



Certificate of Appropriateness
(Appropriateness of change(s) to a Designated Historical Landmark)
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. **1 set of full sized plans (24" x 36") and 2 sets of reduced plans (11" x 17")** 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 Exhibit A, Fees and Charges Resolution)
- 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 (two copies).
- WRITTEN STATEMENT.** Describe in detail any environmental change to the design, building elevations, interior, exterior, or grounds, which would change a historically significant aspect of a designated landmark or would destroy or remove such landmark.
- 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.
 - Exterior boundaries of property indicating dimensions of property lines, easements and lot area in square feet.

* **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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- 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, trash enclosures, light fixtures, utility boxes and meters, transformers, freestanding signs, mailboxes, directories 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.
- 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 and dimensions of parking spaces and backup loading facilities, and circulation patterns. Provide tabulation of building floor area parking ratios with number of spaces required and proposed, and required parking. State the number of parking spaces required and the number of parking spaces proposed.
- Existing topography and proposed grading at two-foot contour intervals for slopes 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. Contours shall extend 50 ft. or more beyond the property line onto adjacent properties.
- Location, species, and size (circumference at 4-1/2 feet above grade), of all existing trees and other natural attributes such as creeks, wetlands, ponds, etc., extending 50 ft. or more beyond the property to show relationship of proposed development with adjacent properties.
- Floor area in square feet for all buildings. For residential developments, include the floor area for each unit and the number of units by type.
- 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).
 - 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.
 - Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
 - Location and type of fixed exterior lighting.

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- Location and height of rooftop mechanical equipment, with hidden line for equipment and top of roof on elevations or section detail of screen structure.
- Details and dimensions of transformers, utility boxes and meters, utility poles, and mailboxes (show location and approximate size).
- RENDERED BUILDING ELEVATIONS.** "Rendered" elevation for each street elevation (may be submitted at Planning Commission meeting). This rendering may use whatever medium which will accurately convey the color, texture, and character proposed. Use shadow lines where appropriate. Rendering should accurately represent the final finished appearance of the building with other improvements and proposed landscaping. Closely adjacent buildings should be blocked in to put the proposed project in proper context.
- FLOOR PLANS.** Plans shall be drawn at 1/8 in. = 1 ft. or larger.
- PRELIMINARY LANDSCAPE PLAN.** Plans shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following:
 - A conceptual plan showing proposed trees and tree clusters, shrub groupings, lawn and groundcover areas, special paving, and site furnishings. Include a landscape legend with a preliminary list of primary plant materials (indicate both Latin and common name).
 - Sizes and species of street trees (30 ft. on-center) in accordance with Concord Redevelopment Area Street Beautification Plan or other applicable City plan.
 - Identify existing plant materials on abutting properties that could influence site design or be affected by the project.
- SIGNS.** Plans shall be drawn at 1 in. = 20 ft. or larger scale and shall include the following: colors, materials, 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.
- COLOR AND MATERIALS BOARD.** Samples of materials and color palette representative of actual materials/colors 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.
- HAZARDOUS WASTE SUBSTANCES STATEMENT.** Provide a statement on whether the project has been listed on any Hazardous Waste and Substances Sites Lists, consolidated by the State of California, Environmental Protection Agency (Cortese List).

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____

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