CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
COMMUNITY DEVELOPMENT DIVISION

MINOR SUBDIVISION APPLICATION

TO BE COMPLETED BY APPLICANT/OWNER

OWNER
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 _____

APPLICANT
Name _____
Address _____
City, State _____
Phone _____ Zip _____

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 Parcels/Units _____
Estimated Project Value _____
Comm./Ind. Sq. Footage _____

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:

Type of Fee:	FEE AMOUNT:	S-CODE
*Base Fee/Deposit	$ 4,800.00	S-034
# of Lots x 300	$ _____	S-034
Notification Fee #Addresses x $1.50 + $30	$ _____	S-052B
Fish & Game Posting (if not CEQA exempt)	$ 75.00	S-048
Environmental Health	$ 57.00	5884
Other	$ _____	
TOTAL	$ _____	

Receipt # _____

Other _____

* ADDITIONAL FEES BASED ON TIME AND MATERIALS WILL BE CHARGEDAFTER 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 _____

INSTRUCTIONS ON REVERSE SIDE

SUBMITTING YOUR APPLICATION

1. PREPARE a plot (site) plan, floor plans and building elevations clearly and legibly drawn to a commonly used scale with the following information, and verify (by initialing) that the information is included on the plans:

Applicant's Initials

Plot (site) Plan

_____ a. All existing property lines labeled and fully dimensioned.
_____ b. All public and private roads, easements and drainage installations adjacent to the subject parcel(s).
_____ c. All existing and proposed improvements (including drainage) with distances to all property lines.
_____ d. Distance from property lines to existing improvements on parcels adjoining the subject parcel(s).
_____ e. Names of adjoining property owner(s).
_____ f. Topographic contours labeled with elevation, known geologic hazards, creeks/streams and drainage ditches.
_____ g. Location, species, drip lines and trunk diameters of all trees with a diameter of 6 inches or greater, measured 4½ feet above 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 properties 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. Existing and proposed parking layouts, driveways and landscaped areas (all fully dimensioned).
_____ j. Computations of lot coverage, gross floor area and landscaped areas (all indicated in square feet).
_____ k. Area of the subject parcel(s) officially mapped within the boundary of a Special Flood Hazard Area (if applicable).
_____ l. A vicinity map showing sufficient information such as streets, highways, railroad tracks, water bodies, landmarks etc. to locate the subject parcel(s).

Floor Plans

_____ m. All rooms, hallways and other common areas with their dimensions and use (i.e. bedroom, kitchen, etc.).
_____ n. Locations of doorways, stairways and landings, windows, permanent fixtures (sinks, toilets, showers, etc.) and major mechanical equipment (hot water heaters, furnaces, etc.).

Building Elevations

_____ o. Exterior dimensions (height, width, depth) of all proposed improvements.
_____ p. Proposed exterior ornamentation such as shutters, planting boxes, window trim, cornices, signs, railings, etc.
_____ q. Proposed exterior materials (i.e. wood siding, stucco, stone veneer, concrete tile roof, etc.).

2. HAND DELIVER (do not mail) the following to the Contra Costa County Application & Permit Center:

_____ r. Three (3) full size sets of plans (no larger than 24" x 36") and twelve (12) reduced sets (no larger than 11" x 17"). All sets must be folded to approximately 8½" x 11". **Rolled plans will not be accepted.**
_____ s. Completed application form (reverse side of this sheet).
_____ t. "Important Notice to Applicants" (blue form) signed and dated.
_____ u. *Required deposit and miscellaneous fees. Checks may be made payable to Contra Costa County.

*** Please note that the fees described on this form are related only to the Contra Costa County Community Development and Public Works [(925) 313-2000] departments' costs for processing your application. Additional fees and requirements may be imposed by federal, state and local agencies that may be involved in reviewing your project. It is the applicant's responsibility to investigate whether additional fees and requirements will be imposed.**

APPLICANT VERIFICATION

I verify that all of the information submitted as indicated by my initials is complete and accurate to the best of my knowledge and further acknowledge that should it be found that any of the information is incorrect or incomplete it may result in increased processing time and/or costs. I acknowledge that all staff costs are borne by the applicant and if necessary, additional deposits will be required. I also acknowledge that I have completely read this form and understand all of the information stated herein

Signature _____ Name (print) _____ Date _____

Contra Costa County Department of Conservation & Development
Community Development Division
Application & Permit Center
651 Pine Street, 2nd Floor – North Wing
Martinez, CA 94553
(925) 335-1381