



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
HAZARDOUS MATERIALS	One copy of a completed Hazardous Materials Disclosure Survey form
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	Use Permits shall be reviewed using the Public Hearing Procedure (Development PROCEDURE Title Chapter 9-220)
APPEAL	Unless otherwise specified, the Planning Commissions' determination may be appealed to the Board of Supervisors. (Development Title Section 9-220.11).

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: _____

OPERATIONS

Employees/Customers/Deliveries per Work Shift <i>(Attach additional sheets as necessary)</i>									
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 <input type="checkbox"/> No <input type="checkbox"/>	Existing route Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Contact the Department of Public Works for information regarding STAA routes at 209-468-3000</i>	

Buildings and Structures <i>(This information must be shown on the Site Plan)</i>					
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):

Odor

Describe any on-site source of odor:



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: _____



FILE NUMBER: _____

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

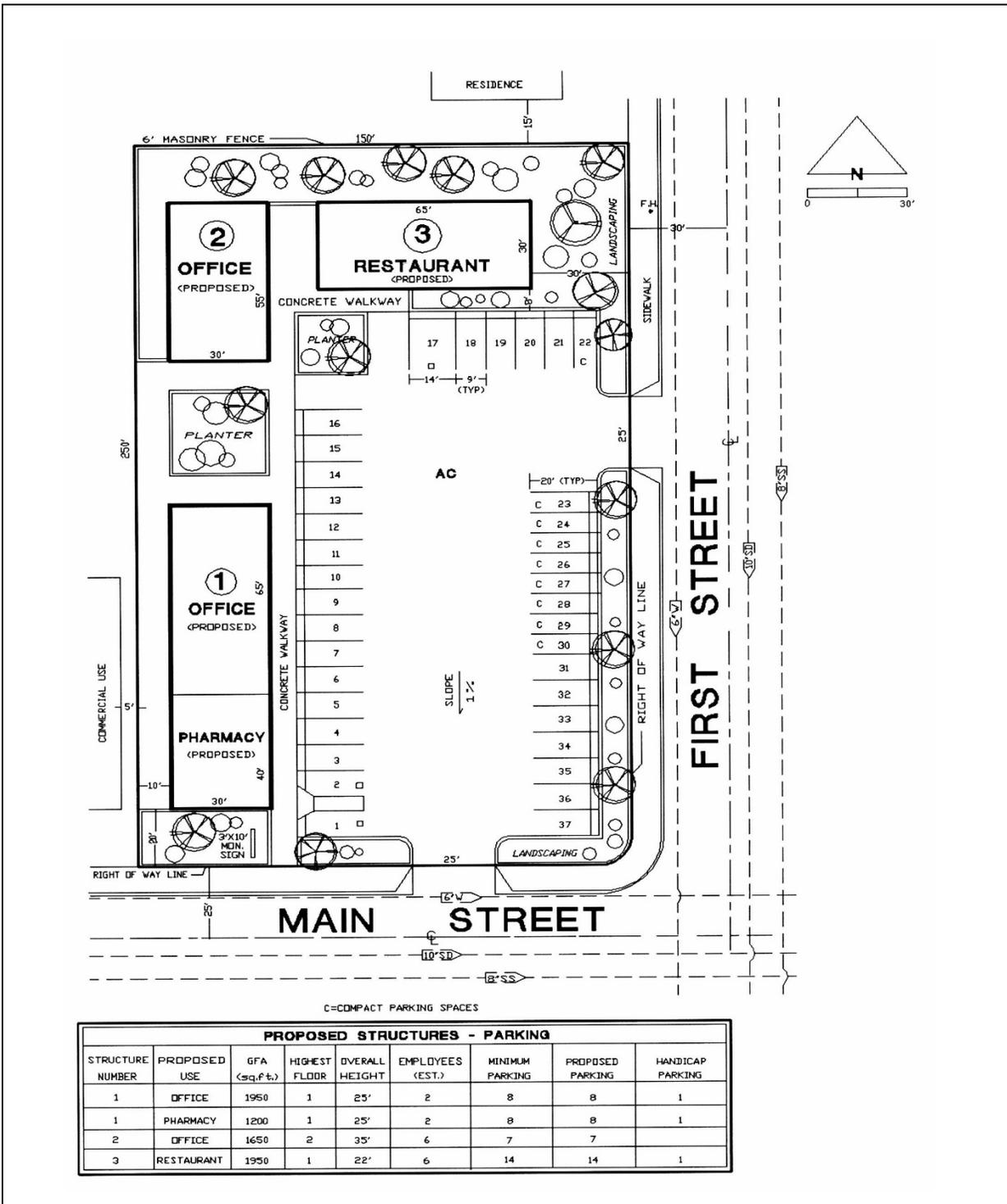
SIGNS:

- 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





HAZARDOUS MATERIALS DISCLOSURE SURVEY

A separate survey form is required for each business name and/or address in San Joaquin County.

Business Name: _____ Telephone: _____

Business Site Address: _____

Mailing Address (if different from above): _____

Business Owner(s) Name: _____ Telephone: _____

Business Owner Address: _____

Nature of Business: _____ Fire District: _____

Q1. Yes No Does your business handle a hazardous material in any quantity at any one time in the year? See the definition of hazardous material on page 2 of this form.

Yes No Does your business generate, treat, or store a hazardous waste in any quantity? (used oil, used antifreeze, waste solvent, etc.)

If your answer is "No" to both questions in Q1, please print, sign, and date the bottom of this form and return to the address above.

Q2. Yes No Does your business handle a hazardous material, or a mixture containing a hazardous material, in a quantity equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet at any one time in the year?

If "Yes", how long have you handled these materials at your business? _____

If "Yes", check any of the following conditions that apply to your business:

- A. The hazardous materials handled by this business are contained solely in a consumer product packaged for direct distribution to and use by the general public.
- B. This business operates a farm for purposes of cultivating the soil, raising or harvesting an agricultural or horticultural commodity.

Q3. Yes No Does your business handle an Acutely Hazardous Material? See definition on page 2.

Q4. Yes No Is your business within 1,000 feet of the outer boundary of a school? (Grades K-12)

I have read the information on this form and understand my requirements under Chapter 6.95 of the California Health and Safety Code (HSC). I understand that if I own a facility or property that is used by tenants, it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

If you answered "Yes" to Question 2, please go online to cers.calepa.ca.gov to submit your hazardous materials information.

Owner or Authorized Agent:

Print Name: _____ Date: _____

Signature: _____ Title: _____

San Joaquin County Environmental Health Department
HAZARDOUS MATERIALS PROGRAM

This survey form is intended to identify businesses which need to comply with the hazardous materials emergency planning and reporting requirements of the California Health and Safety Code (HSC) Chapter 6.95. This Chapter requires businesses which handle hazardous materials to prepare emergency plans for their employees to use in an emergency. Businesses must submit this information, along with an annual inventory of their hazardous materials, online to the California Environmental Reporting System (CERS) found at cers.calepa.ca.gov for use in protecting emergency responders and the general public. In San Joaquin County, the Environmental Health Department (EHD) has been authorized to administer this program as the Certified Unified Program Agency or CUPA. Should you have any questions about the CUPA program or this form, please contact EHD at (209) 468-3420.

Please consider the following guidelines when completing the questions on page 1:

Question 1:

The (HSC) section 25501(p) defines a “Hazardous Material” as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. “Hazardous Materials” include but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. This includes, but is not limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and used oil. If a business generates any amount of hazardous waste they must enroll in the EHD Hazardous Waste Generator Program. Answer “Yes” if you use a material that meets the definition above in any quantity at least once in the year. If you are unsure, contact the EHD at (209) 468-3420 for assistance. If you answer “No” and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the EHD within 30 days.

Question 2:

If you answer “Yes”, you must meet the requirements of HSC Chapter 6.95. The EHD will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy. If you answer “No”, our office may conduct an inspection after you begin operations to verify your exemption.

The HSC establishes some modified requirements or program exemptions for certain uses of hazardous materials. If you answered “Yes” to questions 1 and 2, a determination must be made if your business meets one of the exemptions listed. Check the appropriate boxes on page 1 and submit the hazardous materials information online at cers.calepa.ca.gov. Please contact the EHD to determine if your business meets the exemptions. However, even if an exemption is met for the Business Plan program, you may still be a hazardous waste generator and will need to report in cers.calepa.ca.gov as a hazardous waste generator.

- A. Retail Exemption – Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if any of the following conditions exist:
 - 1.The quantity handled creates an unacceptable public hazard
 - 2.The material is being used directly by the business as part of its operation in addition to being sold to the general public
 - 3.The general public doesn't have ready access to the product as stored by the business (e.g. in a warehouse).
- B. Modified Farm Exemption – Farms, as stated in Question 2B on page 1, must meet modified program requirements. The definition of a farm in the law doesn't include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for the exemption are still required to submit an annual chemical inventory, site map, and other requirements online to cers.calepa.ca.gov and pay a fee to the San Joaquin County Environmental Health Department (EHD). Please contact the EHD at (209) 468-3420 for assistance. Businesses operating a commercial business in addition to a farm as defined must comply with the requirements of the Hazardous Materials Program for those materials associated with the commercial business.

Question 3:

The Federal and State governments have defined approximately 366 chemicals as an “Acutely Hazardous Material” (AHM). The most common AHM used in the county include: Chlorine, Ammonia, Sulfuric Acid, Methyl Bromide, Acrolein, Sulfur Dioxide, Formaldehyde, Nitric Acid, Vinyl Acetate Monomer, Hydrogen Peroxide, and many types of Pesticides.

Answer “Yes” if you use any of these specific chemicals in any quantity at any one time of the year. Contact the EHD if you're unsure for assistance.

Question 4:

Answer “Yes” if the boundary of your property or facility is or will be within 1,000 feet of the boundary of a school. (K – 12)