



## Building Move Application Checklist

**Submittal Requirements.** 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. **Five (5) sets of full sized plans** (24" x 36") and **five (5) sets of reduced plans** (ten 11" x 17" and one 8-1/2" x 11") are required for all applications. All **plans shall be folded** to 8-1/2" x 11" (approximately) and submitted **in collated sets**. One full-sized rendered copy of the site plan, building elevations and preliminary landscape plan shall also be submitted. The rendered plan shall be rolled, not folded.

- APPLICATION FORM.** Include signature(s) of legal property owner(s) as well as applicant.
- 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 (two copies).
- WRITTEN STATEMENT.** Itemized cost estimate for all required and proposed improvements and additions to the building. If an initial inspection report by the Building Division is avoidable, it should also be submitted with the application. In addition, describe the following:
  - Type of building to be moved.
  - Present location of building.
  - Proposed location of building.
  - Verification that the site to which the building is to be moved is a legal existing lot of record or secure approval of tentative map as required by the City's Subdivision Ordinance.
  - Means by which the building is to be moved.
- SITE PLAN.** Plans shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
  - Vicinity map showing major cross streets, north arrow and graphic scale.

\* 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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- Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.
- Location of existing and proposed buildings. Dimensions of setbacks from property lines and between structures.
- Location, dimension and purpose (i.e., water, sewer, access, etc.) of all easements.
- Adjacent streets indicating street name and street width, centerline and edge of right-of-way along with any proposed right-of-way dedication, and existing improvements such as curb, gutter, sidewalk, driveway, median and landscape strips.
- Location of existing natural features and landscaping/ vegetation. Preliminary landscaping plan when appropriate.
- Location and dimensions of parking spaces and circulation patterns.
- Floor area in square feet for all buildings.
- Preliminary drainage information showing spot elevations, pad elevations, existing catch basins and direction of proposed drainage.
- BUILDING ELEVATIONS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger scale and shall include the following for all four sides of buildings along with elevations of all existing structures to remain.
  - Dimensions of all buildings and components (height, width, roof height, overhang, etc). Indication of materials and colors.
  - Any proposed additions, revisions, and/or alterations including 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 sections to clarify detailing as appropriate.
- SIGNS.** Signs to be placed on buildings and location and type of fixed exterior lighting.
- FLOOR PLANS.** Plans of building to be moved including any proposed additions, shall be drawn at 1/8 in. = 1 ft. or larger.
- PHOTOS.** At least four (4) different photos of the building at its present location, including a picture of the front façade. Include at least six (6) different photos of buildings on sites adjacent to the new site and photos of the site.
- COLOR AND MATERIALS BOARD.** Samples of materials and color palette representative of actual materials/colors for the building and any proposed addition for the project. Identify the name of manufacturer, product, style, identification numbers and other pertinent information on the display. Displays should be no larger than 8-1/2" x 14", except where actual material samples are presented.

### FOR STAFF USE ONLY

PROJECT REFERENCE \_\_\_\_\_

PLANNER \_\_\_\_\_ DATE \_\_\_\_\_