



Streamlined Housing Development Applications Under Senate Bill 35

What is Senate Bill 35?

Senate Bill 35 (SB 35) became effective on January 1, 2018. It enacted Government Code section 65913.4 to require cities and counties to use a streamlined ministerial review process for qualifying multifamily housing developments that comply with the jurisdiction's objective planning standards, provide specified levels of affordable housing, and meet other specific requirements.

What is a streamlined review process?

Under SB 35, the City is required to review qualifying projects using a ministerial review process, which means that no discretionary approvals can be required, and the City is required to process applications within the timeframes specified in Government Code section 65913.4(c). The review process would be also be streamlined because, as a ministerial project, the project would not be subject to environmental review under the California Environmental Quality Act (CEQA).

Does my project qualify to apply for streamlining?

The California Department of Housing and Community Development (HCD) determined that Concord is subject to SB 35¹. To be eligible for a streamlined review process, an application must meet **ALL** of the following criteria:

- The project must propose at least two multifamily residential units.
- The project site must be on a legal parcel with 75 percent of its perimeter adjoining parcels that are developed with urban uses and be zoned for, or designated in the General Plan to allow, residential or residential mixed-uses.
- At least 2/3 of the proposed development's square footage must be designated for residential use.
- The project must provide affordable housing as specified under Government Code section 65913.4(a)(4)(B), which specifies that:
 - Projects in Concord that contain more than 10 units of housing must reserve at least 10% of their total units as affordable to households making below 80 percent of the area median income in Contra Costa County.
- The project applicant must certify that it will comply with the following wage requirements defined in Government Code section 65913.4(a)(8):
 - If the development is not in its entirety a public work (as defined in Labor Code section 1720 *et seq.*), all construction workers employed in the

¹ As of February 1, 2018, HCD determined that Concord is subject to SB 35 streamlining for eligible projects.



execution of the development must be paid at least prevailing wages, unless the project includes 10 or fewer units and does not require a subdivision.

- For projects that require a subdivision or that propose 75 or more units that are not 100 percent subsidized affordable housing, prevailing wages must be paid and a skilled and trained workforce, as defined in Government Code section 65913.4(a)(8)(B)(ii), must be used to complete the development.
- None of the exclusions specified in Government Code section 65913.4(a)(6), (7), or (9) apply. (Refer to Concord's *Streamlined Housing Development — Senate Bill 35 Standard Application*, page 2 and 3.)

If it qualifies for SB 35, what planning standards are applicable to my project?

Qualifying projects must be consistent with all of the City's objective zoning and design review standards, including the City's General Plan, Development Code, and any applicable master plans and specific plans. Modifications to otherwise-applicable standards under density bonus law do not affect a project's ability to qualify for SB 35.

What are the parking requirements?

If your project qualifies, no more than one parking space per residential unit is required. For projects that meet the requirements specified in Government Code section 65913.4(d)(1), and the project is located within the Transit Station Overlay District, no residential parking is required. Mixed-use projects must provide parking for the commercial component of the development as required by the City's Development Code.

How do I apply for streamlined review?

To apply for a project that qualifies under SB 35, an applicant must follow the procedure specified in Concord Municipal Code (CMC) Chapter 15.405, as summarized below:

1. First, schedule a pre-application meeting with Community and Economic Development Department staff to review the submittal requirements in the application checklist.
2. Next, submit an SB 35 development application to the Planning Division. The application must be submitted along with all of the material identified in the application checklist to confirm that the project qualifies for SB 35. Applications are subject to all of the requirements of CMC 18.405.030.



What is the process for streamlined approval?

The Planning Division will determine if the project is eligible for streamlined approval within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. If the Planning Division denies the application as incomplete or ineligible for SB 35, the applicant may revise the project to comply with SB 35 and resubmit the application, subject to the same timeline for review. Once the application is accepted for review under SB 35, the Community and Economic Development Department will approve or deny the project within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for larger projects.



Streamlined Housing Development Senate Bill 35 Eligibility Checklist

Government Code section 65913.4, also known as Senate Bill 35 (SB 35), requires the City to review qualifying multifamily housing development projects using a ministerial review process. Eligible projects must comply with objective planning standards, provide specified levels of affordable housing, and meet other specific requirements, as detailed below.

The following information and checklist is intended as a guide to help applicants and the City's Planning Division determine **if** a project is eligible for streamlined processing under SB 35. To be eligible for SB 35, a project must meet **ALL** of the following criteria, from 1 through 10:

1. **NUMBER AND TYPE OF UNITS.** The project must be a multifamily housing development that contains at least two residential units and comply with the minimum and maximum residential density range permitted for the site, plus any applicable density bonus.
2. **AFFORDABILITY.** If more than 10 residential units are proposed, at least 10 percent of the project's total units must be dedicated as affordable to households making below 80 percent of the area median income.²
 - If the project will contain subsidized units, the applicant has recorded or is required by law to record, a land use restriction for the following minimum durations, as applicable:
 - 55 years for rental units.
 - 45 years for homeownership units.
3. **URBAN INFILL.** The project must be located on a legal parcel or parcels within the incorporated City limits. At least 75 percent of the perimeter of the site must adjoin parcels that are developed with urban uses. For purposes of SB 35, "urban uses" means any current or former residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses. Parcels that are only separated by a street or highway shall be considered adjoined.
4. **ZONED OR PLANNED RESIDENTIAL USES.** The project must be located on a site that is either zoned or has a General Plan designation for residential or residential mixed-use development, including sites where residential uses are

² As of February 1, 2018, the California Department of Housing and Community Development (HCD) determined that Concord is subject to SB 35 for projects with 10 percent affordable units. Projects seeking to use SB 35 may also be subject to the City's Inclusionary Housing Ordinance, which may have additional requirements. Prior to submitting an application for streamlined review, applicants should confirm the current affordability requirements with the Planning Division.



permitted as a conditional use. If the multifamily housing development is a mixed-use development, at least two-thirds of the project's square footage must be designated for residential use.

5. **CONSISTENT WITH OBJECTIVE STANDARDS.** The project must meet all objective zoning and design review standards in effect at the time the application is submitted.
- If the project is consistent with the minimum and maximum density range allowed within the General Plan land use designation, it is deemed consistent with housing density standards.
 - Any density bonus or any concessions, incentives, or waivers of development standards or reduction of parking standards requested under the Density Bonus Law in Government Code section 65915 are deemed consistent with objective standards.
 - Objective standards are those that require no personal or subjective judgment and must be verifiable by reference to an external and uniform source available prior to submittal. Sources of objective standards include, without limitation:
 - General Plan.
 - Concord Municipal Code.
 - Downtown Specific Plan.
 - Todos Santos Design Guidelines.
 - Downtown Corridors Plan.
6. **PARKING.** The project must provide at least one parking space per unit; however, no parking is required if the project meets any of the following criteria:
- The project is located within the Transit Station Overlay District.
 - The project is located within an architecturally and historically significant historic district.
 - On-street parking permits are required but not offered to the occupants of the project.
 - The project is located within one block of a car share vehicle station.
7. **LOCATION.** The project must be located on a property that is **outside** each of the following areas:
- Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the



Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by Concord's voters.³

- Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
- A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This does not apply to sites excluded from the specified hazard zones by the City, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.³
- A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses.
- A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
- A flood plain as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has been issued a flood plain development permit pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.
- A floodway as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.
- Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of

³ As of February 1, 2018, no properties in Concord fall within this category. Prior to submitting an application for streamlined review, applicants should confirm with the Planning Division if the listed exclusion is applicable.



the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.³

- Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 commencing with Section 2050) of Division 3 of the Fish and Game Code, or the Native Plant Protection Act (Chapter 10 commencing with Section 1900) of Division 2 of the Fish and Game Code).
 - Lands under conservation easement.³
 - A site that would require demolition of housing that is:
 - Subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households.
 - Subject to rent control.³
 - Currently occupied by tenants or that was occupied by tenants within the past 10 years.
 - A site that previously contained housing occupied by tenants that was demolished within the past 10 years.
 - A site that would require demolition of an historic structure that is on a local, state, or federal register.
 - A parcel of land or site governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act.
- 8. SUBDIVISIONS.** The project does not involve an application to create separately transferable parcels under the Subdivision Map Act. However, a subdivision is permitted if either of the following apply:
- The project is financed with low-income housing tax credits (LIHTC) and satisfies the prevailing wage requirements identified in item 9 of this Eligibility Checklist.
 - The project satisfies the prevailing wage and skilled and trained workforce requirements identified in items 9 and 10 of this Eligibility Checklist.



9. **PREVAILING WAGE.** The project proponent must certify that at least one of the following is true:
- The entirety of the project is a public work as defined in Government Code section 65913.4(8)(A)(i).
 - The project is not in its entirety a public work and all construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area.
 - The project includes 10 or fewer units AND is not a public work AND does not require subdivision.
10. **SKILLED AND TRAINED WORKFORCE.** If the project consists of 75 or more units that are not 100 percent subsidized affordable housing, the project proponent must certify that it will use a skilled and trained workforce, as defined in Government Code section 65913.4(8)(B)(ii).⁴

⁴ Beginning January 1, 2022, the skilled and trained workforce requirement is reduced to apply to projects of 50 units or more that are not 100 percent subsidized affordable housing.



Streamlined Housing Development Senate Bill 35 Standard Application

SUBMITTAL REQUIREMENTS. If an applicant qualifies under the Senate Bill 35 Eligibility Checklist, the following information and materials listed on the attached SB 35 Application Checklist are required for a complete application. Please review this checklist with City’s Planning Division staff to confirm specific requirements and to determine if other applications are required.

SB 35 Standard Applications are reviewed to determine if the application qualifies as a Streamlined Housing Development within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. Applications that are not eligible for Streamlined Housing Development processing or that do not provide a complete application, including this Standard Application and listed items on the SB 35 Application Checklist, will be denied and must be re-submitted, subject to review within 60 days after re-submittal for projects of 150 or fewer units, or within 90 days for larger projects.

Eligible Streamlined Housing Development applications are ministerially reviewed within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for larger projects.

Project Information to be filled in by Applicant and/or Property Owner:

<p>Applicant's Contact Information:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State: _____ ZIP: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>Property Owner's Contact Information:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State: _____ ZIP: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
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Project Site / Address:	Assessor's Parcel Number:
General Plan and Zoning Designations:	Proposed Unit Count:
Proposed Residential Square Footage:	Proposed Non-Residential Square Footage:



Is the project seeking a density bonus or any concession, waiver, or reduction of parking standards under state Density Bonus Law?

Yes No

Type of Multifamily Housing Development Proposed:

- Multifamily rental; residential only with no proposed subdivision.
- Multifamily residential with proposed subdivision (must qualify for exception to subdivision exclusion)
- Mixed-use (at least 2/3 of square footage must be designated for residential. If a subdivision is included, must qualify for exception to subdivision exclusion.)

Number of Parking Spaces Proposed:

Is the site within the Transit Station Overlay District? Yes No

Is the site within an architecturally and historically significant historic district?

Yes No

Are on-street parking permits required but not offered to the occupants of the project?

Yes No

Is the site within one block of a car share vehicle station? Yes No

Does the project propose more than 10 units? Yes No

Has the applicant certified compliance with affordability requirements?

Yes No n/a

Has the applicant certified compliance with prevailing wage requirements?

Yes No n/a

Does the project propose 75 units or more? Yes No

Has the applicant certified compliance with skilled and trained workforce requirements?

Yes No n/a

Does the project involve a subdivision of land? Yes No

Is the project financed with low-income housing tax credits? Yes No

Has the applicant certified compliance with prevailing wage requirements?

Yes No n/a

Has the applicant certified compliance with skilled and trained workforce requirements?

Yes No n/a

Has the applicant certified that the project site has not contained any housing occupied by tenants within the past 10 years? Yes No



Is the project site within a very high fire hazard severity zone? Yes <input type="checkbox"/> No <input type="checkbox"/> Are there adopted fire hazard mitigation measures applicable to the development? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the project site a hazardous waste site? Yes <input type="checkbox"/> No <input type="checkbox"/> Has the applicant provided evidence that the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses? Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Is the project site within a delineated earthquake fault zone? Yes <input type="checkbox"/> No <input type="checkbox"/> Does the development comply with applicable seismic protection building code standards? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the project site habitat for protected species, identified in an adopted natural community conservation plan, or under a conservation easement? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the project funding source include public funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Project Description and Other Details

Please attach a narrative project description that summarizes the proposed project and its purpose. Please include a discussion of the project site context, including what existing uses, if any, adjoin the project site and whether the location is eligible for Streamlined Housing Development processing. You must also include a discussion of how the proposed project is consistent with all objective zoning and design review standards applicable to the project site.

Property Owner Signature(s):	Date
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FOR PLANNING DIVISION USE ONLY

FILE NUMBER:	DATE APPROVED OR DENIED:
PLANNER:	STATUS:
PROJECT ADDRESS:	ZONING:
APN:	PROJECT NAME:



Streamlined Housing Development Certificate for Compliance with Eligibility Requirements

Date

I, _____, do hereby certify and declare as follows:

(a) The subject property is located at (address and assessor's parcel number):

Address

Assessor's Parcel Number

- (b) I am a duly authorized officer or owner of the subject property.
- (c) The property owner agrees to comply with the applicable affordable housing dedication requirements established under Government Code section 65913.4(a)(4).
- (d) The property owner agrees to comply with the applicable prevailing wage requirements established under Government Code section 65913.4(a)(8)(A).
- (e) The property owner agrees to comply with the applicable skilled and trained workforce requirements established under Government Code section 65913.4(a)(8)(B).
- (f) The property owner certifies that the project site has not contained any housing occupied by tenants within 10 years prior to the date written above.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day in:

Location

Date

Signature

Name (Print), Title



Streamlined Housing Development Senate Bill 35 Application Checklist

SUBMITTAL REQUIREMENTS. The following information is required for a complete application. Please review this checklist with City of Concord Planning and Engineering Divisions.

- APPLICATION FORM.** Include signature and contact information for the legal property owner, applicant or authorized agent and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application.
- FILING FEE¹.** (See Master Fees and Charges Schedule for current year).
- CERTIFICATE FOR COMPLIANCE WITH ELIGIBILITY REQUIREMENTS.** The property owner or the owner's authorized agent must certify under penalty of perjury that certain threshold eligibility criteria are satisfied.
- 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. Describe the condition of all Protected trees to be removed/disturbed and provide a statement of specific reasons for the proposed removal. (three copies) (City of Concord 2012 Development Code, Article VI, Division 3 Tree Preservation and Protection)
- STATEMENT OF DESIGN INTENT.** Describe the design program, the designer's approach, and how the architectural, landscape and other elements have been integrated in compliance with the City's objective standards. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objectives, pedestrian circulation, outdoor-use areas, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences.

* 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.



- STATEMENT OF CONSISTENCY WITH OBJECTIVE STANDARDS.** Describe how the proposed project is consistent with all objective zoning and design review standards applicable to the project site, including those standards included in the General Plan, Concord Municipal Code, the Downtown Specific Plan, the Todos Santos Design Guidelines, the Downtown Corridors Plan, and other applicable City documents. At a minimum, define how the project complies with use requirements, floor area standards, density, setbacks, height standards, lot coverage ratios, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, stormwater requirements, and common open space, private useable open space, and public open space requirements.

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.
- ___ Be submitted in collated sets and folded to 8-1/2" x 11".
- ___ Be numbered in proper sequence.

A set of plans shall be submitted on a CD in pdf format for all projects that require Planning Commission or Zoning Administrator approval and 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 colored Site Plan, Elevations, and Landscape Plans. Colored plans shall be rolled, not folded.

- DEVELOPMENT PLAN SETS.** The following plans shall comprise the development plan set:
- 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 under Government Code section 65913.4(d) and tabulation of the number of parking spaces proposed by type (standard, universal, compact and handicapped) and proposed parking ratios.
 - Bicycle and motorcycle parking (required and proposed) under City of Concord Development Code Chapter 18.160.
- 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 less than 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.
 - 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 6" or greater, at 1"=20' scale, indicating species, size (circumference or diameter noted) measured at 4-1/2' above grade, and base elevation. Trunk locations and the drip line shall be accurately plotted. 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 (as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)), etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
 - Location on the site of any prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for



agricultural protection or preservation by a local ballot measure that was approved by Concord's voters.

- 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.
- CONTEXTUAL PLAN.** Use topographic or aerial map as base. Show the relationship of the project to the building and site features within 50 feet. The plan shall include:
 - Building footprints, pad elevations and building height.
 - Land use and zoning designation on all lots.
 - Property lines and dimensions of the subject 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.
 - Vicinity map indicating site in relation to major streets.
- 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.
 - Detailed building sections showing depth of reveals, projections, recesses, etc.
 - Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
 - Details including materials and dimensions of door and window treatments, railings, stairways, handicap ramps, trim, fascia, soffits, columns, fences, and other elements which affect the building. Provide wall sections at $\frac{1}{2}''=1'$ scale to clarify detailing as appropriate.
- FLOOR PLANS.** Plan shall be drawn by a licensed Architect at $\frac{1}{8}''=1'$ or larger scale.
- ROOF PLAN.** Plan shall be drawn by a licensed Architect at $\frac{1}{8}''=1'$ or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.
- 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.
- COLOR AND MATERIALS BOARD.** Samples of materials and color palette representative of actual materials/colors for all buildings and structures. Identify the name of manufacturer, product, style, identification numbers and other pertinent information on the display. Displays should be no larger than $8\text{-}1/2'' \times 14''$, except where actual material samples are presented.
- LANDSCAPE PLANS.** Plan shall be drawn at $1'' = 20'$ or larger scale by a licensed Landscape Architect. The plan shall incorporate the proposed Grading and Utility Plan, showing the location of existing and proposed utility lines and utility structures screened back, but legible, and shall include the following:



- Final planting plan showing proposed trees, shrubs and shrub groupings, lawn, and groundcover areas, existing trees to be saved, stormwater treatment areas, special paving, hardscape, and site furnishings. Include a landscape legend with a list of proposed plant materials (indicate both Latin and common name), including size, spacing, total quantities, ultimate height, and spread of materials. Trees shall be a minimum of 24 gallon size and shrubs a minimum of 5 gallon size. Accent or sub-shrubs may be 1-gallon in size. Larger trees may be required depending on project location, size, or other conditions.
 - Size, species, trunk location, and canopy of all existing trees (6" in diameter or larger) on-site and on abutting property that could be affected by the project. Identify which trees will remain and trees to be removed. Any tree proposed as mitigation for the removal of a protected tree shall be identified as a replacement tree.
 - Show accurate representation of plant materials within three years.
 - Identify the location and screening of all above ground utilities and bio-swales or other stormwater treatment areas with 1:10 scale cross sections showing the planting within the bio-swales and screening of the utilities.
 - Provide enlarged details (minimum of 1:10 scale) for focal points and accent areas.
 - Location and details and/or manufacturers catalogue cuts of ground signs, walls, fences, paving, decorative planters, trellises, arbors, and other related site improvements.
 - Landscape plans with more than two sheets shall show the plant legend with symbols for each species on every sheet.
 - Statement indicating that a fully automatic irrigation system will be provided.
 - Color and materials submittal for all special paving, hardscape treatment, walls, landscape lighting, and site furnishings.
 - The Landscape plan shall be coordinated and consistent with the Stormwater Plan.
 - Note signed and dated by project by Landscape Architect that plans are in compliance with all City standards.
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- TREE SURVEY.** Prepared by an ISA Certified Arborist, drawn at 1"=20' scale, showing accurate trunk location and drip line for all existing trees on the site and adjacent to the site with a trunk diameter of 6" or greater (measured at 4-1/2' above grade). 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 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). Identify existing trees or plant materials on abutting properties that could influence site design or be impacted by the project.



- FENCE PLAN.** Drawn at 1"=20' scale showing the location, height and type of all fences and walls.
- LIGHTING PLAN.** Location and type of exterior lighting, both fixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose.
- UTILITY PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale, with scale noted, showing the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets.
- PHOTOMETRIC PLAN.** For plan requirements see: www.cityofconcord.org/livinginconcord/transportationdownloads/streetlights.
- 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)
- SIGN PLANS.** Plans shall be drawn to scale, at 1" = 20' minimum scale with dimensions, total sign area, colors, materials, sign copy, font styles, sign returns, illumination method, and any other details for all signs. Show dimensioned location and mounting details of signs on building elevations and include a site plan referencing all sign locations and location of ground signs. A colored rendering of all signs shall be provided.
- PHOTO-SIMULATIONS** (if applicable). Digital photo-simulations of the site with and without the project, taken from various points off-site with the best visibility of the project. Include a key map showing the location where each photo was taken.



PHOTOS. Several photos of the project site and adjacent development.

FOR STAFF USE ONLY

FILE NUMBER _____ ASSOCIATED FILES _____

PLANNER _____ DATE _____

PROJECT NAME _____

PROJECT ADDRESS _____

GENERAL PLAN _____ ZONING _____