



To: Permit Center Customers

Subject: City of Concord Application Submittal Procedures

Welcome to the City of Concord and thank you for your interest in making an investment in the community with your development application. The City strives to make Concord a premier place to live, work and do business. The City realizes the importance of your time and the benefit your investment can have on the community. The following information will help guide you and streamline the process to a successful application.

The following describes the permit-processing procedures the City has established for all discretionary permits¹ to ensure that applications are reviewed in a timely and comprehensive manner. The City wants to help applicants submit complete plans and documents in order to avoid last minute surprises and streamline the process. Specific information is necessary for staff to understand and evaluate projects in order to make recommendations to the City's decision-makers.

First Point of Contact

The Planning Division is the first point of contact for the review and processing of all development applications. The Planning Division is responsible for managing development in the best interest of the City by applying regulations and standards based on the City of Concord's General Plan, Zoning Ordinance, Planning laws, and policies.

Applicants are encouraged to set up a pre-submittal meeting with Planning and Engineering staff prior to filing a formal application to determine the type of permit(s) required and to discuss application procedures. Applicants are also encouraged to submit plans for a Pre-Application review for more information on City policies and development requirements prior to a formal application (see Pre-Application checklist). These pre-submittal procedures provide the opportunity for the applicant to gain an understanding of the key project issues prior to spending significant time and resources on a formal submittal.

Application Process/Assignment of Project Planner

To provide you with the best possible customer service early in the process, a Project Planner will be assigned to manage your project. The Project Planner will be your primary point of contact for all submittals and coordination of meetings. The Project Planner will distribute the plans and application materials, schedule project review, communicate whether the application is complete or incomplete, convey project issues to you and your design team, and facilitate resolution of issues. The development review process works best when there is a partnership between City staff and our customers. Staff will work diligently with you to identify and resolve project issues in order to move forward with a positive recommendation to the decision-makers.

¹ Discretionary permits include Pre-Applications, General Plan Amendments, Rezonings/Prezonings, Preliminary Development Plans, Use Permits, Major Subdivisions, Minor Subdivisions, Hillside Development Plans, Design Review Permits, Zoning Administrator Permits, Variances, and Heritage Tree Removal Permits, and all require consideration at a public hearing/meeting with one or more of the following: Zoning Administrator, Design Review Board, Planning Commission, and/or the City Council.



Application Acceptability Meetings

Prior to a formal submittal, an applicant shall schedule a meeting with the Project Planner and Engineer, to determine if their development plans and documents are ready for a formal submittal. This is known as the “Application Acceptability” meeting. At this meeting, one complete set of the application materials will be reviewed to determine if all of the items on the submittal checklists are included. If the application package is deficient, the application will not be accepted. Staff will document the items needed to submit the application. Once those revisions have been made, the applicant shall schedule a second meeting with the same Project Planner and Engineer. When the application contains all of the required information, the applicant will be invited to return with the formal submittal, which includes the required number of plan sets, the application, and application fees. While staff may raise issues or provide comments on the plans during the application acceptance stage, this does not replace the DAC review process, which is a comprehensive review of the content of the submitted materials.

Following the formal application submittal, all applications are distributed to the Development Advisory Committee (DAC), which is comprised of City staff and representatives of responsible agencies, to determine if the application is complete or incomplete. The DAC review and completeness determination occurs within 30 days of the formal submittal. A project must be found to be complete before it can move forward through the development review process. In addition to the completeness review, the purpose of the DAC review is also to identify project issues.

Application and Permit Checklists

The Planning Division, in conjunction with Permit Center staff and representatives from various City Departments, has developed comprehensive checklists for all discretionary permits (available on the City web site). Submittal of complete plans and information, as listed on the applicable checklist(s), is required in order to move forward through the development review process and ultimately be scheduled for a public hearing. Submittal of incomplete or inconsistent materials results in multiple reviews by City staff and costly delays for the applicant.

If you have any questions about the submittal requirements, the development review process, or need help resolving an issue, please call myself or Cathy Munneke, Principal Planner. The City is continually improving the development review process to provide the best customer service possible. Staff welcomes any feedback or suggestions.

Deborah Raines
Planning Manager



Discretionary Permit Application Appointment Information

In 2006, the City of Concord Permit Center implemented a new process for the filing of applications for all Discretionary Permits. Discretionary Permits are permits that require a public hearing or public meeting and approval by a decision making body including the Zoning Administrator, Design Review Board, Planning Commission, and/or City Council. **Applications for Discretionary Permits will not be accepted without a prior, pre-arranged appointment with a Project Planner and Engineer to review all of the required materials and plans based on the application checklists for all of the following permits:**

Pre-Application	Minor Subdivision
General Plan Amendment	Hillside Development Plan
Rezoning/Prezoning	Design Review
Preliminary Development Plan	Zoning Administrator Permit
Use Permit	Variance
Major Subdivision	HeritageTree Removal Permit

The Planning Division and Permit Center staff have prepared application checklists with submittal requirements for every type of discretionary permit. Applicants can use these checklists to assure that complete applications are prepared and submitted. Submittal of a complete application expedites processing of the application.

Applicants can call the Planning Division administrative staff at (925) 671-3152 anytime between 8:00 a.m. and 5:00 p.m., Monday through Friday, to schedule an appointment. All appointments will be scheduled on either **Tuesday afternoons or Friday mornings**, although staff will be as flexible as possible with applicants from out of the area.

For the first meeting with the Project Planner and Engineer, applicants and their Design Teams need to bring the following:

- 1. Application Form**
- 2. A checklist for each application type**
- 3. One complete full-size plan set**
- 4. One copy of all other required documents and materials**

If there are no deficiencies and the application is deemed acceptable, the applicant will be invited to return with their full submittal, including application fees, public hearing notification materials and all required copies of plans.

If there is need for subsequent meetings, applicants need to bring the marked up copies of the materials previously reviewed and the information missing from the first submittal. Every attempt will be made for the same Planner and Engineer who met with the applicant the first time to conduct the subsequent meeting. Every appointment that results in an “incomplete” finding will cost the hourly fee to cover the amount of time spent by each of the staff members. The appointment fee will be waived (i.e., credited towards the application fees) when plans are deemed acceptable.

Applications that do not have all of the required information will not be accepted.

PLEASE CALL THE PLANNING DIVISION AT (925) 671-3152 FOR AN APPLICATION APPOINTMENT.



STANDARD APPLICATION FORM

Date Received by Planning

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Animal Permit | <input type="checkbox"/> Heritage Tree Nomination | <input type="checkbox"/> Preliminary Application | <input type="checkbox"/> Vacation/Abandonment of Property Rights |
| <input type="checkbox"/> Building Move | <input type="checkbox"/> Heritage Tree Removal Permit | <input type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Hillside Development Plan | <input type="checkbox"/> Rezoning/Prezoning | <input type="checkbox"/> Vendor Permit |
| <input type="checkbox"/> Condominium Conversion | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Secondary Living Unit | <input type="checkbox"/> Vesting Tentative Map |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zoning Administrator Permit |
| <input type="checkbox"/> General Plan Amendment | | | |

PROJECT INFORMATION:

PROJECT NAME	
PROJECT SITE ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER
PROJECT DESCRIPTION (Provide brief description and submit a more detailed description as an attachment.)	

NOTE: All applicants are encouraged to hold a neighborhood meeting with nearby property owners and tenants early in the development review process. Planning Division staff will work with applicants to schedule the neighborhood meeting.

APPLICANT'S CONTACT INFORMATION

PROPERTY OWNER'S CONTACT INFORMATION

NAME/COMPANY: _____ ADDRESS: _____ CITY, STATE: _____ ZIP: _____ BUSINESS PHONE: _____ CELL: _____ FAX: _____ EMAIL: _____	NAME/COMPANY: _____ ADDRESS: _____ CITY, STATE: _____ ZIP: _____ BUSINESS PHONE: _____ CELL: _____ FAX: _____ EMAIL: _____
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Agent Authorization Note: If the Applicant is not the Property Owner, then the Property Owner **must** sign below to authorize the Applicant as his/her official representative.

I, _____, Owner, authorize _____ to act as the official representative on my behalf for this project and in all matters relating to this application. I have read and agree with all of the above (application must be signed by property owner).

Property Owner's Signature

Date

FOR PLANNING DIVISION USE ONLY:

FILE NAME:		FEES	FIN. REV. CODE
FILE NUMBERS:	APPLICATION RECEIVED BY:	GP DESIGNATION:	
ASSOCIATED FILES:	PLANNER:	ZONING:	
	ENGINEER:		



PROJECT NAME: _____ **FILE NUMBER:** _____

PLEASE INCLUDE ALL RELEVANT CONTACT INFORMATION

PROJECT MANAGER

CIVIL ENGINEER

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

ARCHITECT

LANDSCAPE ARCHITECT

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

OTHER

OTHER

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

NAME/COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
BUSINESS PHONE: _____ CELL: _____
FAX: _____ EMAIL: _____

I hereby authorize employees of the City of Concord to enter upon the subject property, as necessary, to inspect the premises and process this application.

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Date:

Signature: Owner Authorized Agent

For: _____