

Standard Application

| | |
|----------------------|-------------|
| Application Received | |
| By: _____ | Date: _____ |
| Application #: _____ | |

WE WILL NOT ACCEPT INCOMPLETE SUBMITTALS!!

1. Type of application: *Check one or more*

- ☐ Boundary Adjustment
 ☐ Subdivision
 ☐ Conditional Use Permit
 ☐ Variance
 ☐ Site Development Review
 ☐ Rezoning
☐ Administrative Conditional Use Permit
 ☐ Sign Review
 ☐ Other: *

2. Brief description of application: *

3. Project site:

Address _____ City _____ State _____ Zip Code _____

4. Assessor's parcel number(s):

5. Special instructions to access property (e.g. dogs, gates, alarms, etc.): *

6. Land owner:

NAME _____ COMPANY _____

Address _____ City _____ State _____ Zip Code _____

Contact Phone(s) _____ Fax # _____ Email Address _____

7. Applicant:

(if different from above)

NAME _____ COMPANY _____

☐ Same as above

Address _____ City _____ State _____ Zip Code _____

Contact Phone(s) _____ Fax # _____ Email Address _____

8. Primary contact person:

NAME _____ COMPANY _____

☐ Land Owner ☐ Applicant

☐ Other (fill in information)

Address _____ City _____ State _____ Zip Code _____

Contact Phone(s) _____ Fax # _____ Email Address _____

FOR PLANNING DEPARTMENT USE ONLY

Side _____ Distance _____ (f,m) Direction _____

Of Cross Street _____

Uninc. Area/District _____ Zoning _____

ROW _____ FWL _____ SBL _____

Lot Area: _____ (ft) _____ (ac)

History _____

Alameda County

COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT



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

Permit Center: 399 Elmhurst Street, Room 141
Hayward CA 94544

Ph: (510) 670-5400 Fax: (510) 785-8793

www.acgov.org/cda/planning

September 2012

AFFIDAVIT:

1. I attest under penalty of perjury to the truth and accuracy of all the facts, exhibits, maps, and attachments presented with and made a part of this application.
2. I hereby authorize County staff and members of review bodies, including but not limited to the Castro Valley Municipal Advisory Council, the Board of Zoning Adjustments, the Planning Commission, and the Board of Supervisors, to enter upon my property to verify or obtain information, to view the property, or to photograph the property and the surrounding area as part of the application review process. (Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.)

I understand that staff will make all efforts to notify me of such site visits, but that this may not always be possible.

3. I understand that unless this is a fixed fee application, the money I have submitted constitutes a deposit and that costs necessary to process the application will be billed against this deposit. The County will bill charges for County staff time spent processing this application at an hourly rate that represents salary plus overhead and will bill consultant charges at actual cost. In addition, the County will bill direct costs, including but not limited to actual costs of mailing or publication of notices or actions, against the deposit.

The deposit is based on the typical time it takes to process an application similar to mine. However, processing time can vary depending on the specifics of an application and it is possible, particularly if my application becomes controversial, that the processing time, and thus the cost, may exceed the estimated time. If this happens, I am responsible for the additional costs. When costs approach the amount of my deposit, the County will notify me and request an additional deposit based on the County's best estimate of the additional time necessary to complete the application review.

It is also possible that the costs to process my application will be less than the deposit. If this happens the County will refund the balance of my deposit, less additional post-approval costs such as landscape inspections, after the appeal period for the approval has passed. Should I withdraw my application, County staff will stop working on it and refund the balance of my deposit less any costs to which the County has committed as of the date of withdrawal, such as costs of publication.

I further understand that I am liable for the cost of processing my application regardless of whether the County approves, approves with modifications, or denies my application, and that all applications approved by the County will be conditioned to require that the County be made whole for any costs of processing the application that may be outstanding.

4. I understand that acceptance of this application and accompanying material does not constitute acceptance of this application as complete. I further understand that although my application may be deemed complete for purposes of initial review, it is possible that I may need to submit additional information as the review proceeds or after final action on my application before I can implement my project, including but not limited to the following:

- Additional information as needed to complete an environmental review under the California Environmental Quality Act;
- Additional information as needed to clarify the application or address questions raised either as a result of responses received from the referral of my application to other public agencies and interested parties or in response to issues raised at public hearings by members of the hearing body or the general public who submit written or oral testimony at the hearings;
- Final information that will be necessary to meet Public Works Agency Stormwater Management requirements;
- Revised plans, elevations, or other material necessary to illustrate or otherwise conform to changes that the final approval body makes to my original submittal;
- Additional material, such as landscape or drainage improvement plans, that may be required under a condition or provision of approval.

I understand that delay of information submittal or submittal of inaccurate information may delay the review process.

5. I understand that if I make changes in proposed plans during the review process or in approved plans before construction permits are issued, during construction, or prior to final inspection and occupancy, such changes will require additional design review by County staff and the advisory and approval bodies. It is my responsibility to submit such revised plans to County staff in a timely manner. This may require four to six or more additional weeks of review and processing time from the time I submit complete plans. Depending on the final outcome of the approval process, I may have to submit revised plans consistent with that action as noted above. In addition, any unauthorized building, demolition, grading, landscaping, or other site plan changes made during the review period will require correction at my expense.
6. I understand that any representations made to me in a pre-application meeting or otherwise prior to or during the application review process regarding cost or timing are best-guess estimates and that I cannot bind or hold the County to them. I understand that factors such as changes to my project or issues raised by approval bodies or members of the public during the review process, including at public hearings, can extend the time necessary to complete the review and reach a decision on my application.
7. Furthermore, I hereby agree to hold the County harmless from all costs and expenses, including attorney's fees, that the County incurs or held to be the liability of the County in connection with the County's defense of its actions in any proceeding brought in any State or Federal Court challenging the County's actions with respect to my project. This includes but is not limited to actions brought pursuant to the California Environmental Quality Act, the Alameda County Zoning Ordinance, or other State and County code and ordinance requirements. If I fail to defend adequately the County, the County may provide its own legal defense and subdivider or its successors shall be responsible for the County's reasonable attorneys' fees. This agreement to hold the County harmless shall extend to any successors in interest to this application. I agree that if this application is signed by more than one person the obligations and liabilities of each person is joint and several, with each person being responsible for the entire obligation.

Applicant Signature:

Date:

Landowner Signature:

Date:

Stormwater Requirements Pre-Screening Checklist

Complete this form for all projects regardless of size. The purpose of this form is to identify requirements for stormwater controls.

A. Project Information

A.1 Project Name: _____

A.2 Project Address/Location: _____

A.3 Project Engineer: _____

| | | Yes | No |
|------|---|--------------------------|--------------------------|
| A.4 | Does the project propose to alter external structure or site characteristics? <i>If Yes, continue to A.5. If No, project is non-Regulated and does not have C3 requirements. STOP HERE. NO FURTHER C3 EVALUATION NEEDED.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.5 | Is this a single family house project that is not part of a larger development? <i>If Yes, continue to A.6. If No, continue to A.7.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.6 | Will this project create or replace more than 2,500 square feet of impervious surface? <i>If Yes, Skip to and complete Table 1. If No, complete Sections B, C, and D. The project is non-Regulated and does not have C3 requirements.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.7 | Does the project include the creation or replacement of more than 5,000 square feet of parking lot? <i>If Yes, the project may be Regulated. Skip to and complete Table 1. If No, continue to A.8.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.8 | Does the project create or replace more than 5,000 square feet of impervious surface at a restaurant and auto related facility? <i>If Yes, the project may be Regulated. Skip to and complete Table 1. If No, continue to A.9.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.9 | Does the project create or replace more than 10,000 square feet of impervious surface? <i>If Yes, the project may be Regulated. Skip to and complete Table 1. If No, continue to A.10.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| A.10 | Will this project create or replace more than 2,500 square feet of impervious surface? <i>If Yes, Skip to and complete Table 1. If No, complete Sections B, C, and D. The project is non-Regulated and does not have C3 requirements.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Table 1: Impervious and Pervious Surfaces

| | | |
|---|--------------------------|--------------------------|
| Identify separately the surface area(s) of Building(s) footprint, Driveway(s), Patio(s), Impervious deck(s), Uncovered parking lot (including top deck of parking structure), Impervious trails, Miscellaneous paving or structures, and Off-lot Impervious Surface (Streets, Sidewalks and/or Bike lanes built as part of new street) for Questions B through G below. | SQUARE FEET | |
| A. Total lot or site area of the proposed development. | | |
| B. Existing impervious surface area (Pre-Project) located within the proposed development. | | |
| C. The amount of existing impervious surface (Question B above) that will be removed and will not be replaced. | | |
| D. The amount of existing impervious surface (Question B above) that will be removed and replaced in kind. | | |
| E. The amount of existing impervious surface (Question B above) that will be removed and replaced with other types of impervious surface. | | |
| F. The amount of newly created impervious surface. | | |
| G. Add Questions D, E, and F above. This is the project's on-site impervious surface area. | | |
| H. The amount of impervious surface created or replaced off-site. | | |
| I. Add Questions G and H above. This is the project's total impervious surface area which is subject to water quality control. | | |
| | Yes | No |
| J. Does the Total Impervious Surface (identified in I) equal 10,000 sq.ft. or more? <i>If YES, The Project is a Regulated Project. and all sections of this checklist apply. If NO, the Project is non-Regulated and only Sections B, C, and D of this checklist apply.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. Does the total amount of Replaced impervious surface (identified in D and E) equal 50 percent or more of the Pre-Project Impervious Surface (identified in B)? <i>If YES, the entire site is regulated. If NO, the requirements apply only to the impervious surface created and/or replaced.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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B. Select Appropriate Site Design Measures (Required for C.3 Regulated Projects; all other projects are encouraged to implement site design measures, which may be required at municipality discretion. Starting December 1, 2012, projects that create and/or replace 2,500 – 10,000 sq.ft. of impervious surface must include one of Site Design Measures a through f.¹ Consult with municipal staff about requirements for your project.)

B.1 Is the site design measure included in the project plans?

| Yes | No | Plan Sheet No. | |
|--------------------------|--------------------------|----------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use. |
| <input type="checkbox"/> | <input type="checkbox"/> | | b. Direct roof runoff onto vegetated areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | | c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | | d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | | e. Construct sidewalks, walkways, and/or patios with permeable surfaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | | f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | | g. Minimize land disturbance and impervious surface (especially parking lots). |
| <input type="checkbox"/> | <input type="checkbox"/> | | h. Maximize permeability by clustering development and preserving open space. |
| <input type="checkbox"/> | <input type="checkbox"/> | | i. Use micro-detention, including distributed landscape-based detention. |
| <input type="checkbox"/> | <input type="checkbox"/> | | j. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography. |
| <input type="checkbox"/> | <input type="checkbox"/> | | k. Self-treating area (see Section 4.2 of the C.3 Technical Guidance) |
| <input type="checkbox"/> | <input type="checkbox"/> | | l. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance) |
| <input type="checkbox"/> | <input type="checkbox"/> | | m. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance) |

C. Source controls required by the Alameda County Building Code

| Are these features in project? | | Features that require source control measures | Source control measures (Refer to Local Source Control List for detailed requirements) | Is source control measure included in project plans? | | |
|--------------------------------|--------------------------|---|--|--|--------------------------|----------------|
| Yes | No | | | Yes | No | Plan Sheet No. |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Drain | Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Drains | Plumb interior floor drains to sanitary sewer ² [or prohibit]. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking garage | Plumb interior parking garage floor drains to sanitary sewer. ³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping | <ul style="list-style-type: none"> Retain existing vegetation as practicable. Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. Minimize use of pesticides and quick-release fertilizers. Use efficient irrigation system; design to minimize runoff. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Pool/Spa/Fountain | Provide connection to the sanitary sewer to facilitate draining. ³ | <input type="checkbox"/> | <input type="checkbox"/> | |

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¹ See MRP Provision C.3.a.i(6) for non-C.3 Regulated Projects, C.3.c.i(2)(a) for Regulated Projects, C.3.i for projects that create/replace 2,500 to 10,000 sq.ft. of impervious surface and stand-alone single family homes that create/replace 2,500 sq.ft. or more of impervious surface.

² Any connection to the sanitary sewer system is subject to sanitary district approval.

| | | | | | | |
|--------------------------|--------------------------|---|---|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Food Service Equipment (non-residential) | Provide sink or other area for equipment cleaning, which is: <ul style="list-style-type: none"> ▪ Connected to a grease interceptor prior to sanitary sewer discharge.³ ▪ Large enough for the largest mat or piece of equipment to be cleaned. ▪ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Refuse Areas | <ul style="list-style-type: none"> ▪ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ▪ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Outdoor Process Activities ³ | Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer. ³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Outdoor Equipment/ Materials Storage | <ul style="list-style-type: none"> ▪ Cover the area or design to avoid pollutant contact with stormwater runoff. ▪ Locate area only on paved and contained areas. ▪ Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer⁸, and contain by berms or similar. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle/ Equipment Cleaning | <ul style="list-style-type: none"> ▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer³, and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle/ Equipment Repair and Maintenance | <ul style="list-style-type: none"> ▪ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ▪ No floor drains unless pretreated prior to discharge to the sanitary sewer.³ ▪ Connect containers or sinks used for parts cleaning to the sanitary sewer.³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel Dispensing Areas | <ul style="list-style-type: none"> ▪ Fueling areas shall have impermeable surface that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break. ▪ Canopy shall extend at least 10 ft in each direction from each pump and drain away from fueling area. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Loading Docks | <ul style="list-style-type: none"> ▪ Cover and/or grade to minimize run-on to and runoff from the loading area. ▪ Position downspouts to direct stormwater away from the loading area. ▪ Drain water from loading dock areas to the sanitary sewer.³ ▪ Install door skirts between the trailers and the building. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Sprinklers | Design for discharge of fire sprinkler test water to landscape or sanitary sewer. ³ | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Miscellaneous Drain or Wash Water | <ul style="list-style-type: none"> ▪ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.³ ▪ Roof drains shall drain to unpaved area where practicable. ▪ Drain boiler drain lines, roof top equipment, all washwater to sanitary sewer³. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Copper | Drain rinse water to landscaping, discharge to sanitary sewer ³ , or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper." | <input type="checkbox"/> | <input type="checkbox"/> | |

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³ Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

D. Implement construction Best Management Practices (BMPs) *(Applies to all projects).*

Best Management Practice (BMP)

Attach the Alameda Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.

Temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.

Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.

Provide notes, specifications, or attachments describing the following:

- Construction, operation and maintenance of erosion and sediment controls, include inspection frequency;
- Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material;
- Specifications for vegetative cover & mulch, include methods and schedules for planting and fertilization;
- Provisions for temporary and/or permanent irrigation.

Perform clearing and earth moving activities only during dry weather.

Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.

Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.

Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.

Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).

Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.

Limit construction access routes and stabilize designated access points.

No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.

Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.

Contractor shall train and provide instruction to all employees/subcontractors re: construction BMPs.

Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.

Name of applicant completing the form: _____

Signature of applicant completing the form: _____ Date: _____

Name of Planner: _____ Date: _____