

Guide

Applying for a Site Development Review (Sign – CVCBD only)

What is it?

Site Development Review ensures that new buildings or land uses are compatible with their sites and with the surrounding environment, other development, and traffic circulation.

When is a Site Development Review required?

In all commercial districts, in the M-1 and the M-P Districts, Site Development Review is required for all new construction of 1,000 square feet and over, or where the aggregate of the additions since 1977 will result in a total area of 1,000 square feet or more. It is also required for new construction in the Castro Valley Central Business District (CVCBD) Area, and in some Planned Development (PD) Districts. Site Development Review is required in all districts for signs and/or advertisement logos.

Who approves it?

The Planning Director.

What is the process?

1. **Pre-Application** – Depending on the complexity of a Sign application, such as a sign program for multiple tenants with a combination of free-standing, wall-mounted, and roof-signs, a pre-application meeting may be necessary. Talk to Planning Department staff to determine if a pre-application meeting will be needed, and if so, what materials you will need to prepare.
2. **Application Filing** – Submit the required applications and materials to the Planning Department. Contact the Planning Department and set up an appointment with a Senior Planner to review the proposed application.
3. **Staff Review** – Planning Department staff will review the materials to ensure that the proposed project meets the minimum zoning requirements, and then refer your application to public agencies such as school, park, and fire districts. Staff will visit your property, write a

staff report and notify you if a public hearing will be held.

4. **CEQA Review** – Generally applications of this type are **not** exempt from the California Environmental Quality Act (CEQA).
5. **Castro Valley Municipal Advisory Council** – For Site Development Review applications in the Castro Valley Central Business District (CVCBD) Area only: A public hearing is held before the CVMAC, which will make a recommendation to the Planning Director.
6. **Planning Director Hearing** – If there is a hearing, staff presents a recommendation and public comments are taken. After the hearing, the Planning Director makes a decision on your project. The action is effective after ten days, unless a written appeal is filed.
7. **Appeal Period** – There is a 10-day appeal period. After this time the Planning Director's action will be final unless a written appeal has been filed with the Board of Supervisors.

What must I submit?

- A complete **Standard Application** form signed by the property owner.
- A complete **Application Supplement Site Development Review** form.
- A fee of **\$300**.
- Five (5) copies of plot plan drawn to a reasonable (legible) scale, folded to 8.5" x 11" (15 copies in Castro Valley). A sample plot plan is included at the back of the **Application Supplement Site Development Review** form.
- Building elevations showing position of all existing and proposed signs in relation to the project site.

Alameda County Planning Department

224 West Winton Avenue, Room 111, Hayward, CA 94544

Phone: (510) 670-5400 Fax: (510) 785-8793 Web: <http://www.acgov.org/cda/planning>

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- Size and dimension of all signs and/or advertisement logos.
- 1 copy of the Plot Plan and elevations reduced to 11"x17".
- 1 – 11"x17" color photo reductions representing the colors to be used on the sign(s) and/or advertisement logos (4 copies in Castro Valley).
- 3 – 3"x5" photographs of proposed and existing sign locations.
- Any additional materials requested by the Planning Department.

How long is the process?

In most cases 2 to 4 weeks, depending on the proposed use and the complexity of the project. Appeals will add approximately two months to the processing time.

What is the filing fee?

The filing fee covers the cost of processing the Site Development Review application. It is \$300.00 for sign applications.

What information or material might be requested?

You may provide maps, photographs, exhibits, studies, factual data, or other information depicting the property, its location and its relationship to surrounding uses in order to demonstrate that the Site Development Review would be in the public interest.

Is there a public hearing?

If the project is located in Castro Valley, the Castro Valley Municipal Advisory Council will hold a hearing. For other projects, a hearing may be held, if warranted based on the specific application. Staff will notify you if and when they will hold a public hearing. Ten days before the hearing, the Planning Department will also notify all adjacent property owners when and where it will be held. At the hearing, a staff member will present the application, written agency and public comments, and staff recommendations. No action will be taken at

the meeting. Usually within a few days after the hearing, the Planning Director will make a decision to approve, deny or require changes or conditions in the project.

What if my application is denied?

You or any other person may appeal the Planning Director's action by filing a written appeal and paying the required fee (\$250 for applicant or other interested parties) within 10 calendar days. The appeal fee varies according to the nature of the proposed project. Consult with the Planning Department to determine the appropriate fee. Usually the Planning Commission hears the appeal. If the appeal is denied you may re-appeal to the Board of Supervisors. However, if your Site Development Review requires a concurrent Variance, the appeal goes directly to the Board of Supervisors.

Can a Site Development Review condition be changed?

You may apply to modify a plan approved under a Site Development Review. You may also apply to modify a condition set forth in a Site Development Review. The procedure and requirement are the same as in the original application, and there is no guarantee that they will be approved.

Where are public hearings held?

Castro Valley Municipal Advisory Council hearings are held on the 2nd and 4th Mondays of the month at 6:30 p.m. The Council meets in the Boardroom of the Castro Valley Unified School District offices at 4400 Alma Avenue in Castro Valley.

The Alameda County Planning Commission hearings are held on the 1st and 3rd Mondays of the month at 6:00 p.m. (1st Monday) and 1:30 p.m. (3rd Monday). The Commission meets in room 160 of the Alameda County Community Development Agency offices at 224 West Winton Avenue in Hayward.

The Alameda County Board of Supervisors holds hearings on planning and zoning matters on the 1st Thursdays of the month at 9:00 a.m. in the Board of Supervisors chambers, 5th floor, 1221 Oak Street in Oakland.

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S-	Site Development Review Application Supplement
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Site Development Review

- For complete filing instructions, see the **Standard Application** form.
- For general procedures and guidelines, read the handout “*Applying for a Site Development Review (Sign)*”
- You must make an appointment with a Planning Department staff member to determine if materials or information (in addition to those listed below) are needed to evaluate your project.
- If you have any questions, please call (510) 670-5410.

1. Applicant Name: _____
2. Contact the Planning Department at (510) 670-5410 to make an appointment with a Senior Planner to submit the following materials to the Alameda County Planning Department (Zoning Counter) at 399 Elmhurst Street, Hayward, California. **Incomplete applications will not be accepted.** Please use the following checklist to ensure the application is complete.

Required

- Standard Application** form.
- Application Supplement:** *Site Development Review* form.
- Filing Fee: \$300.** Make check payable to “**Treasurer, County of Alameda.**”
- Plot plan:** Show all information as shown on the **Sample Plot Plan** on the back of this form.
 - 15 black line prints of each sheet, folded to 8.5” x 11”.
 - 1 - 11” x 17” photo reduction.
- Building Elevations:** showing position of all signs in relation to the project site.
- Size and Dimensions:** size and dimensions of all signs and/or advertisement logos.
- Color Photo Reduction:** 4 – 11” x 17 color photo reduction representing the colors to be used on the signs and/or advertisement logos.
- Property Owner(s) permission** (if applicable).
- Other Information requested by planner:** _____
- Call for appointment to meet with a Senior Planner for submittal.**
- Applicant Signature verifying that the applicant understands the application process:**

Applicant Signature

Date

Revised 5/17

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S-	Site Development Review Application Supplement
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- The following preliminary plans must be prepared and signed by a registered Civil Engineer or a licensed Land Surveyor, Architect, Landscape Architect, or Building Designer
- Graphic Information must be drawn to scale and must be legible on originals and reductions.
- The Planning Department may request more information as needed to fully review the project.
- The Planning Department may allow certain site Development Plan requirements to be consolidated, reduced or deleted depending on the size, nature and complexity of the proposed project.

1. Site Plan

- Title Block** showing: **Applicant** name, address, signature and phone number;
 Property Owner name, address, signature and phone number
 Plan Preparer name address and phone number
 Project Address
 Assessor's Parcel Number(s)
 Note (if applicable) "Proposed modifications to approved S-_____"

Statement by Plan Preparer

"I, _____, certify that this Site Plan has been prepared by me or under my direction and do attest to the accuracy of all information indicated hereon. Signature _____
Title _____ Reg no. _____ Date _____"

- North Arrow and Scale:** Minimum scale is 1" = 20".
- Boundaries:** show parcel dimensions in distance and bearing. Show distance from parcel to nearest street intersection and distance from parcel to centerline of street.
- Buildings and Structures (existing and proposed):** Show dimensions, location and proposed uses. Delineate each residential unit or space.
- Sign Placement:** Show placement of any sign and/pr advertisement logos placed on the site in relation to the structures.
- Access:** Show driveways, pedestrian walks, access, internal circulation, location and access of service areas (including trash enclosures), and all points of entry to all structures.
- Utilities:** Show the location and type of all existing and proposed utility systems, including fire hydrants, PG&E transformers, meter boxes, water pumps, and underground lines.

2. Building Elevations

- Building Exterior:** Show front, rear and side views of existing and proposed buildings
- Color Board:** Indicate color and materials for proposed sign(s) and/or advertisement logo.
- Grading:** Show finished grades, uniform cut and fill slopes, and finished floor elevations. Quantify the amount of cut and fill and off-haul off materials required. Show finished ground elevations at all corners of buildings, basements, grade breaks, lot corners and all drainage connection points.

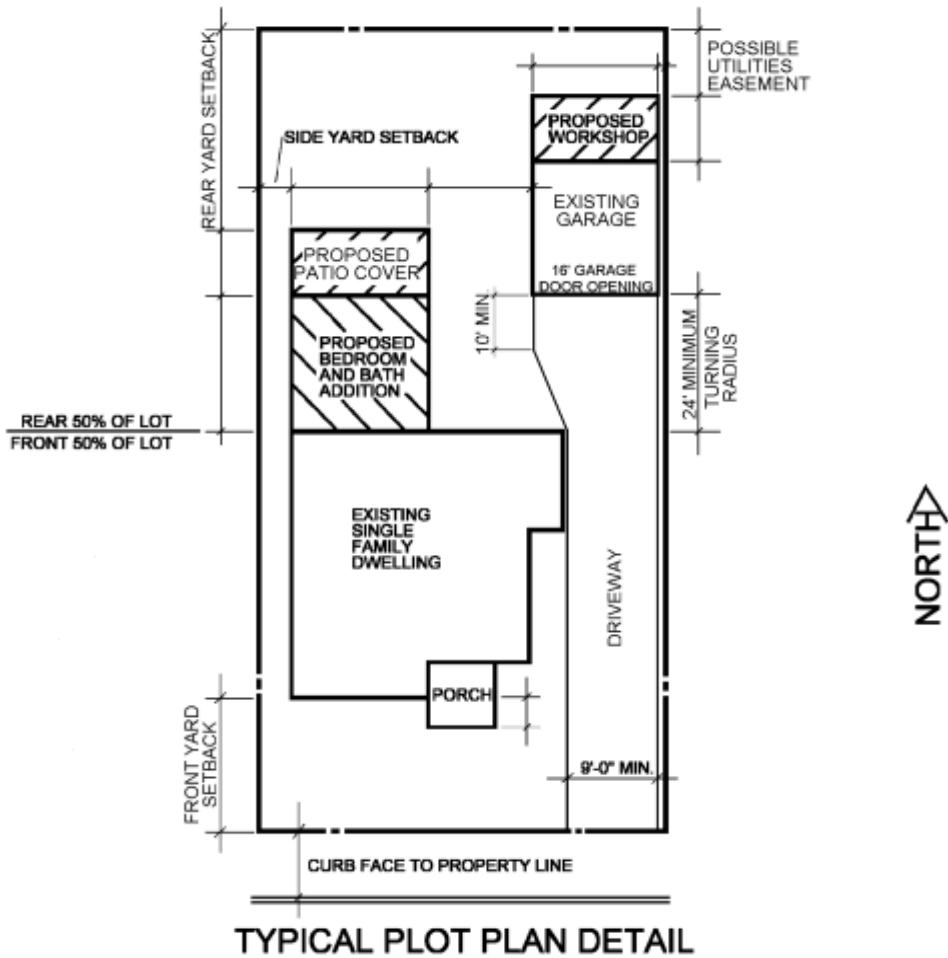
Sample Site Plan

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S- Site Development Review Application Supplement

Site Plan should include the following:

1. North direction arrow.
2. Scale. You must use 1 inch = an even number of feet (i.e. 20 feet, 40 feet, 100 feet, or 600 feet depending on the size of your property).
3. Boundaries of the parcel, including dimensions (you may need a plot map of your property).
4. Location, dimensions, and purpose of rights-of way and easements within the property.
5. Location, dimensions, and use of all existing and proposed structures.
6. Distances of existing and proposed structures from all property lines, from rights-of way, easements, and other structures.
7. Location of all utilities labeled existing or proposed, including septic tank and drainfield, water, power, phone etc.
8. Location and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways, and other impervious (paved) area(s).
9. Location of any surface water (streams, culverts, drainage ways), or any distinguishing land features such as slopes within or adjacent to the parcel.
10. Extent of area which will be disturbed by construction activity, clearing, digging, or earth moving.
11. On the back of your site plan, please provide detailed directions to the site.
12. Vicinity map.



TYPICAL PLOT PLAN DETAIL