



Discretionary Permit Application Appointment Information

In 2006, the City of Concord Permit Center implemented a new process for the filing of applications for all Discretionary Permits. Discretionary Permits are permits that require a public hearing or public meeting and approval by a decision making body including the Zoning Administrator, Design Review Board, Planning Commission, and/or City Council. **Applications for Discretionary Permits will not be accepted without a prior, pre-arranged appointment with a Project Planner and Engineer to review all of the required materials and plans based on the application checklists for all of the following permits:**

Pre-Application	Minor Subdivision
General Plan Amendment	Hillside Development Plan
Rezoning/Prezoning	Design Review
Preliminary Development Plan	Zoning Administrator Permit
Use Permit	Variance
Major Subdivision	HeritageTree Removal Permit

The Planning Division and Permit Center staff have prepared application checklists with submittal requirements for every type of discretionary permit. Applicants can use these checklists to assure that complete applications are prepared and submitted. Submittal of a complete application expedites processing of the application.

Applicants can call the Planning Division administrative staff at (925) 671-3152 anytime between 8:00 a.m. and 5:00 p.m., Monday through Friday, to schedule an appointment. All appointments will be scheduled on either **Tuesday afternoons or Friday mornings**, although staff will be as flexible as possible with applicants from out of the area.

For the first meeting with the Project Planner and Engineer, applicants and their Design Teams need to bring the following:

- 1. Application Form**
- 2. A checklist for each application type**
- 3. One complete full-size plan set**
- 4. One copy of all other required documents and materials**

If there are no deficiencies and the application is deemed acceptable, the applicant will be invited to return with their full submittal, including application fees, public hearing notification materials and all required copies of plans.

If there is need for subsequent meetings, applicants need to bring the marked up copies of the materials previously reviewed and the information missing from the first submittal. Every attempt will be made for the same Planner and Engineer who met with the applicant the first time to conduct the subsequent meeting. Every appointment that results in an "incomplete" finding will cost the hourly fee to cover the amount of time spent by each of the staff members. The appointment fee will be waived (i.e., credited towards the application fees) when plans are deemed acceptable.

Applications that do not have all of the required information will not be accepted.