

Guide

Applying for a Site Development Review Agriculture Caretaker Dwelling

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 a Site Development Review 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.

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 required applications and materials to the Planning Department. Contact the Planning Department to discuss the application materials to be submitted (these are listed at the end of this Supplement).
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 refer your application to other agencies, such as school and fire districts, and nearby 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.

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.
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 must I submit?

- A complete **Standard Application** form signed by the property owner.
- A complete **Application Supplement: Agricultural Caretaker Dwelling Site Development Review** form.
- A complete **Agriculture Caretake Dwelling Report** signed by the property owner.
- Photographs of the dwelling unit taken from each direction and public roadway.
- A \$2,000.00 filing fee deposit.
- Electronic files of the drawings, .pdf formatted Project drawings drawn to a reasonable (legible) scale, drawn to minimum scale of 1" = 20', and hardcopy paper drawings folded to 8.5"x 13". See Page 4 and 5 for details.

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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- Any additional materials requested by the Planning Department.

How long is the process?

In most cases six to eight weeks, depending on the proposed use and the complexity of the project. The period will be longer if an Environmental Impact Report is required, or there is an appeal.

What is the cost?

The standard filing fee is \$2,000. 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. In some cases, additional money may be requested if an Environmental Impact Report is necessary. If the deposit is depleted, additional money must be deposited for application processing to continue. Any excess funds will be refunded after the final action on your application.

What information or material might be requested?

You may provide maps, photographs, exhibits, studies, factual data, or other information depicting the property, its location and its relationship to surrounding uses in order to demonstrate that the Site Development Review would be in the public interest.

Is there a public hearing?

After staff reviews the submitted materials, the initial Agricultural Caretaker Dwelling 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 an Agricultural Caretaker Dwelling 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 areas represented by Municipal Advisory Councils will need a public hearing at the MAC, which makes its recommendation to the Planning Director.

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 noncompliance 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.

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 (\$250 for applicant or other interested parties) within 10 calendar days. 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 Agricultural Caretaker Dwelling Site Development Review one year after the final denial

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) hearings are held at various locations, depending on which MAC body has

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jurisdiction: Castro Valley MAC, Eden MAC, Fairview MAC, or Sunol. Staff will let you know the place and time of the public hearing, if one is held. For projects outside of MAC areas, public hearings are held Tuesday mornings in the Public Hearing Room of the Community Development Agency building at 224 West Winton Avenue in Hayward or held virtually depending on staff's discretion.

The Alameda County Planning Commission hearings are held on the 1st and 3rd Mondays of the month at 3:00 p.m. 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.

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S-

Agriculture Caretaker Dwelling Application Supplement

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 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:

Required	Submitted	2. Submit the following materials and fees to the Alameda County Planning Department electronically at planninginfo@acgov.org . Paper copies of the applications, if requested, are to be submitted to the Planning Department at 224 West Winton Avenue, Suite 111, Hayward, CA 94544. Incomplete applications will not be accepted. Please use the following checklist to ensure your application is complete.
<input type="checkbox"/>	<input type="checkbox"/>	STANDARD APPLICATION FORM: Signed by the property owner.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION SUPPLEMENT: <i>Agricultural Caretaker Dwelling Site Development Review</i> form.
<input type="checkbox"/>	<input type="checkbox"/>	AGRICULTURE CARETAKER DWELLING REPORT: Signed by the property owner.
<input type="checkbox"/>	<input type="checkbox"/>	INITIAL FILING FEE DEPOSIT: \$2,000. If paying by check, 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"/>	<input type="checkbox"/>	<p>Project Drawings: Show all information as shown on the Sample Plot Plan on the back of this form.</p> <p>To start the submittal process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electronic files of the drawings, .pdf formatted. <input type="checkbox"/> Site Plans <input type="checkbox"/> Floor Plans <input type="checkbox"/> Building Elevations (including color drawings) <input type="checkbox"/> Preliminary Grading Plan <input type="checkbox"/> Preliminary Landscape Plan (including color drawings) <input type="checkbox"/> If on a Hillside: Building Section Drawings <p>During the project review phase:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Paper drawings in the quantity and paper size as requested by Planning Department staff. Materials and Color Board
<input type="checkbox"/>	<input type="checkbox"/>	ELEVATIONS OR MANUFACTURER’S INFORMATION ON DWELLING UNIT
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOGRAPHS OF DWELLING UNIT taken from each direction and from public roadway.
<input type="checkbox"/>	<input type="checkbox"/>	GRADING PLAN (if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	LANDSCAPING PLAN (if necessary)

S-

Agriculture Caretaker Dwelling Application Supplement

ADDITIONAL MATERIALS: As requested by the Planning Department.

Submit the required plans in pdf. format, (paper drawings may be requested by planning staff during review) 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 141, Hayward, 94554.

Other County Phone Numbers:

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

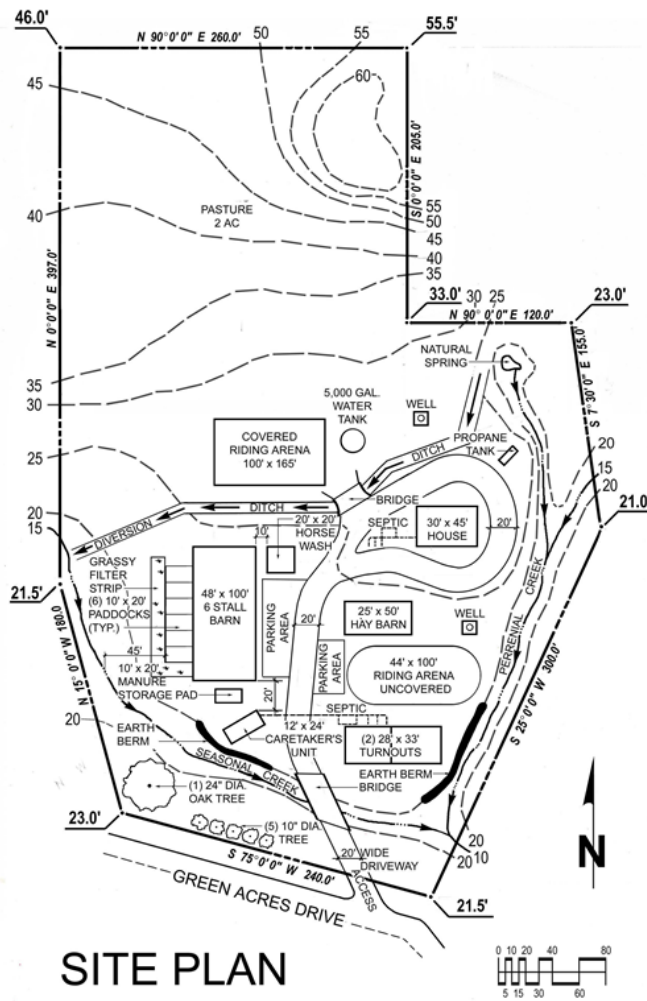
Environmental Health Services, Septic and Water: 510-567-6700, Vector Control: 510-567-6806
1131 Harbor Bay Parkway, Alameda, 94502-6577

Fire Prevention Department: 925-833-3473
6363 Clark Avenue, Dublin, California, 94568

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. Extent of area which will be disturbed by construction activity, clearing, digging, or earth moving.
11. On the back of your site plan, please provide detailed directions to the site.
12. Vicinity map.



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: _____

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.)

<i>ADDRESS</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>WATER SUPPLY</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
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"/>
				Is there a blue water supply marker on the tank and on your address marker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ACCESS</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>PROPANE TANK</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
Is your access road or driveway constructed of an all-weather surface?	<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 the surface maintained throughout the year?	<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 there a bridge on the access road or driveway to your home?	<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"/>
Is the bridge certified and posted as to maximum weight?	<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"/>
Have you added a new gate to the driveway or access road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of inspection: _____			
Is your driveway gate equipped with a KNOX key or key box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

<i>DEFENSIBLE SPACE</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
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"/>	<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 925.833.3473

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. 141, Hayward, CA 94545**