

Guide

Applying for a Site Development Review and Signature Page

- All applications are submitted online at: <https://acpermit.acgov.org/Portal/#/>
- The online portal will ask a series of questions and allow upload of required information, payment of fees, and upload of project drawings.
- If you are unsure of the permit you need or have any questions, please send an email to planninginfo@acgov.org or call (510) 670-5400.

What is a Site Development Review?

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?

Check with the Planning Department to see if your project is subject to a Site Development Review.

Generally, a Site Development Review is required for all 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. In some zoning districts and Specific Plan areas, a Site Development Review is required for any new residential construction, or for construction over 30 ft. in height or over 500 square feet in area and whenever a building is moved onto a site. Depending on the size of a parcel and its development potential, Site Development Review may be required when a property has the potential for 5 or more units, even if the property owners do not intend to build that many units.

| Site Development Review | |
|-------------------------|--|
| District | Required |
| M-P | For all new development. |
| M-1, C-1, C-O, C-N, C-2 | Required for new buildings of 1,000 square feet and over, or where the aggregate additions since 1977 will result in a total area of 1,000 square feet and over. |
| All | When a structure is moved onto the site. |
| R-S | When 5 or more units are possible. |
| PD | It is a condition of that PD District. |
| A & R-1-L-B-E | For A: Additions of 500 sq.ft. or more; For all new residences and projects that propose 50% demolition of existing residence. |

| | |
|-------|---|
| ACBD | For all new development or exterior changes; with few exceptions. |
| CVCBD | For all new development or exterior changes. |

Who approves it?

The Planning Director.

What is the process?

1. **Prior to application submittal** – Talk to a Planning Department staff member and relevant County Agencies to determine what materials you need to prepare.
2. **Application Filing** – Submit the application online at <https://acpermit.acgov.org/Portal/#/>
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 and notify you if a public hearing will be held, and if so, will prepare a staff report for that hearing.
4. **CEQA Review** – Many applications of this type are **not** exempt from the California Environmental Quality Act (CEQA). Projects may require either a negative declaration or a mitigated negative declaration, depending on the specific of the project.
5. **Public Hearing** – If there is a hearing, staff will present a staff report with a recommendation and take public comments. 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.

Alameda County Planning Department

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

Phone: (510) 670-5400 Email: planninginfo@acgov.org Web: <http://www.acgov.org/cda/planning>

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6. **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 Planning Commission.

What fees does the County charge?

The Planning Department charges the actual cost of processing your application. Fees in the form of deposits are collected online in the following amounts:

- **\$4,000** for most types of SDRs
- **\$2,000** for Agriculture SDR
- **\$1,000** additional deposit for CEQA review
- Additional deposit required for PWA review, see fee schedule
- For fees for other SDRs, see fee schedule

There is a 3% service fee charged if paid by Credit or Debit Card.

If the deposit is depleted, you must deposit additional money for application processing to continue. We will refund any excess funds to you.

What drawings are needed to process my application?

- Standard architectural drawings are required to be submitted (PDF format), please see the handout [“How to Prepare Application Drawings for Submittal”](#).

How long is the process?

The SDR review process is around four months, depending on the proposed use and the complexity of the project. Some applications will require much more time to process. Appeals will add approximately two months.

Is there a public hearing?

A public hearing will be held at the Municipal Advisory Council or Citizens’ Advisory Council within the jurisdictional area that the project lies. If the property lies outside such an area, then the Planning Director may hold a staff-level hearing on the SDR. The Planning Department will formally notify you and all adjacent property owners when and where the public hearing will be held. At the hearing, a staff member will present the application, written agency and public comments, and staff recommendations. The Municipal Advisory Council or Citizens’ Advisory Council will make a recommendation to the Planning Director whether to approve or deny the SDR. Usually within two weeks after the hearing, the Planning Director will decide to approve, deny or require changes or conditions to the proposed 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 (we continue to bill staff time if the applicant appeals the decision; generally, we charge \$250 to other interested parties who have appealed the SDR) within 10 calendar days. Consult with the Planning Department to determine the appropriate fee. Usually, the Planning Commission hears the appeal, who will reconsider your request as a *de novo* public hearing. If the appeal is denied you may re-appeal to the Board of Supervisors. The Board of Supervisors decision is final. However, if your Site Development Review requires a concurrent Variance, the appeal goes directly to the Board of Supervisors.

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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 an SDR. 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?

Municipal Advisory Council (MAC) and Citizens' Advisory Council (CAC) hearings are held at various locations, depending on which MAC body has jurisdiction: Castro Valley MAC, Eden MAC, Fairview MAC, or Sunol CAC. Staff will let you know the place and time of the public hearing, if one is held.

The Alameda County Planning Commission hearings are held on the 1st and 3rd Mondays of the month. Times vary; we will let you know the time of the public hearing, prior to the hearing date. 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 2nd Tuesdays of the month at 1:00 p.m. in the Board of Supervisors chambers, 5th floor, 1221 Oak Street in Oakland.

See Next Page for Signatures/Authorizations

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Property Owner Letter and Signature of Authorization

Date _____

To: Planning Department
224 W. Winton Ave
Hayward CA 94544

RE: Zoning/Permitting – Planning Application Process

I hereby represent that I am the legal owner of the property referenced below, and I hereby give my authorization to _____, to act as my Agent(s) in processing and obtaining approval for Zoning Permits through the County of Alameda Planning Department for the project described as:

Project Description:

Property Address: _____

Assessor Parcel Number: _____

Property Owner:

Full Name of Property Owner: _____

Signature of Property Owner: _____

Signature Date: _____