



## Preliminary Development Plan Application Checklist

**SUBMITTAL REQUIREMENTS.** The following information is required for a complete application. Please review this checklist with the City of Concord Planning and Engineering Divisions to confirm specific requirements and to determine if other applications are required.

- APPLICATION FORM.** Include signature and contact information for the legal property owner, and the applicant or authorized agent, and contact information for the Civil Engineer, Architect and Landscape Architect and all other consultants involved with the project.
- FILING FEE\***. (See Fees and Charges Resolution for current year)
- ENVIRONMENTAL FACT SHEET.** Including supplemental studies as required.
- TITLE REPORT.** Prepared within the past three months. (three copies)
- ARBORIST REPORT.** Prepared by an ISA Certified Arborist for the removal or disturbance of any Heritage Tree on the site or on an adjacent property, which could be impacted by the proposed development. The report should describe the condition of all heritage trees to be removed/disturbed and a statement of specific reasons for the proposed removal. (three copies)
- WRITTEN STATEMENT AND ANALYSIS.**
  - Identify proposed land uses and development standards including minimum and average lot sizes with lot dimensions, setbacks, building height, lot coverage, and parking ratios. Provide a comparison of the proposed standards to the standards required in the most similar zoning district. For residential projects include proposed unit types, sizes, and gross and net density.
  - Discuss how the Plan complies with General Plan policies.
  - Describe how the Plan takes advantage of the site features to create a high standard of development, public benefit, and satisfaction for the future occupants of the project.
  - Describe project phasing and plans for the interim use and management of the later phases.
  - Describe how the design elements achieve harmony with the design features or theme of adjacent structures or the natural setting.
  - Provide a written statement analyzing views to the subject property in accordance with the City of Concord Community Design Guidelines.

**REQUIREMENTS FOR ALL PRELIMINARY DEVELOPMENT PLANS.** If the application is filed in conjunction with other applications, the submittal requirements from all applicable checklists shall be incorporated into one set of plans. All plans shall:

- Be prepared, signed and stamped by licensed professionals.
- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- Be submitted in collated sets and folded to 8-1/2" x 11".
- Be numbered in proper sequence.

\* 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.

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The following numbers of plan sets are required:

- 15 sets full size 24" x 36"
- 21 sets reduced to 11" x 17"
- 1 set 8 1/2" x 11"
- 1 each full-sized rendered Site Plan, Cross-sections, Building Elevations and Landscape Plan.

Rendered plans shall be rolled, not folded.

When the application is deemed complete, a set of plans shall be submitted on a CD in pdf format.

- PRELIMINARY DEVELOPMENT PLANS.** The following plans shall comprise the Preliminary Development Plan:
  - TITLE SHEET.** Including name of project, location, assessor's parcel numbers, subdivision name and number (if applicable), prior development approvals, table of contents listing all the plan sheets with content, page number and date prepared.
  - CONTEXTUAL PLAN.** Use an aerial map as base. Show the relationship of the project to the building and site features within 50 feet. The map shall include:
    - Vicinity map indicating site in relation to major streets.
    - Land use and zoning designation on all lots.
    - Property lines and dimensions of the site and adjacent properties showing all easements.
    - Location of streets, medians, curb cuts, sidewalks, driveways, and parking areas.
    - Location of all creeks, waterways and trees.
    - Proposed lot lines, building footprints and pad elevations.
  - SITE ANALYSIS.** Using a topographic as a base, at 1"= 20' scale, with scale noted, a graphic bar scale, and north arrow, identify and include the following as needed to show the relationship of the project to the site:
    - Existing and proposed land uses and zoning designations on the property and on adjacent properties extending a minimum of 50 feet onto adjacent properties to show the features and buildings on the adjacent properties.
    - Environmental opportunities and constraints presented by soils, slopes, drainage patterns, surface geology, geological hazards, water bodies, vegetation, flood hazards, heritage trees, and other natural features of the site.
    - Relationship of the project to existing and proposed circulation facilities (including streets, highways, pedestrian walkways, public transit, bicycle paths and trails), parks, playgrounds, cultural amenities, and utilities.
    - Relationship of the scale and mass of the proposed buildings to surrounding buildings and land forms. This analysis shall include land uses and land forms immediately adjacent to the site and land uses and land forms at a greater distance if the scale and mass of the proposed buildings vary significantly from that of adjacent buildings.
    - Location of significant historical, cultural, and archaeological features of the site, including historic structures and heritage trees and methods proposed to preserve and incorporate such elements into the project.
    - Preliminary landscaping, recreation amenities, and open areas. Areas within the project proposed for private common areas and/or dedication to the public.
  - SITE PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale with scale noted, a graphic bar scale and north arrow. The plan shall include the following:
    - Vicinity map showing major cross streets, north arrow and graphic scale.
      - General Plan and Zoning designations.
      - Size of property including gross & net lot area (square feet and acres).

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- For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
- For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper levels in a multi-story buildings) and total building area and FAR (Floor Area Ratio = total floor area divided by total net land area).
- Percent lot coverage, percent of net lot area covered by buildings (total ground floor area of all buildings divided by net lot area).
- Percent net lot area devoted landscaping, common open space and private open space.
- Parking requirements including tabulation of the number of parking spaces required and proposed based on building area, by type (standard, universal, compact and handicapped), and required and proposed parking ratios.
  
- Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels. Benchmark based on U.S.C. & G.S. datum, 1929 (City of Concord is on the same datum as U.S.C. & G.S., 1929).
  
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages and sheds, mailboxes, and trash enclosures. Label all structures and indicate the structures to remain and the structures to be removed.
  
- Dimensions for setbacks from property lines and between structures.
  
- Location, dimension and purpose (i.e. water, sewer, access, etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records).
  
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways based on current City of Concord standards, and corner setback lines based on City of Concord Standard Plan S-36.
  
- Existing topography and proposed grading extending 50 feet beyond the property at 2 foot contour intervals for slopes up to 5% and under 5 feet in height; and contour intervals of 5 feet for slopes over 5% or greater than 5 feet in height. Include spot elevations, pad elevations, percent slope and show all retaining walls with TOW/BOW elevations. **If property has an average slope of 15% or greater, see Hillside Development Plan checklist.**
  
- Preliminary drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.
  
- Location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, electroliers, street lights, lighting fixtures, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, traffic signal poles, underground conduit for signals and interconnect, and traffic signal pull boxes, signal cabinets, service cabinets, and other related facilities.
  
- Location and dimensions of parking spaces, back-up, loading areas, and circulation patterns.
  
- Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater, indicating species, size (circumference or diameter noted) measured at 4-1/2' above grade, base elevation, and accurate trunk locations and drip lines. Identify all Heritage trees (trees over 72 in. in circumference measured 4-1/2 feet above natural grade, multi-stemmed trees with one stem of at least 24 inches in circumference).

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- Location of all natural features such as creeks, ponds, drainage swales, wetlands, etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
- If any parcel is within a FEMA defined 100-year floodplain or floodway:
  - Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CMC Sec. 34-32.b2).
  - Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100 year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the tentative map and the 100 year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.
- TRUE CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Site Plan.
- PRELIMINARY DESIGN REVIEW BUILDING ELEVATIONS.** Plans shall be drawn by a licensed architect at 1/8" = 1' minimum scale; dimensioned vertically and horizontally with sample representations at 1/4" = 1' scale for detail areas. Elevations should not include superimposed landscaping and trees that hide the buildings. The plans shall include:
  - Fully dimensioned elevations for buildings identifying materials, details and features include visible rooftop equipment, plumbing, electrical meters and method of concealment.
  - All four sides of buildings.
  - Vertical dimensions from all points above existing and finished grade on all elevations.
  - Topography with existing and proposed grades accurately represented to show building height to show the relationship of the building to the site and adjacent properties.
  - Location, height and design of rooftop mechanical equipment and proposed screening. Provide a section detail showing height of equipment in relation to the height of the proposed screen structure.
  - Elevations and dimensions for existing structures to remain.
  - Location and type of building mounted exterior lighting.
- TREE SURVEY.** Drawn at 1"=20' scale, showing all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater (measured at 4-1/2' above grade), prepared by an ISA Certified Arborist, showing accurate trunk location and drip line. For each tree, specify the species, size (circumference or diameter noted), and base elevation and clearly indicate if it is to be preserved or to be removed. Identify all Heritage trees. Identify existing trees or plant materials on the site and on abutting properties that could influence site design or be impacted by the project.
- PRELIMINARY LANDSCAPE PLAN.** Plan shall be drawn at 1" = 20' or larger scale by a licensed landscape architect. The plan shall include the following:
  - A conceptual plan showing proposed trees and tree clusters, existing trees to be saved, shrub groupings, lawn and groundcover areas, special paving, hardscape, and site furnishings. Include a landscape legend with a preliminary list of primary plant materials (indicate both Latin and common name).

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- Size, species and spacing of street trees (maximum spacing 30 feet on-center).
- Size, species, trunk location, and canopy for all existing trees on the site and on abutting properties that could influence site design or be affected by the project, identifying all trees to be removed and to be preserved.
- Accurate representation of plant materials within six months, one year and three years.
- Plan information shall be coordinated with the information on the Site Plan, Grading Plan, Utility Plan and Stormwater Plan and all utilities and bio-swales shall be identified on the landscape plan.
- Location of all ground signs, walls, fences and other significant site improvements.
- PRELIMINARY GRADING AND DRAINAGE PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale (with scale noted) showing the following:
  - Existing and proposed topography with two foot contour intervals, pad elevations and finished floor elevations; location and height of all retaining walls, swales and inlets indicating top of bank; top of curb (TOC), top of wall (TOW, base of wall (BOW), invert and grate elevations.
  - Average slope of property, and percentage of slope for all finished slopes, driveways, roadways and trails or pathways.
  - Contours shall extend 50 ft. onto all adjacent properties showing existing improvements and spot and pad elevations for the adjacent properties.
  - A calculation of amount of earth in cubic yards to be moved, imported or exported from the site, if total is greater than 50 cubic yards.
  - Direction of drainage, location of catch basins and off site connections with details of swales and drainage structures.
- STORMWATER CONTROL PLAN.** See Stormwater Control Plan Application Checklist.
- PHOTO-SIMULATIONS.** Digital photo-simulations of the site with and without the project, taken from surrounding private property, public rights-of-way, public open spaces, trails or walkways to show views to and from the subject property. Include a key map showing the location where each photo was taken.
- PHOTOS.** Several photos of the project site and adjacent development with the location noted.
- INCLUSIONARY HOUSING REQUIREMENTS.** All residential projects shall include a discussion of the Inclusionary housing requirements and a description of how the project will meet the requirements. (See CMC Section 122.1050-1062).

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
 PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
 PROJECT NAME \_\_\_\_\_  
 PROJECT ADDRESS \_\_\_\_\_  
 GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_