



CITY OF HAYWARD
HEART OF THE BAY™

**City of Hayward
Development Review Process
Focus Group Meeting**

**Wednesday, April 7, 2010
Hayward City Hall, Room 2A
10:00 am – Noon**

Meeting Agenda

- I. Welcome and Introductions (15 minutes)
- II. Previous Recommendations - Implementation (15 minutes)
- III. Pre-Application and Planning Review Processes (continued) (80 minutes) – *Richard Patenaude, Planning Manager/Sara Buizer, Senior Planner/Tim Koonze, Associate Planner*
 - Review of Sample Draft Flow Charts (enclosed)
 - Review of Sample Draft Planning Handouts (enclosed)
 - Review of Draft Development Application, Instructions & Checklist (enclosed)
 - Review of Draft Development Application Customer Survey (enclosed)
- IV. Next Meeting Date and Focus Topic(s) (10 minutes)
June 2, 2010 – 10:00 am – Noon



CITY OF HAYWARD
PLANNING DIVISION
APPLICATION FOR A DEVELOPMENT PERMIT
 777 B STREET, HAYWARD, CA 94541-5007
 (510) 583-4200 ♦ TDD (510) 247-3340 ♦ FAX (510) 583-3649

APPLICATION NUMBER	_____
TYPE	_____
TAKEN BY	_____
DATE	_____

APPLICANT(S) _____
LAST NAME FIRST NAME

COMPANY NAME (IF APPLICABLE) _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____ PHONE NO. _____

FAX NO _____ E-MAIL _____ CELL PHONE _____

APPLICANT'S INTEREST IN PROPERTY: OWNER LESSEE OPTIONEE OTHER _____

INVOICES TO BE DIRECTED TO: OWNER APPLICANT OTHER _____

(Please provide address if other, see note 2)

INITIAL FEE	_____
ADDITIONAL TIME & MATERIAL CHARGES NOT TO EXCEED	_____
[See Note 2]	

PROPERTY OWNER(S) _____ PHONE NO. _____
LAST NAME FIRST NAME

STREET _____ CITY _____ STATE _____ ZIP CODE _____

FAX NO _____ E-MAIL _____ CELL PHONE _____

TYPE OF PERMIT(S): SITE PLAN REVIEW GENERAL PLAN AMEND. PARCEL MAP TRACT MAP VARIANCE
 USE PERMIT ADMIN. USE PERMIT ZONE CHANGE FROM _____ TO _____ OTHER _____

PROJECT ADDRESS/LOCATION _____

ASSESSOR'S MAP NO. _____ **ZONING DISTRICT(s)** _____

PROJECT DESCRIPTION (attach additional sheets if necessary) _____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE AND, FURTHER THAT I APPROVE OF THE PROPOSED USE CONTAINED HEREIN. SEE NOTE 2.

OWNER SIGNATURE **X** _____

I HEREBY STATE THAT THE FOREGOING STATEMENTS AND ANSWERS AND ALL DATA, INFORMATION AND EVIDENCE SUBMITTED HERewith ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

APPLICANT SIGNATURE **X** _____

STAFF REMARKS

THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED

NOTE 1: FEES ARE NOT REFUNDABLE AND PAYMENT IN NO WAY GUARANTEES APPROVAL OF APPLICATION.
 NOTE 2: THE OWNER IS RESPONSIBLE FOR PAYING ALL TIME AND MATERIAL CHARGES.



Development Application Instructions and Checklist

City of Hayward, Planning Division
777 B Street, First Floor, Hayward, CA 94541
(510) 583-4200 Telephone (510) 583-3649 Fax

Submittal Requirements

All applicants should consult with a Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Application Form**, must be signed by both applicant and property owner
- Application Fee**
- Application Checklist** (this form)
- Required Findings**
 - An explanation of how each of the required findings for your particular application can be made. See handout for required findings based on application type
- Plans** (Prepared by a qualified design professional)
 - Site Plan** (should be to scale)
 - Show the entire property involved, including all property lines
 - Show the location of all existing and proposed structures, including those to be removed
 - Show the distances between existing and proposed buildings and property lines
 - Show any existing and proposed easements
 - Show the existing and proposed parking areas
 - Show existing and proposed landscape areas
 - Show the location of existing and proposed trees and other natural features, including creeks, earthquake fault traces, landslide areas, etc.
 - Show location of existing and proposed fences and/or retaining walls
 - Show the location and dimensions of the trash and recycling enclosure(s), if applicable
 - Show the location of any signage such as a monument sign, if applicable
 - Show the location and dimension of all group and private open space areas (multi-family residential projects only)

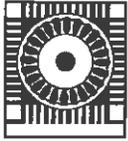
- **Floor Plans** (should be dimensioned and to scale)
 - Show all interior improvements
 - Indicate on the floor plan the use of each room
 - Include dimensions of each space, including all parking areas

- **Elevation Drawings** (should be dimensioned and to scale)
 - Show all exterior building elevations, i.e. all sides of each structure, including building heights
 - Show all fences and/or walls
 - Show all trash and recycling enclosures, if applicable
 - Show location and type of all exterior lighting
 - Indicate building materials and colors (colored elevations are encouraged)
 - Show any exterior building wall signage, if applicable

- **Landscape and Irrigation Plans** (generally required to be prepared by a licensed Landscape Architect) *Refer to the Article 12 of the Hayward Municipal Code related to the Bay-Friendly Water-Efficient Landscape Ordinance and the Hayward Environmentally-Friendly Landscape Guidelines*
 - Show locations of proposed plants, trees and ground covers
 - Provide a plant legend that indicates plants' botanical and common names
 - Indicate the quantity, size and spacing of all plant materials
 - Show and label all existing trees to be removed or retained
 - Show the layout of the irrigation system including the water meter, main and lateral lines, sprinklers, bubblers, drip emitters, etc.
 - Provide a summary data table on the plans that includes (1) the total landscape area in square feet; (2) the project type, i.e. new, rehabilitated, public, private, homeowner-installed, etc.; and (3) water supply type, i.e. potable, recycled, well.
 - Water Efficient Landscape Worksheet including the hydrozone information table and water budget calculations

- **Grading, Utility and Drainage Plans**
 - Show existing and proposed grades; contours for steep slopes are to be drawn at a minimum of 2-foot intervals
 - Show the direction of storm drainage runoff and the existing facility that will receive the runoff
 - Show all proposed utilities, including water connections, sanitary sewer, storm lines, street and parking lot lighting, etc.

- **Other items, as applicable**
See Planner to determine what other items may be applicable for your project
 - May include Business Plan, Geotechnical Study, Traffic Study, Photosimulations, Arborist Report, Soil Management Report, Lighting Plan, or other information to allow an environmental impact analysis.



CITY OF HAYWARD - PLANNING DIVISION

DEVELOPMENT PROCESS CUSTOMER SURVEY

Date: _____ **Application Type:** *SPR* ___ *CUP* ___ *ZC* ___ *Other* _____

Prior to Application

Not at all

Completely

How helpful was the website?

1 2 3 4 5

How helpful were the handouts?

1 2 3 4 5

How helpful was staff?

1 2 3 4 5

During the Application Process

Were you kept informed of the progress of your application?

1 2 3 4 5

Did the Planning staff treat you in a professional and courteous manner?

1 2 3 4 5

Did the time it took to process your application meet your expectations?

1 2 3 4 5

After the Application Process

How satisfied are you with the entire review process?

1 2 3 4 5

Comments: _____

Contact Information (optional)

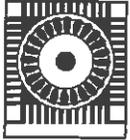
May we contact you: Yes _____ No _____ Application No.: _____

Are you the: Applicant _____ Owner _____ Development Professional: _____ Other: _____

Name: _____ Name or Business (optional): _____

Phone Number: _____ FAX No. _____

Email: _____



CITY OF HAYWARD - PLANNING DIVISION

CONDITIONAL USE PERMIT

WHAT IS ITS PURPOSE?

The purpose for requiring a Conditional Use Permit is to assure certain uses, as specified in the various districts, are permitted. Where there is a community need and to assure they are be in maximum harmony with the area and in accordance with official City policies.

WHAT FINDINGS MUST BE MADE TO APPROVE A CONDITIONAL USE PERMIT?

A Conditional Use Permit application may be approved or conditionally approved, when ALL of the following findings are made:

- a. The proposed use is desirable for the public convenience or welfare;
- b. The proposed use will not impair the character and integrity of the zoning district and surrounding uses;
- c. The proposed use will not be detrimental to the public health, safety, or general welfare; and
- d. The proposed use is in harmony with applicable City policies and the intent and purpose of the zoning district involved.

WHEN IS A CONDITIONAL USE PERMIT REQUIRED?

Approval of a Conditional Use Permit is required before certain uses may be established as defined on the various by zoning district. Refer to the "Zoning Use Charts" available in the Permit Center or on the City of Hayward website within the Development Services Department, which can be found by clicking on "DEPARTMENTS" on the left-hand side of the City's home page or check with the Planning Division

WHAT DOES IT COST?

The initial deposit for a Conditional Use Permit application is a \$5,000 deposit to be used for cost of staff review time and materials [See Planning Fee Schedule].

WHAT MATERIALS DO I SUBMIT?

Refer to the "Development Application Instructions and Checklist" available in the Permit Center or on the City of Hayward website within the Development Services Department which can be found by clicking on "DEPARTMENTS" on the left-hand side of the City's home page at www.hayward-ca.gov.

All applicants should consult with a Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, some of the requirements may not be necessary.

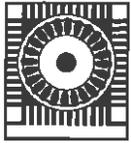
HOW LONG DOES THE APPROVAL LAST?

The initial approval lasts for three years. Prior to the expiration of the approval, the applicant may request an extension for up to two years.

FUTURE CONSTRUCTION

All new construction must meet the City's Green Building Ordinance and Bay Friendly Landscaping requirements. These ordinances can be found by clicking on the "Green Hayward" icon (shown below) located on the left-hand side of the City's home page at www.hayward-ca.gov.





HOW TO APPLY FOR A GENERAL PLAN AMENDMENT

WHAT IS ITS PURPOSE?

The amendment process seeks to provide for careful evaluation of proposed changes in terms of long term planning goals.

WHAT FINDINGS MUST BE MADE TO APPROVE A GENERAL PLAN AMENDMENT?

A General Plan Amendment may be approved when ALL of the following findings are made:

- 1) Substantial proof exist that the proposed change will promote the public health, safety, and convenience and general welfare of the residents of Hayward;
- 2) The proposed change is in conformance with the purposes of the Zoning Ordinance and all applicable, officially adopted policies and plans;
- 3) Streets and public facilities existing or proposed are adequate to serve all uses permitted when property is reclassified; and
- 4) All uses permitted when property is reclassified will be compatible with present and potential future uses, and further, a beneficial effect will be achieved which is not obtainable under existing conditions.

WHEN IS A GENERAL PLAN AMENDMENT REQUIRED?

A General Plan Amendment is required to alter the General Plan Map land use designation or policies. The General Plan is a long-term comprehensive plan for community development adopted by City Council. It is the basis for determining acceptable land uses and related park, road and other infrastructure needs. Zoning designations and development proposals are to be consistent with the policies and land use designations of the General Plan.

WHAT DOES IT COST?

The initial deposit for a General Plan Amendment is a \$15,000 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule].

WHAT MATERIALS DO I SUBMIT?

Refer to the "Development Application Instructions and Checklist " available in the Permit Center or on the City of Hayward website within the Development Services Department which can be found by clicking on "DEPARTMENTS" on the left-hand side of the City's home page at www.hayward-ca.gov.

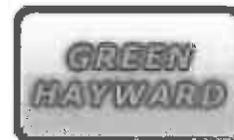
All applicants should consult with a Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, some of the requirements may not be necessary.

HOW LONG DOES THE APPROVAL LAST?

There is no expiration for alterations to the General Plan map land use designation or policies within the General Plan.

FUTURE CONSTRUCTION

All new construction must meet the City's Green Building Ordinance and Bay Friendly Landscaping requirements. These ordinances can be found by clicking on the "Green Hayward" icon (shown below) located on the left-hand side of the City's home page at www.hayward-ca.gov.





CITY OF HAYWARD - PLANNING DIVISION

SITE PLAN REVIEW

WHAT IS ITS PURPOSE?

The Site Plan Review process is aimed at fostering development and the establishment of uses which contribute to an attractive City, while working within physical and environmental constraints and recognizing traffic circulations. Development should be constructed in a manner determined to be acceptable with surrounding development. Proposals should comply with the intent of City development policies and regulations.

WHAT FINDINGS MUST BE MADE TO APPROVE A SITE PLAN REVIEW?

A Site Plan Review application may be approved, or conditionally approved, when **ALL** of the following findings are made:

- a. The development is compatible with on-site and surrounding structures and uses and is an attractive addition to the City;
- b. The development takes into consideration physical and environmental constraints;
- c. The development complies with the intent of City development policies and regulations; and
- d. The development will be operated in a manner determined to be acceptable and compatible with the surrounding development.

WHEN IS A SITE PLAN REVIEW REQUIRED?

Site Plan Review is required for all new development unless the Planning Director determines that the development would not materially alter the appearance and character of the property or area, or may be incompatible with the City policies, standards, and guidelines.

WHAT DOES IT COST?

The initial deposit for a Site Plan Review application is \$2,500. The deposit covers staff review of the application and preparation of findings and conditions of approval. Additional deposits may be required for complicated projects.

WHAT MATERIALS DO I SUBMIT?

Refer to the "Development Application Instructions and Checklist" available in the Permit Center or on the City of Hayward website within the Development Services Department which can be found by clicking on "DEPARTMENTS" on the left-hand side of the City's home page at www.hayward-ca.gov.

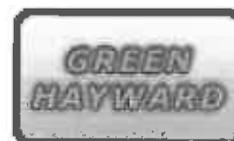
All applicants should consult with a Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

HOW LONG DOES THE APPROVAL LAST?

The initial approval lasts for three years. Prior to the expiration of the approval, the applicant may request an extension for up to two years.

FUTURE CONSTRUCTION

All new construction must comply with the City's Green Building Ordinance and Bay Friendly Landscaping requirements. These ordinances can be found by clicking on the "Green Hayward" icon (shown below) located on the left-hand side of the City's home page at www.hayward-ca.gov.

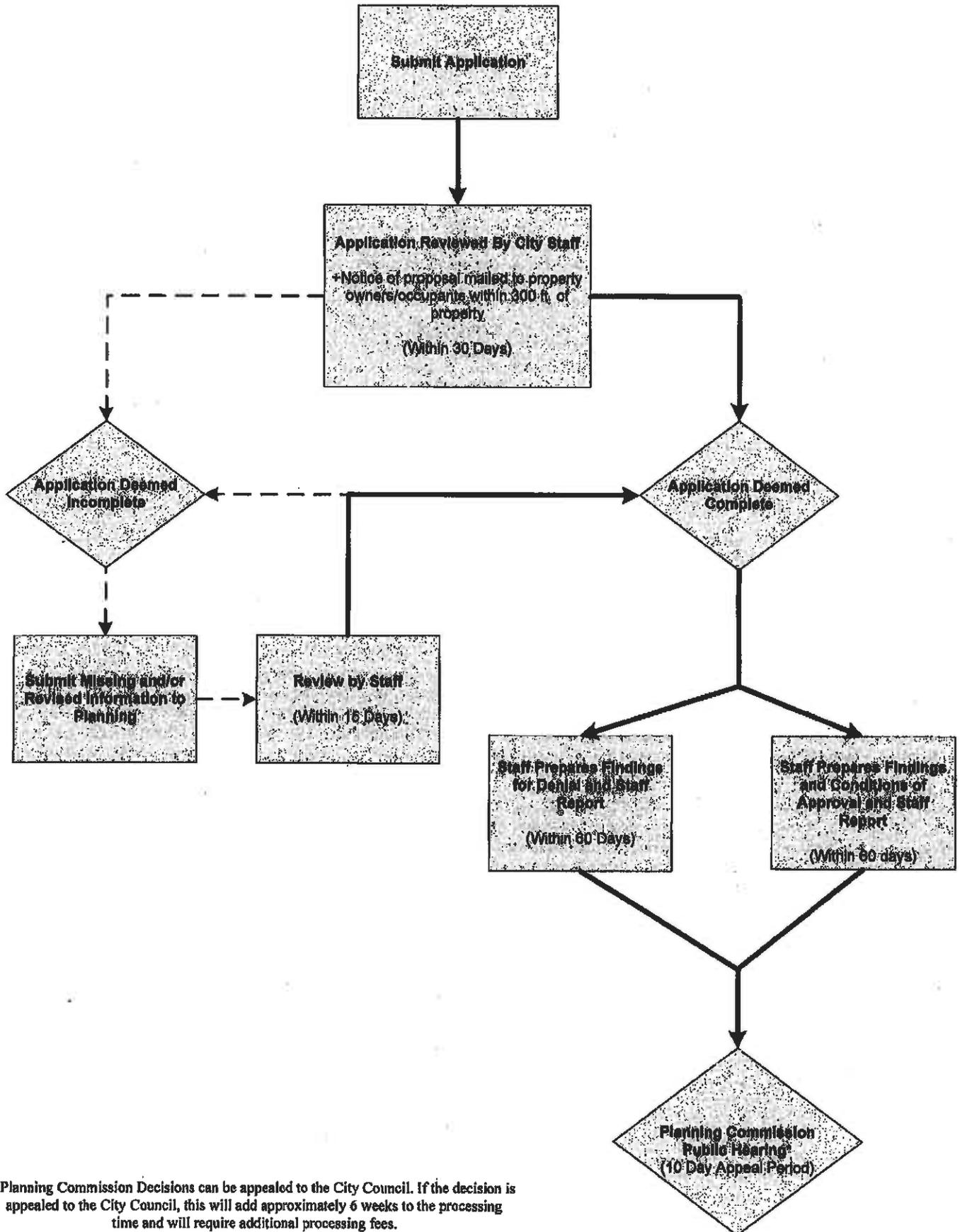




City of Hayward – Planning Division

Conditional Use Permit

Goal: 12 Weeks Processing Time



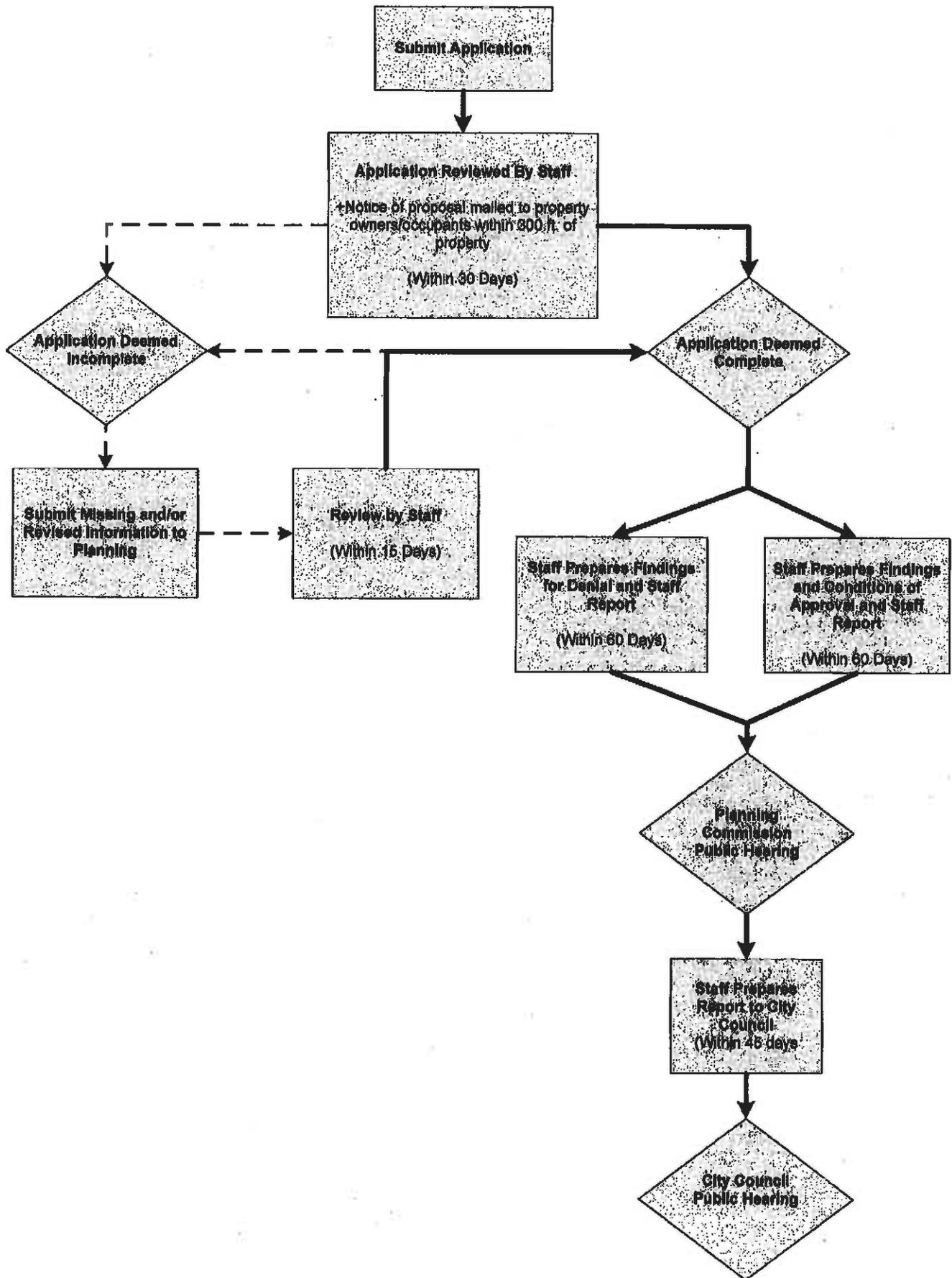
*Planning Commission Decisions can be appealed to the City Council. If the decision is appealed to the City Council, this will add approximately 6 weeks to the processing time and will require additional processing fees.



City of Hayward – Planning Division

General Plan Amendment

Goal: 18 Weeks Processing Time

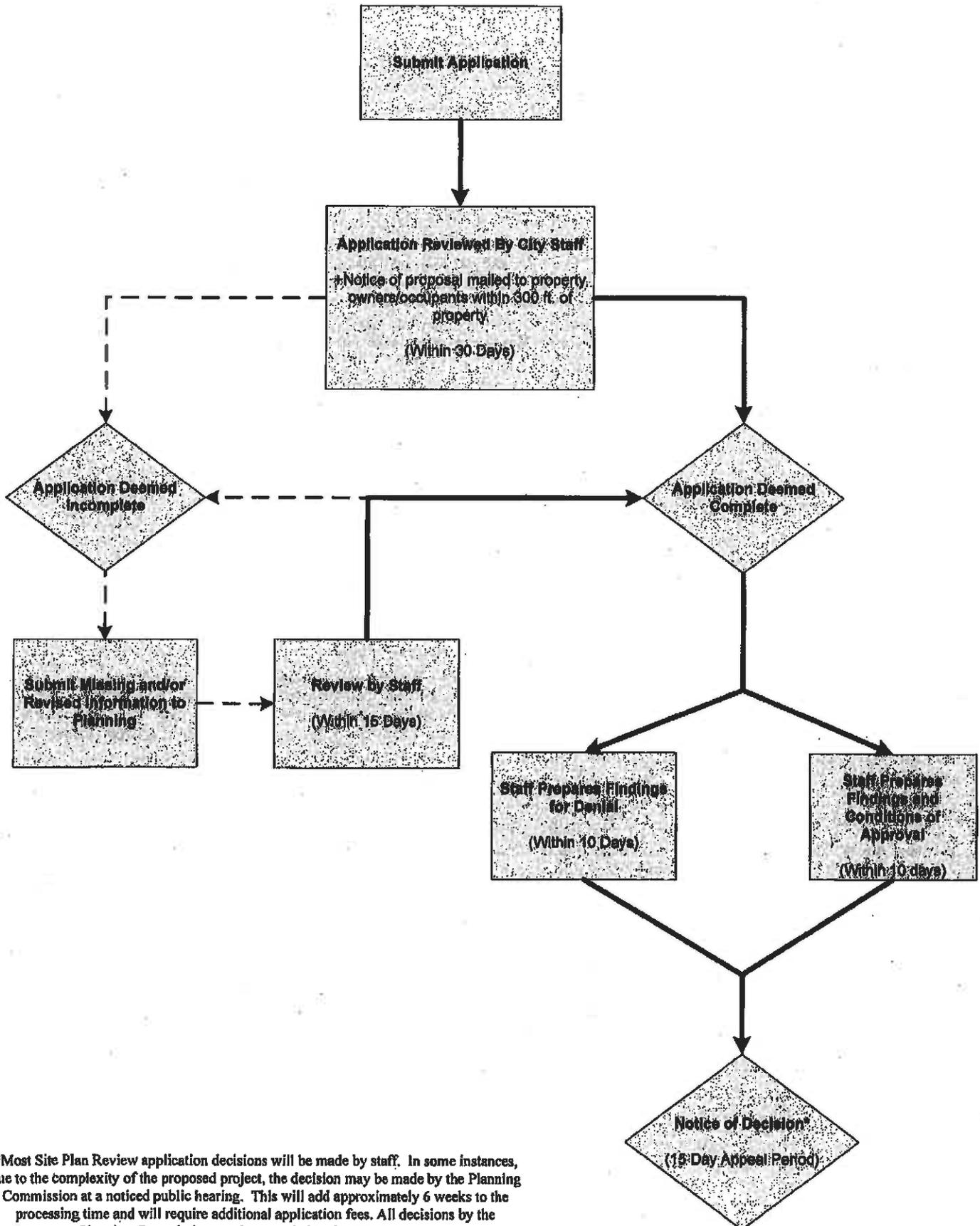




City of Hayward – Planning Division

Site Plan Review

Goal: 6 Weeks Processing Time



*Most Site Plan Review application decisions will be made by staff. In some instances, due to the complexity of the proposed project, the decision may be made by the Planning Commission at a noticed public hearing. This will add approximately 6 weeks to the processing time and will require additional application fees. All decisions by the Planning Commission can be appealed to the City Council.