



## Minor Use Permit 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.

- APPLICATION FORM.** Include signature and contact information of the legal property owner and the applicant, and contact information for the Civil Engineer, Architect and Landscape Architect and any other consultants involved with this application.
- FILING FEE\*.** (See Fees and Charges Resolution for current year).
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- 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 Protected 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 Protected trees to be removed/disturbed and a statement of specific reasons for the proposed removal. (three copies)
- WRITTEN STATEMENT.** Describe in detail the characteristics of the proposed use including type of business; major activities; number of employees, clients, customers, students; days and hours of operation; outdoor activities (including storage, drive through windows etc.); type and hours of traffic (auto, pedestrian, deliveries and drop off/pick-up); number of parking spaces; number of company vehicles, sale of alcoholic beverages and any other relevant information. **For residential projects with five or more units, this statement shall include the information listed in "Inclusionary Housing Requirements" at the end of this checklist.**

**REQUIREMENTS FOR ALL DEVELOPMENT PLANS.** If the application is filed in conjunction with other applications, 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 (if more than one sheet).
- \_\_\_ Be submitted in collated sets and folded to 8-1/2" x 11" (if more than one sheet).
- \_\_\_ Be numbered in proper sequence (if more than one sheet).

The following physical (hard copy) plan sets are required:

- \_\_\_ 1 set full size 24" x 36"
- \_\_\_ 2 sets reduced to 11" x 17"

When the application is deemed complete or after Final Design Review, a final electronic set and one full-size set shall be submitted.

**\* 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.**

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- DEVELOPMENT PLANS.** The following plans shall be included in the development plan set (if more than one sheet):
  - TITLE SHEET.** Including project name, location, assessor's parcel numbers, prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared.
  - SITE PLAN.** Prepared by a licensed Civil Engineer, drawn at 1"= 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
    - Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.
    - Table with the following information:
      - General Plan and Zoning designations.
      - Size of property including gross & net lot area (square feet and acres).
      - 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 stories or levels in a multistory building) 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).
      - Percentage of net lot area devoted landscaping, common open space and private useable 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 of 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

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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.

- 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 Protected 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).
- 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.
- Approximate location of areas subject to inundation or storm water overflow, and all areas covered by watercourses.
- 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.
- ENGINEERED CROSS-SECTIONS.** A minimum of two cross-sections drawn with an exaggerated vertical scale, with scale noted, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets or to a minimum of 50 feet onto adjacent properties. Sections shall include existing topography, final grades, existing and proposed structures, fences, walls, property lines, easements, dedications, curb, gutter and sidewalks. Section locations shall be identified on the Site Plan.
- 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), at 1"=20' 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

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proposed structures, fences, walls, roadways, curb, gutter and sidewalks, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Site Plan.

- STORMWATER CONTROL PLAN.** See Stormwater Control Plan Application Checklist. All Stormwater Plans shall be coordinated and consistent with all Site, Grading, Utility, and Landscape Plans. If the project creates or replaces more than 10,000 sq. ft. of impervious area, a Stormwater Control Plan is required. Provide the following information to determine if the project meets this threshold.
  - Site size in sq. ft.
  - Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in sq. ft.
  - Impervious surface area created, added or replaced in sq. ft.
  - Total impervious surface area in sq. ft.
  - Percent increase/replacement of impervious surface area (new impervious surface area in sq. ft./existing impervious surface area in sq. ft. multiplied by 100).
  - Estimated area in sq. ft. of land disturbance during construction (including clearing, grading or excavating).
- BUILDING ELEVATIONS.** (If required see Design Review Application Checklist)
- FLOOR PLANS.** Plans shall be drawn at 1/8"= 1' or larger scale.
- PRELIMINARY LANDSCAPE PLAN.** (See Design Review Application Checklist).
- SIGNS.** Plan shall be drawn at 1"= 20' minimum scale and shall include the following: colors, materials, font type and size, dimensions, and lighting details of all signs including address, numbers, wall signs and free-standing ground signs. Show dimensioned location and mounting details of signs on building elevations and location of ground signs on site plan.
- PHOTOS.** Several photos of the project site and adjacent development with the location where photo was taken from identified on the plans.
- INCLUSIONARY HOUSING REQUIREMENTS.** All residential projects with five or more units shall include a description of how the project will meet the City's inclusionary housing requirements (see CMC Section 18.185). At minimum, this shall include the number, size (bedrooms and square feet), and affordability level of all affordable units, the average unit size (bedrooms and square feet) for the overall project, and whether a density bonus, concessions or incentives are requested under State law.

### FOR STAFF USE ONLY

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

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