



HOW TO APPLY FOR AN ADMINISTRATIVE USE PERMIT

WHEN IS AN ADMINISTRATIVE USE PERMIT REQUIRED?

Approval of an administrative use permit is required before certain uses may be established in the City. The list of uses that require an administrative use permit varies by zoning district. Check with the Planning Division or refer to the zoning district regulations in the Zoning Ordinance to determine if your project requires approval of an administrative use permit.

WHAT IS ITS PURPOSE?

The purpose of an administrative use permit is to assure that certain uses, as specified in the various zoning districts, are permitted where there is a community need, and that the uses occur in maximum harmony with the area and in accordance with city policies and regulations. Conditions, which are attached to use permits are intended to ensure harmony, and may include such things as limits on hours of operation or visual improvements.

An application for a site plan review and/or a variance may be processed concurrently with the administrative use permit application.

WHAT DOES IT COST?

The fees for an Administrative Use Permit consist of an initial deposit, plus time and material. The initial deposits for the different types of

Administrative Use Permits are listed as follows:

a. Temporary Use \$1,500.00; b. Administrative – Residential (including livestock) \$2,500.00; c. Planning Commission Referral – Residential (including Livestock) \$4,000.00; d. Administrative – Commercial/Industrial (including Food Vendors) \$3,000.00; e. Planning Commission Referral – Commercial/Industrial (including Food Vendors) \$5,000.00. [See Planning Fee Schedule].

WHO APPROVES AN ADMINISTRATIVE USE PERMIT?

An administrative use permit is approved by the Planning Director. The Planning Director's action may be appealed within 15 days to the Planning Commission. The action of the Planning Commission can be appealed to the City Council.

WHAT ARE THE STEPS?

1. Make an appointment with a Planner to determine which regulations apply to your proposed use. In certain cases you may also be directed to contact other City departments. At your request, or if a Planner determines it would be helpful, a pre-application meeting will be set up with staff members in attendance from the appropriate City departments.
2. Submit a completed application form, filing fee and required materials for review to the Planning Division.

3. A Planner will review your application to insure that it contains sufficient information to process. Copies of your proposal will also be referred to other effected departments, other agencies and to property owners and occupants in the area for comment. Upon receipt of their responses, the project planner may contact you to obtain additional information.
4. When all additional information requested has been received and your application is deemed complete, the Planning Director may approve, deny, or refer the application to the Planning Commission. If the Planning Director approves the applications all conditions of approval will be discussed with you beforehand.

WHAT MATERIALS DO I SUBMIT?

Obtain “Development Application Instructions” available at the Permit Center or on line at www.hayward-ca.gov.

HOW LONG DOES THE PROCESS TAKE?

Once the application is complete with all requested information submitted, the process takes approximately 6 to 8 weeks. Proposals requiring special environmental studies may require additional time. (NOTE: Estimated processing time **does not** include time needed by the applicant to revise and resubmit plans and studies.)

If an Environmental Impact Report (EIR) is required, the process will take considerably longer. For details about EIR requirements or other environmental concerns, see the Environmental Assessment Information Sheet.)

WHAT IS INVOLVED IN THE APPROVAL PROCESS?

The applicant and all owners and occupants of property within 300 feet of the boundaries of the project will be notified that the Planning Director has approved the project.

MAY A DECISION BE APPEALED?

An applicant or anyone else who may be effected by the decision of the Planning Director may appeal the decision to the Planning Commission. To appeal, a written statement explaining one's objections must be filed with the Planning Division within 15 days after the decision has been made. A public hearing before the Planning Commission will be held in approximately 4 to 6 weeks.

WHEN ARE HEARINGS HELD?

The Planning Commission holds public hearings on Thursdays at 7:30 p.m. in the City Council Chambers, City Hall, 777 B Street, Hayward. The City Council holds public hearings on the first four Tuesdays of each month at 8:00 p.m.