IMPORTANT NOTICE TO APPLICANTS & PROPERTY OWNERS

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 Alamo, Bay Point, Bethel Island, Byron, Contra Costa Centre, Diablo, Discovery Bay, El Sobrante, Kensington, Knightsen, North Richmond, 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 6½ inches in diameter) or greater, measured 4½ 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 4½ 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***[1] or otherwise affected[2]. 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 and property owners 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.[3]

- 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:*

A. staff determining that the application is not complete, in which case the project will not be scheduled for hearing; and/or

B. subsequent interruption of development activity until such time as there is compliance with applicable tree ordinances.

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[1] For purposes of the Tree Ordinance, "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.)

[2] Though not required, an applicant or property owner 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.

[3] These constructionrelated activities are normally prohibited by the Tree Ordinance.

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FLOODPLAIN: Your project must satisfy the requirements of the County's Floodplain Management Ordinance. If a site lies within or partially within a 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 or 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 am. to Noon and 12:30 - 5:00 p.m. Monday through Thursday, and is located at 255 Glacier Dr., Martinez.

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, 925-646-2286; FAX 925-646-2073. Forms may be obtained from the Application and Permit Center, Building Inspection Division, 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. For information regarding air permit requirements, Contact BAAQMD at 415-749-5000 or visit their website: http://www.baaqmd.gov/

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 and property owners 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).

FEES: **Development Application Fees** - The Community Development Division 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. ***Please note that the applicant or owner is responsible for paying all application fees, whether or not the application is approved***. 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 925-674-7200.

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. This would include any appeal of an administrative decision.

California Department of Fish & Game Fees - An additional fee may be due at the time of posting the environmental document and prior to project decision and before permits are issued. Additional fees are based on California Department of Fish and Game Code Section 711.4, **updated annually**, and effective **January 1, 2014 fees are as follows:**

Categorically Exempt:	**No Additional Fee**
Negative Declaration:	**$2,181.25**
Mitigated Negative Declaration:	**2,181.25**
Environmental Impact Report:	**3,029.75**
Certified Regulatory Program	**1,030.25**
County Clerk Processing Fee (may apply)	**50.00**

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 Division at 925-674-7200.

APPLICANT & PROPERTY OWNER(S) VERIFICATION

I/We have read and understand the statements on this entire form; and I/we have contacted the above departments as suggested.

Applicant Signature_____**Name**_____ **Date**_____
Owner(s) Signature(s)_____**Name:**_____ **Date**_____

Office Use Only

Application File Number:

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