

Guide

Applying for an **Administrative Conditional Use Permit**

What is it?

An Administrative Conditional Use Permit allows certain minor or temporary land uses in all districts such as:

- Temporary mobile home occupancy while a permanent home is being built (i.e. one year).
- Christmas tree or firewood sales lot, pumpkin patch, seasonal items.
- Temporary events or signs (i.e. block parties, wedding events, banners, and directional signs).

The Administrative Conditional Use Permit process was created to shorten the Planning Department's review and decision-making process on such uses.

When can it be granted?

The proposed use must be of a short duration. Generally this means 60 days or less, although there may be exceptions. The proposed use can have no more than a negligible impact on the environment. Conditions may be imposed to ensure that the use meets the standards set forth in the Zoning Ordinance.

How do I find out if I need one?

Check with the Planning Department to determine if your project needs an Administrative Conditional Use Permit

Who approves the application?

The Planning Director.

What is the process?

1. **Pre-Application** – Talk to a Planning Department staff member to determine what materials you need to prepare.
2. **Application Filing** – Submit the required applications and materials to the Planning Department at least 30 days before you want to

begin the proposed use. You must contact the Planning Department and set up an appointment with a Senior Planner to review the proposed application prior to filing.

3. **Staff Review** – Planning Department staff will review the materials to ensure that the proposed project meets the minimum zoning requirements, then refer your application to public agencies such as school, park, and fire districts. Some notice may also be given in the vicinity of the proposed site. Staff will visit the site and may write a brief report with recommendations to the Planning Director.
4. **CEQA Review** – Generally applications of this type are exempt from the California Environmental Quality Act (CEQA). However there may be exceptions depending on the project, and further environmental review and time may be necessary at additional cost.
5. **Administrative Review and Decision** – Based on your application and staff recommendations, the Planning Director will render a decision usually within three weeks to approve, conditionally approve, or deny your request. A written response will be mailed to you 2 days later.
6. **Appeal Period** – There will be a 5-day appeal period, after which time the Planning Director's action will be final, unless a written appeal is filed with the Board of Supervisors.

What must I submit?

- A complete **Standard Application** form signed by the property owner.
- A complete **Application Supplement Administrative Conditional Use Permit** form.
- **A filing fee of \$500.**
- A plot plan drawn to a reasonable scale. A sample plot plan is included at the back of the

Alameda County Planning Department

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

Phone: (510) 670-5400 Fax: (510) 785-8793 Web: <http://www.acgov.org/cda/planning>

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Application Supplement *Administrative Conditional Use Permit* form.

- Project description describing the size, hours and days of operation, number of employees, lighting, noise generation, traffic and parking issues the project may generate.
- A brief written statement explaining how your proposed use generally would be in the public interest and would not have a negative impact on the surrounding area or the environment.
- Any additional materials requested by the Planning Department.

The filing fee?

The filing fee of \$500 covers the cost of processing the Administrative Conditional Use Permit request.

What information should I include in my written statement?

You may include any information that you believe will support your application. You must include the noted above. Common sense, factual information is very useful. You may also submit any drawings or other materials that would support your statement/description.

Be sure the drawings clearly show all relevant views of any structures. Remember, you as the applicant probably know more about your proposed project than anyone else. Let us know what you know. We also appreciate photos.

How long is the process?

In most cases, the Planning Director will make a decision within three weeks, upon receipt of a completed application. An appeal will add approximately two months to the processing time.

Is there a public hearing?

No. A public hearing is not required for an Administrative Conditional Use Permit.

What conditions might be applied?

Conditions vary depending on the particular use and its proposed location. Possible conditions include restrictions on hours of operation, the type of structure, that may be used, and the length of time the permit is valid.

What if my application is denied?

You or another interested party may appeal the Planning Director's decision to the Board of Supervisors, who will reconsider your request. The Board of Supervisors decision is final.

How is an appeal filed?

You, or any other person who is not satisfied with the decision, may appeal the action to the Clerk of the Board of Supervisors within 5 calendar days of the decision. To appeal, you must file an appeal letter and submit a fee (\$250 for applicant or other interested parties) to the Board of Supervisors, Administration Building, 1221 Oak Street, Oakland, CA 94612 or at the Permit Center, 399 Elmhurst Street, Suite 141, Hayward, CA 94544, which will then set a date for a public hearing to consider the appeal.

The Alameda County Board of Supervisors generally holds hearings on planning and zoning matters on the 1st Thursday of the month at 9:00 a.m. in the Board of Supervisors chambers, 5th floor, 1221 Oak Street, in Oakland.

Is this the complete process?

No. You will most likely also need to obtain other ministerial permits, such as Building Permits and Fire Clearances, as part of a separate process once the Administrative Conditional Use Permit is complete. Look for the Conditions of Approval if this Administrative Conditional Use Permit is approved.

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AC-	Administrative Conditional Use Permit Application Supplement
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Administrative Conditional Use Permit

- For complete filing instructions, see the **Standard Application** form.
- For general procedures and guidelines, read the handout “*Applying for an Administrative Conditional Use Permit*”
- You must make an appointment with a Planning Department staff member to determine if materials or information (in addition to those listed below) are needed to evaluate your project.
- If you have any questions, please call (510) 670-5400.

1. Applicant Name: _____
2. Site address and location: _____
3. Contact the Planning Department at (510) 670-5400 to make an appointment with a Senior Planner to submit the following materials to the Alameda County Planning Department (Zoning Counter) at 399 Elmhurst Street, Hayward, California. **We will not accept incomplete applications.** Please use the following checklist to ensure the application is complete.

Required

Standard Application form.

Application Supplement: *Administrative Conditional Use Permit* form.

Filing Fee: \$500. Make check payable to “**Treasurer, County of Alameda.**”

Plot Plan: (10 copies). Show all information as shown on the **Sample Plot Plan** on the back of this form. Minimum paper size is 8½ x 11 inches. Larger plans shall be folded to 8½ x 11 inches.

Supporting Documents: Other documents to support the project may include elevations, floor plan, applicable permits from other County, State or Federal agencies.

Project Description: _____

Other Information requested by planner: _____

Call for appointment to meet with a Senior Planner for submittal.

Applicant Signature verifying that the applicant understands the application process:

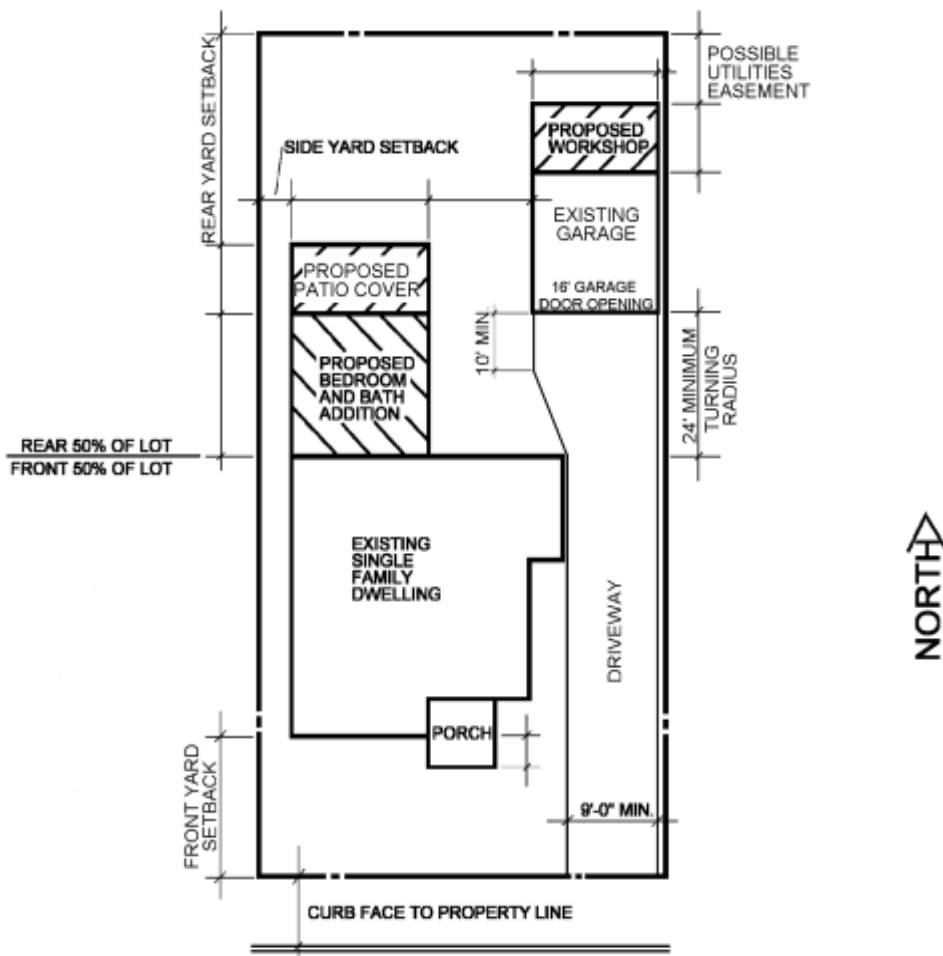
Applicant Signature Date

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Sample Site Plan

Site Plan should include the following:

1. North direction arrow.
2. Scale. You must use 1 inch = an even number of feet (i.e. 20 feet, 40 feet, 100 feet, or 600 feet depending on the size of your property).
3. Boundaries of the parcel, including dimensions (you may need a plot map of your property).
4. Location, dimensions, and purpose of rights-of way and easements within the property.
5. Location, dimensions, and use of all existing and proposed structures.
6. Distances of existing and proposed structures from all property lines, from rights-of way, easements, and other structures.
7. Location of all utilities labeled existing or proposed, including septic tank and drainfield, water, power, phone etc.
8. Location and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways, and other impervious (paved) area(s).
9. Location of any surface water (streams, culverts, drainage ways), or any distinguishing land features such as slopes within or adjacent to the parcel.
10. On the back of your site plan, please provide detailed directions to the site.
11. Vicinity map.



TYPICAL PLOT PLAN DETAIL