



APPLICATION PROCESS

STEP 1

INITIAL CONSULTATION

Applicant are encouraged to consult with Community Development Department staff prior to submittal of an application.

STEP 2

APPLICATION SUBMITTAL

- FEE** Current fees are available at the Community Development Department (Planning) or on the Community Development website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer)
- FORM** Seven (7) copies of the completed application information forms (attached) which all owners must sign.
- SITE PLAN** Seven (7) copies of a folded 24" x 36" site plan, and two (2) reduced 8½ x 11 copies
- SOIL SUITABILITY STUDY** A soil suitability study is required if an on-site wastewater treatment system is proposed. This study shall be submitted to the Environmental Health Department prior to the submittal of a Special Purpose Plan application. A copy of the receipt from the Environmental Health Department is required at the time of submittal of a Special Purpose Plan application.
- DEED** One copy of the recorded deed(s) of the property.
- SERVICES** If a connection to any public facility (water, sewer, or storm drainage) is proposed, a "will-serve" letter from the appropriate entity is required at the time of filing.
- APPLICATION COMPLETE** The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

STEP 3

APPLICATION PROCESSING

- CEQA** The Community Development Department will determine if the project is subject to the California Environmental Quality Act (CEQA), and process the applicable environmental document accordingly. Processing times may vary depending on the applicable level of environmental review.
- REVIEW PROCEDURE** Special Purpose Plans shall be reviewed using the Public Hearing Procedure (Development Title Chapter 9-220) with modifications as provided in Development Title Section 9-815.4.

STEP 4

CONDITIONS AND ADDITIONAL PERMITS

- ADDITIONAL PERMITS** Approved projects may be subject to additional permitting requirements.
- NOTICE OF DETERMINATION** A Notice of Determination for approved development projects subject to CEQA shall be filed by the Community Development Department within five (5) working days of project approval. A fee, as determined by the Department of Fish and Wildlife, shall be required prior to filing. (Public Resource Code § 15075)

For current fees visit: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>



SAN JOAQUIN
— COUNTY —

Greatness grows here.



FILE NUMBER: _____

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Project Description (Attach additional sheets as necessary)

Property Information			
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract (Y or N)



FILE NUMBER: _____

OPERATIONS

Employees/Customers/Deliveries per Work Shift
(Attach additional sheets as necessary)

Shift #	Shift Hours	Days of Operation	Average Number of Employees Per Shift		Average Number of Customers Per Shift		Average Deliveries/Shipments Per Shift		Seasonal Or Year-round?
			Existing	Proposed	Existing	Proposed	Existing	Proposed	
#1									
#2									
#3									
#4									

Surface Transportation Assistance Act (STAA)

Will STAA type trucks, over California Legal length, be used as part of the proposed operation? Yes No Existing route Yes No

Contact the Department of Public Works for information regarding STAA routes at 209-468-3000

Buildings and Structures
(This information must be shown on the Site Plan)

Structure Number (as shown on site plan)	Proposed Use(s)	Number of Floors	Square Footage Per Floor	Total Square Footage	Building Height

On-Site Parking

Full-size Parking Spaces (Number)		Compact Parking Spaces (Number)		ADA Parking (Number)		Total Parking Spaces (Number)	
Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed



FILE NUMBER: _____

SERVICES

Water			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Sewer:
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>

Wastewater Disposal			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Sewer:
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Septic System Replacement <input type="checkbox"/>

Storm Drainage			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Storm Drain:
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>	New On-site Retention Pond <input type="checkbox"/>	Natural Drainage <input type="checkbox"/>

OTHER PUBLIC SERVICES

School Service		Fire Protection Service	
Service Provider	Distance to School	Service Provider	Distance to Fire Station



FILE NUMBER: _____

ENVIRONMENTAL INFORMATION

(Attach additional sheets as necessary)

Topography

Describe the project site's topography:

Describe any existing drainage courses or eroded area on or near the project site:

Biological Resources

Describe any wildlife habitat or species on-site:

Identify any waterways and/or riparian habitat that may be disturbed by the proposed project: (See Chapter 9-1510 of the Development Title for Riparian Habitat Regulations):

Identify any Native Oak trees, Heritage Oak trees, or Historical trees that may be disturbed by the proposed project: (See Chapter 9-1505 of the Development Title for Tree Regulations):



FILE NUMBER: _____

PERFORMANCE STANDARDS

(Attach additional sheets as necessary)

See Chapter 9-1025 of the Development Title for Performance Standard Regulations

Air Quality

Describe air pollutants that may result from the project during construction:

Noise

Describe on-site sources of noise or vibration that may result from the proposed project:

Describe any machinery, equipment, or transportation noise that may result from proposed project:

Light and Glare

Describe any on-site sources of light and/or glare that may result from the proposed project:

Odor

Describe any on-site source of odor that may result from the proposed project:



FILE NUMBER: _____

AUTHORIZATION SIGNATURES

ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION.

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards, and commissions (collectively "County") as follows:

1. INDEMNITY:

A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

C. Except as to the County's sole negligence or willful misconduct.

2. Defense:

A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

C. If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or

Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____



SITE PLAN CHECK LIST

(Site plans must contain all applicable information contained in this checklist)

*****Incomplete site plans will not be accepted*****

SITE PLAN FORMAT:

The site plan shall include the following;

- Size: 24" x 36"
- North Arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

PROJECT DETAILS:

- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways (See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

SERVICES: (If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)

Well: (Contact the Environmental Health Department at 209-468-3420 for well regulations)

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 150' of the proposed development

Wastewater Treatment: (Contact the Environmental Health Department at 209-468-3420 for wastewater regulations)

- Identify and label existing and proposed private wastewater treatment systems
- Identify and label any private off-site wastewater treatment systems within 150' of the proposed development

Storm Drainage: (Contact the Department of Public Works at 209-468-3000 for storm water regulations)

- Identify and label existing and proposed storm drainage facilities

TOPOGRAPHY:

- Identify any unusual topographic features of the site such as steep slopes and drainage courses.
- Identify topographic contours

LANDSCAPING:

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

SIGNS:

- Identify the location and dimensions of all existing and proposed signs including pole, monument, and attached signs. (See Chapters 9-1705 & 9-1710 for Sign Regulations)

FENCING & SCREENING:

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)

SAMPLE SITE PLAN

