITLE REPORT.** Prepared within the past three months (two copies).
- 4. **SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
 - A. Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
 - B. Dimensions of setbacks from property lines and between structures.
 - C. Location and dimensions of all existing and proposed structures including roof overhangs, pop-outs, projections and other architectural features, decks, porches, fences, walls, and other accessory structures. Clearly label plans showing what is existing and proposed and identifying all structures to be demolished.
 - D. Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
 - E. Adjacent streets indicating street name and street width, centerline and edge of right-of-way.
 - F. Location and dimensions of parking spaces.

* The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.

Secondary Living Unit Submittal Requirements

- G. Existing topography and proposed grading at two-foot contour intervals for slopes up to 5 percent and under five (5) feet in height; and contour intervals of five (5) feet for slopes over 5 percent or five (5) feet in height.
 - H. Location, species, and size (circumference at 4-1/2" dbh), of all existing.
 - I. Floor area in square feet for all buildings.
 - J. Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.
- 5. BUILDING ELEVATIONS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger scale and shall include dimensions and details of the proposed structure (height, width, roof height, overhang, materials, colors, etc.) for all four sides of building along with elevations of the existing residence and accessory structures that will remain.
- 6. FLOOR PLAN(S).** Plan(s) shall be drawn at 1/8 in. = 1 ft. or larger.
- 7. PHOTOS.** Photos of the site and adjacent development including all elevations of the existing dwelling.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____