



City of Martinez

525 Henrietta Street, Martinez, CA 94553-2394

PLANNING APPLICATION FORM

Preliminary Review

<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Parcel Map
<input type="checkbox"/> Design Review	<input type="checkbox"/> Rezoning
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Sign Review
<input type="checkbox"/> Lot Line Adjustment/Lot Merger	<input type="checkbox"/> Variance
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other: _____

PROPERTY INFORMATION

Street Address: _____

Assessor's Parcel No(s): _____ Zoning: _____

Present Use of Property: _____

Lot Size: _____ General Plan Designation: _____

Reason for filling this application: _____

APPLICANT INFORMATION

Property Owner: _____

Address: _____

Daytime Telephone: _____

Authorized Agent/Contact Name: _____

Mailing Address: _____

Daytime Telephone: _____

Email Address: _____

I HEREBY CERTIFY THE TRUTH OF THIS APPLICATION AND ACKNOWLEDGE THAT ANY INACCURACIES IN IT SHALL, AT THE CITY'S OPTION, RESULT IN AUTOMATIC INVALIDATION OF THE ACTION BASED THEREON AND THAT FINAL APPROVAL IS DEPENDENT UPON COMPLIANCE WITH CITY REQUIREMENTS.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY FOR DISCRETIONARY APPROVALS PURSUANT TO CHAPTER 22.54 OF THE MARTINEZ MUNICIPAL CODE.

Signature of Applicant

Date

Signature of Property Owner

Date

APPLICATION REQUIREMENTS

Your completed application requires the following checked items in addition to the items listed in the Application Submittal Requirements Checklist:

REQUIRED	SUBMITTED
<input type="checkbox"/> Application Form.....	<input type="checkbox"/>
<input type="checkbox"/> Application Fees (non-refundable) and/or Deposit payable to the City of Martinez.....	<input type="checkbox"/>
<input type="checkbox"/> Application Submittal Requirements Checklist.....	<input type="checkbox"/>
<input type="checkbox"/> Environmental Information (see Environmental Check List Form).....	<input type="checkbox"/>
<input type="checkbox"/> Letter of Explanation and Statement of Design Intent.....	<input type="checkbox"/>
<input type="checkbox"/> Letter of Authorization from the Property Owner.....	<input type="checkbox"/>
<input type="checkbox"/> Title Report (must be recent, maximum 6 months old).....	<input type="checkbox"/>
<input type="checkbox"/> 3 sets of full size plans, unless otherwise noted by staff (must include all relevant items listed in “Basic Plan Information” in the Application Submittal Requirements Checklist).....	<input type="checkbox"/>
<input type="checkbox"/> 1 set of plans reduced to a maximum size of 8½”x11” or 11”x17”.....	<input type="checkbox"/>
<input type="checkbox"/> Photos of the Site and Surrounding Area, Photo Simulations/ Photomontage, or Other Visual Analysis for Visually Significant Sites (may also include photos on CD).....	<input type="checkbox"/>
<input type="checkbox"/> Soils Report (preliminary soils report and geotechnical investigation).....	<input type="checkbox"/>
<input type="checkbox"/> Arborist Report (prepared by a certified arborist).....	<input type="checkbox"/>
<input type="checkbox"/> Business Plan (including hours of operation, number of employees, etc.)...	<input type="checkbox"/>
<input type="checkbox"/> Other:.....	<input type="checkbox"/>

*All forms, requirements, procedures, guides and handouts are available at City Hall (525 Henrietta Street) or at www.cityofmartinez.org/depts/planning/forms.asp.

Once we have received your complete application, we will schedule the item for a Planning Commission, Zoning Administrator, or Design Review Committee hearing. In some cases your project will require review at more than one hearing body. Public notice of the hearing will be given in accordance with the requirements of Government Code Section 65905, including mailing to adjacent or neighboring property owners (usually within a 300 foot radius) and publication in the local newspaper. The Planning Commission holds meetings every second and fourth Tuesday of each month at 7 PM in the Council Chambers. The Zoning Administrator holds meetings every first and third Wednesday of each month at 4 PM in the City offices. The Design Review Committee holds meetings every second and fourth Wednesday of each month at 4 PM in the Council Chambers. You will be placed on the first available meeting agenda, generally thirty (30) days from submittal of a complete application. If you would like staff to conduct a preliminary plan review before you submit the formal application, please contact Planning at (925) 372-3515.

Planning staff is available from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. Monday through Friday at 525 Henrietta Street, Martinez, CA 94553. We appreciate your cooperation. Thank you.



City of Martinez
 525 Henrietta St. Martinez, CA 94553
 Phone: (925) 372-3515 Fax: (925) 372-0257

**COMMUNITY DEVELOPMENT
 PLANNING PHASE**

- Technology Fee**.....\$ 15.00

- General Plan Amendment**.....\$5,000 initial deposit
- Rezoning**.....\$5,000 initial deposit
- Preliminary Project Review**
 - Project Review Committee.....\$775 res/1,320 com (1st submittal)
 - Each subsequent submittal\$400.00 res/ \$705.00 com
 - If written response requested.....\$140.00/hr
- Use Permit**
 - One single family residence\$505.00
 - Planned Unit Development.....\$1,630.00
 - All others\$1,680.00
 - Non-conforming Use\$1,010.00
 - Use Permit – Zoning Administrator\$670.00
- Variance**
 - Administrative\$865.00
 - Single Family Residence/\$670.00
 - Other\$1,265.00
- Design Review**
 - Administrative\$395.00
 - Residential:
 - 1 house\$775.00
 - More than 1 unit.....\$3,085.00
 - Planned Unit Development\$5,590.00
 - All Others\$1,000.00
- Subdivision**
 - Major Subdivision (5+ lots).....\$6,645.00 + \$230/lot
 - Minor Subdivision (under 5 lots)\$3,675.00 + \$230/lot
 - Lot Line Adjustment.....\$1,005.00
 - Lot Merger.....\$550.00
- Soils Report Review**\$2,250 (minimum) deposit
- Zoning Compliance Letter**\$155.00

- Public Notification Fee (single family res)....** \$150.00 initial deposit
- Public Notification Fee (all others)** \$500.00 initial deposit
- Sign Approval - Involving Action By:**
 - Administrative \$150.00
 - Planning Commission \$505.00
 - Zoning Administrator \$490.00
- Environmental Review**
 - Initial Study/Negative Declaration.....\$5,000.00 initial deposit
 - Expanded Initial Study/Mitigated\$5,000.00 initial deposit
 - EIR.....\$1,390.00

- The following environmental fees are payable to Contra Costa County. State Department of Fish & Game (revised January 1, 2016):**
 - Exemption \$50.00
 - Negative Declarations & MND..... \$2,210.25
 - EIR \$3,070.00
 - County Filing Fee..... \$50.00

- Permit Renewals,
 Tentative Map Extensions,
 Modification to Conditions** \$140.00/hr; \$1085.00 minimum

- Minor modification to previously approved applications (including a change in conditions or extension of expiration date) requires an additional fee of 50 percent of the Grand Total and not to exceed 625.00.

- Engineering Fee at Planning Phase:**
 - Subdivisions:
 - Major Subdivision: \$3,545 + 475/lot
 - Minor Subdivision: \$3,550
 - Commercial ⁽²⁾: \$1,185+\$475/acre

- FEEES WILL BE DOUBLED WHERE WORK OR A USE IS BEGUN PRIOR TO APPLICATION.



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**COMMUNITY DEVELOPMENT
 CONSTRUCTION PHASE**

Improvement Plans Check Fee:

- Subdivisions:
 - Major Subdivision:**..... \$15,360 + 1,185/lot
 - Stormwater Control Plan..... \$ 1,575 + 165/lot
 - Minor Subdivision:** \$ 9,450 + 1,185/lot
 - Stormwater Control Plan..... \$ 945 + 165/lot
- Single Family Residence ⁽¹⁾..... \$ 6,220
- Commercial ⁽²⁾..... \$ 1,185+ \$5,435 /acre
- Commercial/Site Development Stormwater Control Plan Review \$ 134/hr

Out of Agency Water Service

- Water Service Agrmt (per LAFCO)..... \$2,500
- Water System Plan Check..... 10% of Const. Cost

Map Check Fee

- Subdivisions:..... \$2,955 + \$595/lot
- New Parcel Charge (CCC mapping fees for sub.)\$50/lot
- Commercial:..... \$134/hour

Construction Inspection Public Works: \$134/hour

Engineering Construction Inspection Support .. \$500 + 1% of Const Cost

Lot Line Adjustment: \$134/hour; \$2,000 (min.)

Certificate of Compliance: \$134/hour; \$2,000 (min.)

Other Fees (where applicable):

- Encroachment Permit: ⁽³⁾ \$134/hour
- Encroachment Permit for sidewalk repair: ⁽³⁾ no fee
- Encroachment Permit (utilities): \$134/hour
- Creek Encroachment Permit: \$134/hour
- Overload Permit (State regulated fee):..... \$16
- Building Permit projects ⁽⁴⁾ \$134/hour (plus Building Dept. fees).
- Plan Check or Peer Reviews by the City’s consultant: actual cost + 25%.
- Inspection of Existing Stormwater Control Facilities..... \$ 134/hr and/or peer review (as one or both may apply); inspected annually.

- Drainage Area Fees (Per the drainage areas fee schedule):
See separate handout
- Water Supply and Connection fees: Per the City’s latest water system regulations governing water service.

Refundable Security Deposits:

- Encroachment Permit: \$500 (min.)
- Encroachment Permit (Sidewalk repair): \$250
- Creek Encroachment Permit: \$2,500
- Single family residence: \$2,500
- Commercial: \$5,000
- Subdivisions: \$5,000 minor sub;
\$10,000 major sub

LAND USE CATEGORIES					
Impact Mitigation Fees	Single-family residential (per unit)	Multi-family residential (per unit)	Retail (per sq. ft.)	Office (per. sq. ft.)	Industrial (per sq. ft.)
Transportation *	\$2,221	\$1,528	\$2.23	\$1.81	\$0.99
Parks & Recreation	\$2,509	\$1,834	\$1.09	\$1.41	\$0.61
Park in-Lieu	\$5,095	\$3,723	-0-	-0-	-0-
Cultural Facilities	\$3,373	\$2,466	\$1.13	\$1.44	\$0.64
Police Facilities	\$411	\$411	\$0.39	\$0.05	\$0.05
Childcare Facilities	\$432	\$86	\$0.16	\$0.44	\$0.18
Total	\$14,041	\$10,048	\$5.00	\$5.15	\$2.47
* In addition, a Regional Fee may be required for projects that generate greater than 100 new peak hour vehicle trips.					

Footnotes:

- (1) Grading/site development permit, retaining walls, or drainage improvement required.
- (2) Project acreage is developed portion of property including building pad and distributed area.
- (3) Excluding sidewalk repair permits, for which no fee is charged. Minimum security deposit on sidewalk repair permits reduced from \$500 to \$250.



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**COMMUNITY DEVELOPMENT
CONSTRUCTION PHASE**

- (4) New house in subdivision with composite plan approved (projects with limited improvements).

Additional Notes:

1. At the City Engineer's discretion, an hourly rate may be charged in lieu of sliding scale for any service, including those for which no fee is specifically designated.
2. Fees for peer review or consultant plan check shall be at actual cost plus 25% overhead charge.
3. Fees are based on two reviews and final submittal check. Additional reviews will be charged at an hourly rate.

Updated July 2015