



---

## Minor Exception Application Checklist

**SUBMITTAL REQUIREMENTS.** *All application materials (except for hard copy plans noted below) must be submitted electronically via the City's [Virtual Permit Center](#); filing instructions are available [here](#).* 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 plans no smaller than 11" x 17"** are required for all applications. All **plans shall be folded** in halves to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
- FILING FEE\*.** (See Fees and Charges Resolution for current year).
- TITLE REPORT.** Prepared within the past three months. (three copies)
- WRITTEN STATEMENT.** Written justification to support the following statements.
  - No practical alternative exists that will result in a superior project with regard to its appearance, relationship with existing buildings and improvements, visibility, and impacts to neighboring properties including privacy, noise, view, and lighting impacts;
  - Other provisions of the Development Code will not be compromised;
  - No negative aesthetic impact will result; and
  - The project will otherwise comply with all applicable Development Code standards and requirements.
- SITE PLAN.** Plan shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
  - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
  - Dimensions of setbacks from property lines and between structures.
  - 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.
  - Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements

---

\* The City adjusts all fees and charges annually (by July 1) in accordance with the Consumer Price Index, the Construction Cost Index, and actual hourly rates for work performed by City employees. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.

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

9/9/22

-1-

**Minor Exception Application Checklist**

- Adjacent streets indicating street name and street width, centerline and edge of right-of-way.
- Location and dimensions of parking spaces.
- 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.
- Location, species, and size (circumference at 4-1/2" dbh), of all existing.
- Floor area in square feet for all buildings.
- Preliminary drainage information showing spot elevations, pad elevators, existing catch basins, and direction of proposed drainage.
- BUILDING ELEVATIONS. (If required see Design Review Application Checklist)**
- FLOOR PLANS.** Drawn at 1/8"= 1' minimum scale.
- PHOTOS.** Several photos of the project site and adjacent development with the location where photo was taken from identified on the plans.

**FOR STAFF USE ONLY**

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

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

9/9/22

-2-