

## WHAT IS IT?

Site Development Review for Agricultural Caretaker Dwelling(s) ensures that placement of new or continued occupancy of temporary dwellings are related with the agricultural land use, the site and surrounding environment, other development and comply with building inspection, septic and water and fire safety requirements.

## WHEN IS IT REQUIRED?

In all A (Agricultural) Districts. Site Development Review is required for placement of new or continued occupancy of all temporary caretaker dwellings; or addition to existing permanent dwelling exceeding 500 square feet or thirty (30) feet in height.

## WHO APPROVES IT?

The Planning Director.

## HOW DO I APPLY?

1. **Pre-Application** – Talk to a Planning Department staff member to determine what materials you need to prepare.
2. **Initial Application Filing** – Submit the required applications and materials to the Planning Department.
3. **Staff Review** – Planning Department staff will review the materials submitted by the applicant to ensure they meet minimum requirements. Staff will refer your application to other agencies, such as school and fire districts, and adjacent property owners. A public meeting may be held with those agencies or property owners to discuss outstanding issues if necessary. Staff then prepares an analysis on the proposed project. If determined by the Planning Director or if affected parties present objections, a public hearing with the Planning Commission may be necessary.
4. **Castro Valley Municipal Advisory Council Hearing** – For Site Development Review applications in Castro Valley only, a public hearing may be held before the CVMAC, which makes its recommendation to the Planning Director.
5. **Planning Commission Hearing** – If there is a hearing, staff presents its recommendations 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.

## HOW LONG DOES THE PROCESS TAKE?

On average, 6 to 8 weeks. The period will be longer if an Environmental Impact Report is required, or there is an appeal.

## WHAT MUST I SUBMIT?

- ✓ A complete **STANDARD APPLICATION** signed by the property owner.
- ✓ A complete **APPLICATION SUPPLEMENT: Site Development Review** form.
- ✓ A complete **AGRICULTURE CARETAKER DWELLING REPORT** signed by the property owner.
- ✓ Photographs of the dwelling unit taken from each direction and public roadway.
- ✓ A \$750 filing fee deposit.
- ✓ 15 copies of the site plan, drawn to minimum scale of 1" = 20', folded to 8.5"x 13". See Page 4 and 5 for details.
- ✓ Elevations or manufacturer's information of dwelling unit.
- ✓ Additional materials which may be requested by the Planning Department

## WHAT IS THE FILING FEE?

The standard filing fee is \$750. The filing fee covers the cost of processing the initial Site Development Review application. It is based on Planning Department, Fire Department, Building Inspection Division and initial Environmental review and processing costs. Extensions of the initial application is \$300 based on Planning Department and Fire Department review and processing costs. In some cases, additional money may be requested if an Environmental Impact Report is necessary. If the deposit is exceeded, additional money must be deposited. Any excess funds are returned.

## DOES THE PERMIT EXPIRE?

The initial permit shall normally be issued for a period of five years, except in instances where it is found by the Planning Director that non compliance with County codes, public health/safety, or community concerns demonstrates a need for more stringent controls. The Planning Director may approve an extension of the initial Site Development Review for additional five-year periods of time subject to review and approval of an updated **Agriculture Caretaker Dwelling Report** by the Planning Director and Fire Inspector.



# Guide – Agriculture Caretaker Dwelling

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### **WHAT DO PUBLIC HEARINGS INVOLVE?**

After staff reviews the submitted materials, the initial Site Development Review application will be referred to other agencies and adjacent property owners. If there are outstanding issues identified, a public meeting may be arranged by planning staff with the applicant and affected parties. A public hearing on a Site Development Review may be held if the Planning Director determines it to be necessary. At least ten days before the hearing, the Planning Department will notify the property owner, adjacent property owners and affected parties 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. After the hearing, the Planning Director will make a decision to approve, disapprove, or require changes or conditions in the proposed project. Any proposed development in Castro Valley may also receive a public hearing before the Castro Valley Municipal Advisory Council.

### **WHEN ARE PUBLIC HEARINGS HELD?**

For projects outside of Castro Valley, public hearings are held Tuesdays at 10:30 a.m. in the Public Hearing Room of the Community Development Agency building at 224 West Winton Avenue in Hayward. A map is on the back of the Standard Application form. For projects in Castro Valley, hearings are concurrent with Castro Valley Municipal Advisory Council (CVMAC) meetings on the second and fourth Mondays of the month at 7:30 p.m. Meetings are held in the Board Room of the Castro Valley Unified School District offices at 4400 Alma Avenue in Castro Valley.

### **WHAT IF MY APPLICATION IS DENIED?**

You may appeal the Planning Director's decision to the Planning Commission, whose decision may be appealed to the Board of Supervisors. In most cases, you may also resubmit an application for Site Development Review one year after the final denial.

### **HOW DO I FILE AN APPEAL?**

You and another person may appeal the Planning Director's action by filing a written appeal and paying the required fee 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.

### **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 requirements are the same as applying for a new application.

# Agriculture Caretaker Dwelling - 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.”
- You should consult with a Planning Department staff member to determine if any materials or information (in addition to those listed below) are needed to evaluate your application.
- If you have any questions, please call (510) 670-5400.

#### 1. Applicant Name:

Required	Submitted	2. Submit the following materials and fees to the Alameda County Planning Department at 399 Elmhurst Street, Room 141, Hayward, CA 94544. <b>Incomplete applications will not be accepted.</b> Please use the following checklist to ensure your application is complete.
<input type="checkbox"/>		<b>STANDARD APPLICATION FORM:</b> Signed by the property owner.
<input type="checkbox"/>		<b>APPLICATION SUPPLEMENT:</b> <i>Site Development Review</i> form.
<input type="checkbox"/>		<b>AGRICULTURE CARETAKER DWELLING REPORT:</b> Signed by the property owner.
<input type="checkbox"/>		<b>INITIAL FILING FEE DEPOSIT:</b> \$750 (unless the Agricultural Caretaker Dwelling Report fee of \$300 is otherwise required by the Planning Department). Make check payable to: “ <i>Treasurer, County of Alameda.</i> ” If this deposit is depleted, the Planning Staff will advise you that additional funds must be deposited to continue the processing of this application. Any remaining unexpended money will be refunded.
<input type="checkbox"/>		<b>SITE PLAN:</b> <input type="checkbox"/> 15 black line or blue line prints of each sheet, drawn to scale, folded to 8.5” x 13”. See page 4 and 5 for requirements.
<input type="checkbox"/>		<b>ELEVATIONS OR MANUFACTURER’S INFORMATION ON DWELLING UNIT</b>
<input type="checkbox"/>		<b>PHOTOGRAPHS OF DWELLING UNIT taken from each direction and from public roadway.</b>
		<b>GRADING PLAN (if necessary)</b>
		<b>LANDSCAPING PLAN (if necessary)</b>
		<b>ADDITIONAL MATERIALS:</b> As requested by the Planning Department.
<input type="checkbox"/>		<b>CALL FOR APPOINTMENT TO MEET WITH A SENIOR PLANNER FOR SUBMITTAL.</b>

## Community Development Agency - Planning Department

399 Elmhurst Street  Room 136  Hayward, California 94544

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



# Agriculture Caretaker Dwelling - Site Plan Guidelines

## Site Development Review – Page 4

Submit fifteen (15) copies of the site plan with required applications and Agricultural Caretaker Dwelling Report to the Planning Department for review and approval.

All site plans shall be LEGIBLE and drawn to an even scale (minimum scale of 1" = 20' preferred). The Site Plan may need to be prepared by a professional engineer, surveyor or architect depending on the complexities of the site. In areas where additional detail may be needed, a plan detail drawn at a larger scale with critical dimensions may be necessary for that area. The Site Plan shall include all features of the site including but not limited to the following:

### GENERAL FEATURES

- 1. Delineate entire lot or parcel with dimensions of all property lines. Include a north arrow, graphic scale, site address, Assessor's Parcel Number, name of map preparer and date map was drawn.

### IMPROVEMENTS

- 2. Indicate access roadway or driveway from the abutting street or right-of-way, entrance gates, internal circulation roads, walkways, fire turnarounds, parking areas, bridges with dimensions and type of surfacing materials. Site entrance and new driveways must also include a detailed cross section showing road grades, width, turning radii, and vertical clearances.
- 3. Show all existing and proposed structures (including other dwelling units and non-residential structures), fences, groundwater wells, water lines, septic system, propane tank(s), fire water supply, electrical poles and lines. Indicate building use, dimensions and setbacks from property lines and all structures.
- 4. Show location of all utility, drainage, conservation easements with dimensions. Indicate easement holder and purpose. If no easements exist on the property then site plan must have the following statement signed by the property owner: "NO EASEMENTS EXIST ON THIS PROPERTY."

### NATURAL FEATURES

- 5. Delineate topography of the site with five (5) foot contour intervals. Show the location of all drainage courses, creeks, springs, ponds, wetlands and direction of the flow. Show the location, size and species of existing trees at least six (6) inches in diameter at four (4) feet above grade. Clearly note trees that are proposed for removal.

For information regarding easements, please review your property deeds or contact a title company for information about recorded easements.

For additional information regarding the site plan requirements of the Alameda County Community Development Agency, please contact the Planning Department, 510-670-5400 or 670-5410, 399 Elmhurst Avenue, Room 136, Hayward, 94554.

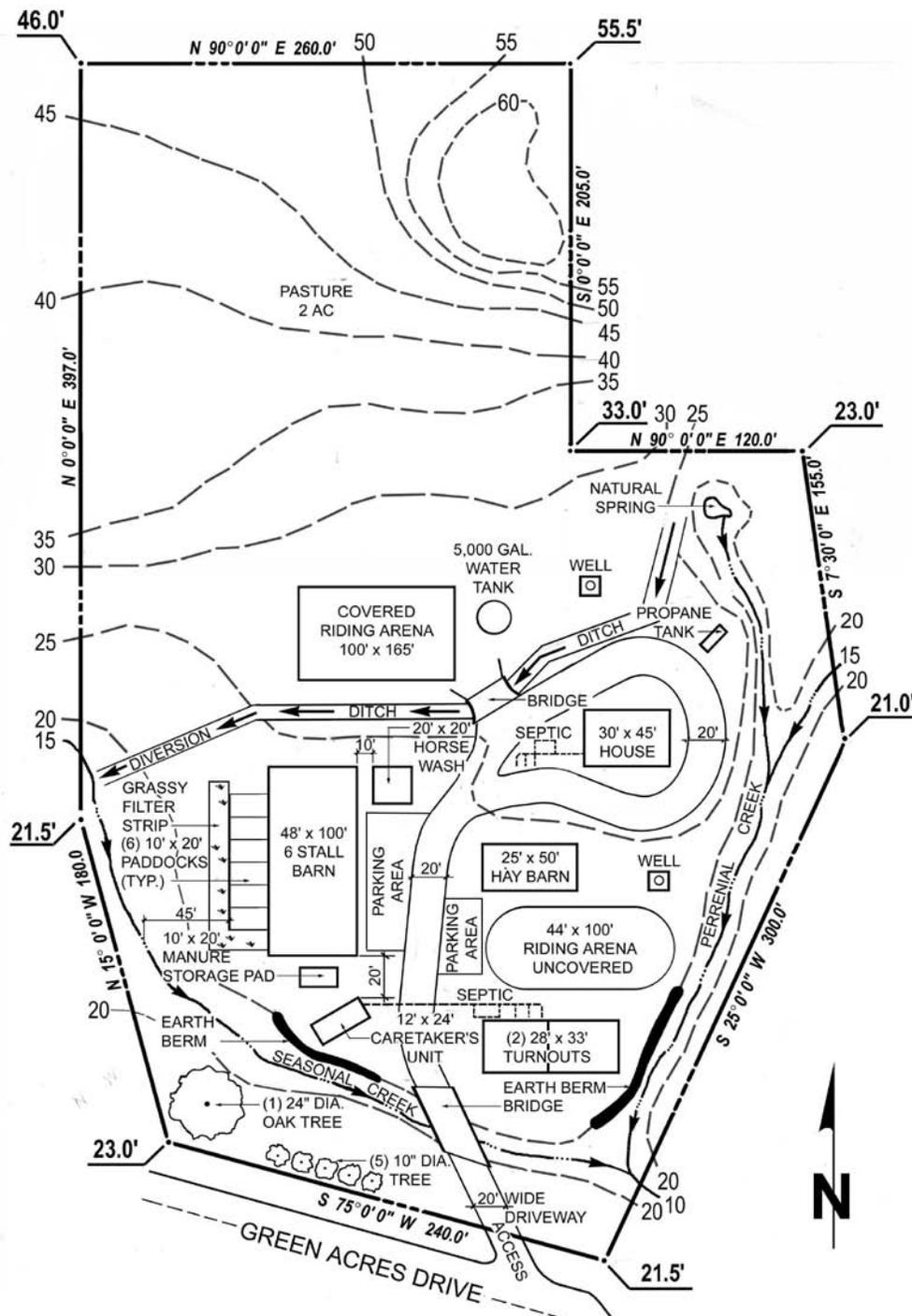
### Other County Phone Numbers:

Building Inspection and Grading Departments: 510-670-5440  
399 Elmhurst Avenue, Room 140, Hayward, 94544

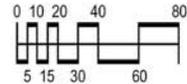
Environmental Health Services, Septic and Water: 510-567-6700, Vector Control: 510-567-6806  
1131 Harbor Bay Parkway, Alameda, 94502-6577

Fire Prevention Department: 510-670-5853  
22341 Redwood Road, Castro Valley, 94546

# Sample Site Plan for Agricultural Caretaker Dwellings – Site Development Review – Page 5



## SITE PLAN



# AGRICULTURAL CARETAKER DWELLING REPORT

ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY AND FIRE DEPARTMENT  
 AGRICULTURAL SITE DEVELOPMENT REVIEW FOR TEMPORARY CARETAKER'S DWELLING

**The Planning Director shall have the discretion to not approve the Agriculture Caretaker Dwelling Report when it is found to contain a falsified statement.**

I attest under penalty of perjury to the truth and correctness of the below listed property and verify that the conditions are as stated.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Assessor's Parcel Number(s) \_\_\_\_\_

Site Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Planning Yes No

Permit Renewal for Site Development Review #: **S-** Is the caretaker's unit in the same location?  Yes  No

Type of Agricultural Operation: Is the septic tank in the same location?  Yes  No

Was your mobile home manufactured after September 15, 1971?  Yes  No Is any new construction proposed within the next 5 years?  Yes  No

Have there been any physical or operational changes since the last approved permit?  Yes  No (If yes, please explain on separate sheet.)

### Rural Site and Dwelling Fire Safety

ADDRESS	Yes	No	N/A	WATER SUPPLY	Yes	No	N/A
Is your address clearly marked and easy to read from the public street? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have an approved fire fighting water supply on your site?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your address clearly marked and easy to read from your driveway?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the water supply accessible for emergency operations? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there directional signs where the road or driveway splits? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the tank full, and are the valves operational?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCESS	Yes	No	N/A	Is there a blue water supply marker on the tank and on your address marker? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your access road or driveway constructed of an all-weather surface? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPANE TANK	Yes	No	N/A
Is the surface maintained throughout the year? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your propane tank privately owned? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a bridge on the access road or driveway to your home?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the area surrounding your propane tank clear of combustible materials? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the bridge certified and posted as to maximum weight? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there proper "No Smoking" signs on the propane tank? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you added a new gate to the driveway or access road?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the Propane Company inspected the tank, piping and valves?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your driveway gate equipped with a KNOX key or key box? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of inspection: _____			
DEFENSIBLE SPACE	Yes	No	N/A				
Is there a defensible space of at least 30' around the home or structure? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Have weeds and/or grass been cut at the fence line, along roads and driveway? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is firewood located at a minimum of 30' from the home or structure? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is there an approved spark arrester on the chimney? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Are tree branches and limbs trimmed at least 10' from the chimney?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Is the roof clean of leaves, branches and combustible debris? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Do you have a portable fire extinguisher? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
If you have a portable fire extinguisher, has it been serviced within the last year? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

If conditions do not comply with the above listed requirements, if you have any questions, or if you would like to schedule an inspection of your property, please contact: **Alameda County Fire Department, Fire Prevention Bureau 510.670.5853**  
**Alameda County Planning Department 510.670.5400**

When you have completed this form, sign it, and mail to: **Alameda County Planning Department, 399 Elmhurst St., Rm. 136, Hayward, CA 94545**