



# PLANNING APPLICATION

Community Development Department  
 Planning Division  
 1666 North Main Street, Walnut Creek, CA 94596  
 (925) 256-3558 information (925) 256-3500 fax  
[www.walnutcreekca.gov](http://www.walnutcreekca.gov) website

Staff	For Staff Use Only	DRC
Work Order #: _____		
Parcel Map #: _____		
Total Deposit Fee: \$ _____		
Receipt #: _____		
Received By: _____		

APPLICANT: PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

**TYPE OF APPLICATION (Mark all that apply):**

**TENTATIVE MAP**  
 MAJOR SUBDIVISION     CONDO CONVERSION  
 MINOR SUBDIVISION    SUB #: \_\_\_\_\_

**DESIGN REVIEW**  
 COMMERCIAL     RESIDENTIAL     OTHER  
 SIGN DESIGN REVIEW     ANTENNAS

**Housing**  
 Does the project include demolition, currently or in the past 5 years, of residential units? If yes, refer to handout.    Yes    No

GENERAL PLAN AMENDMENT     TREE REMOVAL PERMIT  
 ZONING AMENDMENT (REZONING)     HOME OCC.PERMIT  
 CONDITIONAL USE PERMIT    **ZONING ADMINISTRATOR**  
 MINOR USE PERMIT     DRIP LINE  
 ADMINISTRATIVE USE PERMIT    ENCROACHMENT  
 VARIANCE     HILLSIDE PERFORMANCE STANDARDS  
 CANNABIS OPERATOR'S PERMIT     OTHER: \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT SITE ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

**CURRENT ZONING:** \_\_\_\_\_    **CURRENT GENERAL PLAN DESIGNATION:** \_\_\_\_\_

**TOTAL LOT SIZE:** \_\_\_\_\_ **SQUARE FEET** \_\_\_\_\_ **ACRES**     REMODEL     NEW CONSTRUCTION

Is the project located on a site which is included on any of the lists specified in Government Code §65962.3 relating to hazardous waste? Please refer to [www.calepa.ca.gov/sitecleanup/corteselist/sectionA.htm](http://www.calepa.ca.gov/sitecleanup/corteselist/sectionA.htm) to determine your site's status.     Yes  
 No

**APPLICANT CONTACT INFORMATION:**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER     ARCHITECT  
 ENGINEER     OTHER:

**BILLING STATEMENTS WILL BE MAILED TO:**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER     ARCHITECT     APPLICANT  
 ENGINEER     OTHER:

**PROPERTY OWNER OR AGENT AUTHORIZATION:**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

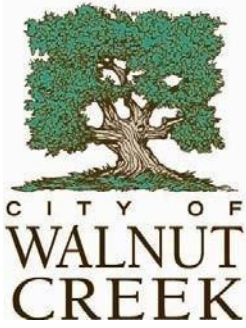
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CHOOSE ONE:**  
 I am the property owner and hereby authorize the filing of this application.  
 I am the applicant and am authorized by the owner to file this application.

**ORIGINAL SIGNATURE REQUIRED:**  
**SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



# STATEMENT OF UNDERSTANDING

*Community Development Department  
Planning Division*  
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*For Staff Use Only*

*Work Order #:* \_\_\_\_\_  
*Project Address:* \_\_\_\_\_  
*APN:* \_\_\_\_\_

## READ AND SIGN BY PERSON AUTHORIZED TO GUARANTEE PAYMENT

### Hourly Rate:

I understand that charges for staff time spent processing this application will be based on the Council-approved fee schedule. See attached pages from council approved fee schedule for current hourly rates. Charges for staff time apply to the processing of all development applications and appeals, such as General Plan amendments, Zoning Ordinance amendments, use permits, subdivisions, design review, environmental review, house moving and all other development review processing.

### Fees & Deposits Schedule:

The Fees & Deposits schedule has been updated to include Master Fee Schedule changes approved by City Council and effective July 1, 2025. Please review the new schedule for a complete list. Within that list, please note two fees in particular:

- I. Public Hearing Noticing Fee, \$248.24 per hearing: This fee will replace charges that were previously billed at an hourly rate plus direct expenses.
- II. Planning Records Fee, \$36 per entitlement: This fee is similar to the records imaging fee charged for building permits and offsets costs incurred for planning permit records management.

### Deposits:

Further, I understand that my **initial deposit is a retainer and not a fee.** Each application requires a deposit. The total deposit amount is the sum of the deposits for each type of application requested. The deposit amount for each application type reflects the average amount of time spent to process a standard application of that type; the deposit neither reflects the individual aspects of a project that may extend the processing time nor is the deposit amount intended as a cap. **This deposit will set up an account, which shall be charged at the current hourly rate for all staff processing time.**

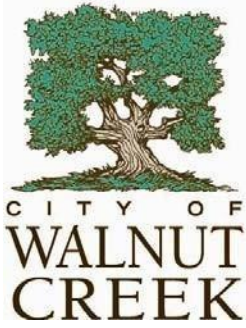
Further, I understand that **at the time that costs exceed the deposit amount, I will be billed monthly at the current hourly rate for the additional charges.** If the final costs are less than the deposit amount, the unused portion of the deposit will be returned to me at the conclusion of the process or final inspection of the completed project, whichever occurs later. (The necessary staff time will vary according to the complexity of the application and the project.) I must notify the City at least 30 days in advance of any project / entitlement transfers (e.g. change in ownership, etc.) and any changes to the applicant / owner / billing contact information.

### Tasks Associated with Application Processing and Review:

Further, I understand that **staff processing time may include, but is not limited to:**

- I. Initial review and ongoing processing by Planning, Building, Engineering, Transportation and Public Art Divisions and the City Attorney's Office, including but not limited to:
  - A. Reviewing plans / submittal packages
  - B. Routing plans to and communicating with inter-office departments and outside agencies
  - C. Researching documents relative to site history
  - D. Site visits
  - E. Consulting with applicant and/or other interested parties
  - F. Preparing environmental documents
  - G. Drafting of staff reports and resolutions
  - H. Preparing pertinent maps, graphs and exhibits
  - I. Attending meetings / public hearings before the Zoning Administrator / Commissions / Council
- II. Plan checking subdivision, parcel and final maps and subdivision improvement plans by Planning and Engineering Divisions subsequent to receiving discretionary approvals.

**PLEASE INITIAL BOX:**



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**Work Order #:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
**APN:** \_\_\_\_\_

**READ AND SIGN BY PERSON AUTHORIZED TO GUARANTEE PAYMENT**

**Tasks Associated with Application Processing and Review (Continued):**

- III. Plan checking building permits by Planning, Engineering, and Transportation Divisions and plan checking Site Development permits by Planning and Transportation Divisions, subsequent to receiving discretionary approvals;
- IV. Final on-site inspections of the project by Planning, Engineering and Transportation Divisions;
- V. Enforcement by Planning and Engineering Divisions of any conditions of approval imposed by the City.

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Other approvals may be required from the Building and Engineering Divisions, Consolidated Fire District, Central Sanitary District, County Health Department, Water Districts and other agencies. Refer to the City Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to:

- 1. Building Permit fees
- 2. Site Development Permit fees which may include street frontage improvements and undergrounding of utilities
- 3. Traffic Impact fees
- 4. Drainage fees
- 5. Parkland Dedication fees
- 6. Fire District, Flood Control District, Sanitary District, Water District, etc. fees
- 7. Filing and microfilming fees
- 8. Base Map Fee

**Unpaid Balances and Penalties:**

In addition, I understand and agree to the following:

- I. Effective October 1, 2016, the City will charge interest at the rate of one percent (1%) per month on any unpaid planning application balances that are sixty (60) days or more in arrears.
- II. Unpaid balances may be referred to a collections agency.
- III. Failure to pay charges may halt or delay progress on the project and may result in a hold on any future permits at the property.
- IV. If the City activates "locks" to halt work on projects due to unpaid balances, the City may require the payment of penalty fees and / or additional deposits in order to release "locks" and resumework.

**I hereby guarantee, as authorized agent for the applicant, owner and project sponsors, that they individually and jointly assume full responsibility for all costs incurred by the City in processing this application. I understand and agree that late charges may accrue on unpaid balances, unpaid balances may be referred to a collections agency, and failure to pay all charges will result in a hold on any future permits at the property.**

**READ AND SIGN BY PERSON AUTHORIZED TO GUARANTEE PAYMENT  
PLEASE PRINT AND COMPLETE SIGNATURE SECTIONS ON PAGES 1, 2 AND BELOW:**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Applicant     Owner     Architect     Other: \_\_\_\_\_

**FEES & DEPOSITS**  
**Introduction & Schedule**  
**City of Walnut Creek Planning Division**  
**Effective July 1, 2025**

**Hourly Rate:**

Processing of all development applications and appeals, such as General Plan amendments, Zoning Ordinance amendments, use permits, subdivisions, design review, environmental review and all other development review processing is charged at an hourly rate for required staff time. Charges for staff time spent processing this application will be based on the Council-approved fee schedule.

**Fees & Deposits Schedule:**

The Fees & Deposits schedule, attached, has been updated to include Master Fee Schedule changes approved by City Council and effective July 1, 2025. Please review the new schedule for a complete list. Within that list, please note two fees in particular:

- I. Public Hearing Noticing Fee, \$248.24 per hearing: This fee will replace charges that were previously billed at an hourly rate plus direct expenses.
- II. Planning Records Fee, \$36 per entitlement: This fee is similar to the records imaging fee charged for building permits and offsets costs incurred for planning permit records management.

**Deposits:**

**The initial deposit is a retainer and not a fee.** Each application requires a deposit. The total deposit amount is the sum of the deposits for each type of application requested. The deposit amount for each application type reflects the average amount of time spent to process a standard application of that type; the deposit neither reflects the individual aspects of a project that may extend the processing time nor is the deposit amount intended as a cap. **This deposit will set up an account which shall be charged at the current hourly rate for all staff processing time.**

**At the time that costs exceed the deposit amount, the account will be billed monthly at the current hourly rate for the additional charges.** If the final costs are less than the deposit amount, the unused portion of the deposit will be returned at the conclusion of the process or final inspection of the completed project, whichever occurs later. (The necessary staff time will vary according to the complexity of the application and the project.) Please notify the City at least 30 days in advance of any project / entitlement transfers (e.g. change in ownership, etc.) and any changes to the applicant / owner / billing contact information.

**Tasks Associated with Application Processing and Review:**

**Staff processing time may include, but is not limited to:**

- I. Initial review and ongoing processing by Planning, Building, Engineering, Transportation and Public Art Divisions and the City Attorney's Office, including but not limited to:

**FEES & DEPOSITS**  
**Introduction & Schedule**  
**City of Walnut Creek Planning Division**  
**Effective July 2025-June 2026**

- A. Reviewing plans / submittal packages
  - B. Routing plans to and communicating with inter-office departments and outside agencies
  - C. Researching documents relative to site history
  - D. Site visits
  - E. Consulting with applicant and/or other interested parties
  - F. Preparing environmental documents
  - G. Drafting of staff reports and resolutions
  - H. Preparing pertinent maps, graphs and exhibits
  - I. Attending meetings / public hearings before the Zoning Administrator / Commissions / Council
- II. Plan checking subdivision, parcel and final maps and subdivision improvement plans by Planning and Engineering Divisions subsequent to receiving discretionary approvals;
- III. Plan checking building permits by Planning, Engineering and Transportation Divisions and plan checking Site Development permits by Planning and Transportation Divisions, subsequent to receiving all discretionary approvals;
- IV. Final on-site inspections of the project by Planning, Engineering and Transportation Divisions;
- V. Enforcement by Planning and Engineering Divisions of any conditions of approval imposed by the City.

Receipt of all discretionary approvals does not constitute an entitlement to begin work. Other approvals may be required from the Building and Engineering Divisions, Consolidated Fire District, Central Sanitary District, County Health Department, Water Districts and other agencies. Refer to the City Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to:

- 1. Building Permit fees
- 2. Site Development Permit fees which may include street frontage improvements and undergrounding of utilities
- 3. Traffic Impact fees
- 4. Drainage fees
- 5. Parkland Dedication fees
- 6. Fire District, Flood Control District, Sanitary District, Water District, etc. fees
- 7. Filing and microfilming fees
- 8. Base Map Fee

**Unpaid Balances and Penalties:**

Unpaid balances may be referred to a collections agency. Failure to pay charges may halt or delay progress on the project and may result in a hold on any future permits at the property. If the City activates “locks” to halt work on projects due to unpaid balances, the City may require the payment of penalty fees and/or additional deposits in order to release “locks” and resume work.

Effective October 1, 2016, the City will charge interest at the rate of one percent (1%) per month on any unpaid planning application balances that are sixty (60) days or more in arrears.

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<b>Applications</b>	<b>Deposit</b>	<b>Rate</b>
Appeals, reconsiderations, and complaints (non-applicants only)	-	\$210 (flat)
Public Hearing Noticing Fee	-	\$248.24 per hearing
Public Hearing Publication Fee	-	Actual Cost
<u>Environmental Review</u>		
Environmental Assessment	\$1,200	\$231.12/hr
Probable Negative Declaration	\$2,500	\$231.12/hr
Environmental Impact Report	\$5,000	\$231.12/hr
<u>Design Review</u>		
Single Family Homes - Staff Design Review	\$2,500	\$231.12/hr
Single Family Homes - Design Review Commission	\$5,000	\$231.12/hr
New Buildings/Projects	\$10,000	\$231.12/hr
Small Additions/Remodel & Storefronts	\$1,200	\$231.12/hr
Awning & Canopy Permit	-	\$231.12(flat)
<u>Sign Review</u>		
Freestanding Signs, Sign Programs & Exceptions	\$1,200	\$231.12/hr
Signs requiring staff approval only	-	\$462.24 (flat fee) plus \$30 per additional sign
Signs Subcommittee Review	\$433	\$231.12/hr
Sign Face Change Only	-	\$115.56 (flat)
Sign Retrieval Fee	-	\$115.56 (flat) Actual
Signs installed without permit penalty	-	Cost up to \$700
Blade Sign	-	\$231.12 (flat)
Pre-Application Review	\$2,000	\$231.12/hr
Zoning Amendment, Rezoning	\$4,000	\$231.12/hr
General Plan Amendment	\$4,000	\$231.12/hr
<u>Subdivisions</u>		
Tentative map (4 or fewer parcels)	\$4,000	\$231.12/hr
Tentative map (5 or more parcels)	\$10,000	\$231.12/hr
Minor Use Permit/Fence	\$1,200	\$231.12/hr
Use Permit	\$2,500	\$231.12/hr
Administrative Use Permit	\$800	\$231.12/hr

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Banner Permit	-	\$115.56 (flat)
Grand Opening Permit	-	No Charge
Short Term Promotional / Temporary Activity Permit	-	\$231.12 (flat)
Variance	\$2,500	\$231.12/hr
Annexation Requests	\$2,000	\$231.12/hr
Street Name & Number Change Requests	\$1,200	\$231.12/hr
Home Occupation Permit (Staff Review Only)	-	\$115.56 (flat)
Home Occupation Permit (Zoning Administrator Review)	\$1,200	\$231.12/hr
Sidewalk Dining Encroachment Permit	-	\$231.12 per year
Wireless Antenna Requests (Design Review/Use Permit)	\$5,000	\$231.12/hr
<u>Preliminary Review Team (PRT)</u>		
Multi-Unit / -Family & Commercial, 1 <sup>st</sup> Visit		\$231.12 (flat)
Multifamily & Commercial, 2 <sup>nd</sup> Visit (Pre-App)	\$1,200	\$231.12/hr
Single Family Dwelling, 1 <sup>st</sup> Visit	-	No Charge
Single Family, 2 <sup>nd</sup> Visit	-	(flat fee) 1/2 hour
General Records Research (per hour plus actual cost of docs)	15 minutes	No charge 1st of time \$231.12/hr
Specific Records Research (per hour plus actual cost of docs)	-	\$231.12/hr
Building Permit Planning Division Review	-	\$231.12/hr w/W.O. or 15% of building plan
Certificate of Zoning Status or Zoning Interpretation	\$462.24	\$231.12/hr, 2-hr minimum
Planning Records Fee (Per entitlement, i.e. GPA, RZ, CUP)	-	\$36 per entitlement
Off-street Private Parking Lot Certification	-	\$154 per lot
Private Lot Enforcement Certification	-	\$302 (flat)
Subordination Agreement	-	\$287 (flat)
First-Time Down Payment Assistance Loan Fee	-	\$51 (flat)

**FEES & DEPOSITS**  
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Commercial Cannabis Application Fee	-	\$4,600 (flat)
Commercial Cannabis Operator's Permit Annual Renewal Fee	-	\$10,500 (flat)
Commercial Cannabis Background Investigation Fee	-	\$275.00 (flat)