

Development Permit Application Submittal Materials

Development Services Department-Planning Division

All applicants should consult with a City 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. All new applications shall be submitted through the [E-Permits Portal](#).

- ☐ **Plan Sharing Authorization Form.** All plan preparers shall complete this form.
- ☐ **Owner Authorization Form.** Only required if property owner(s) are not the applicant.
- ☐ **Application Deposit or Fee.** Some fees will be paid through the E-Permits Portal. All other payments will be coordinated through City Staff upon receipt of application. Refer to [Master Fee Schedule](#).
- ☐ **Project Narrative or Business/Operations Plan.** A written description and explanation of your project.
- ☐ **Required Findings.** A written justification on how each of the Required Findings for your particular application(s) can be made. Findings may be found within Hayward Municipal Code (HMC).
- ☐ **Architectural Plans** (prepared by qualified licensed design professionals). All plans shall be drawn to scale, in an appropriate, unlocked file format and clearly labeled that contain the following information:
 - ☐ **Project Data Summary.** All of the following information shall be provided on the cover sheet of the plans.
 - Scope of work for proposed development/land use including address(es), APN, zoning district, site area.
 - Indicate the type of construction, building occupancy and total building/floor area for each building.
 - Existing and proposed calculations of parking spaces, open space, floor area, lot coverage, landscaping area.
 - Include the table(s) in HMC Section 10-1.204.2, 10-1.205.1, 10-1.206.1 and/or 10-24.3.2.010.A with the points per element and for the project as a whole. Provide any calculations, dimensions, and/or diagrams needed to demonstrate compliance.
 - ☐ **Site Plan.**
 - Show the entire property involved, including all property lines and lot dimensions.
 - 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 with dimensions.
 - Show the existing and proposed parking areas with dimensions.
 - 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, recycling and organics enclosure(s).
 - Show the path of travel of the trash collection vehicle to the enclosure(s) or trash collection staging area(s).
 - Show location and type of exterior lighting (photometric plan may be required - see Transportation section).
 - Show the location of any project signage.
 - Show the location and dimensions of all open space areas.
 - Show the location and width of all pedestrian and vehicular routes including proposed public and private streets.
 - Identify and show the location of the nearest fire hydrant and provide water flow and pressure information for the hydrant, which can be obtained from the Public Works Department - Utilities Division.
 - Show emergency vehicle access and fire truck turnaround.
 - ☐ **Floor Plans.**
 - Show all interior improvements (existing and proposed).
 - Indicate on the floor plan the dimensions and use of each room/space, and labels for each area and its use.
 - ☐ **Elevations Drawings.**
 - Show all existing and proposed exterior building elevations, (i.e. all sides of each structure, building heights).
 - Show all fences and/or walls.
 - Show all trash and recycling enclosures.
 - Indicate building materials and colors (colored elevations are encouraged).
 - Show any exterior building wall signage.

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- ☐ **Landscape and Irrigation Plans.** (prepared by a California licensed Landscape Architect) All plans shall be prepared on a site topographic survey and include the following information:
- ☐ **Conceptual Planting Plan.**
 - Show locations of all existing and proposed trees.
 - Show locations of proposed plants, trees and ground covers (recommended use of California native plants).
 - Identify all existing and proposed landscape and bio-filtration areas with a hatch pattern.
 - Provide a plant legend that includes botanical and common name, water use and planting size.
 - Indicate the quantity, size, mature size and spacing of all plant materials.
 - Show all underground and above-ground utilities.
 - ☐ **Conceptual Irrigation Plan.**
 - Show proposed irrigation equipment including point of connection with static pressure, water meter, backflow prevention device and automatic irrigation controller(s).
 - Provide an irrigation legend for all proposed irrigation equipment.
 - Show each hydrozone area with a dashed outline, identify the irrigation types used and the square footage of each hydrozone.
 - Include completed Water Efficient Landscape Worksheet including the hydrozone information table and water budget calculations, Refer to [Chapter 10, Article 12 for the Bay-Friendly Water-Efficient Landscape Ordinance](#) for requirements.
- ☐ **Comprehensive Arborist Report.** (prepared by a Certified Arborist) Refer to [Chapter 10, Article 15 for the Tree Preservation Ordinance](#) for requirements.
- Provide a table of all existing trees and identify if they are to be removed or maintained, their current health, their appraised value and the total value for mitigation.
 - Show, label and number all existing trees to be removed or retained on the topographic site survey.
 - Provide a table that identifies all mitigation measures, their mitigation value and the total mitigation value.
- ☐ **Grading, Utility, and Drainage Plans.** (Prepared by a California licensed Civil Engineer and per [City Standard Details](#))
- Provide topographic site survey
 - [Stormwater Requirements C.3 Checklist](#).
 - Show proposed stormwater treatment control measures (if required per C.3 checklist) and sizing calculations.
 - Show stormwater detention facilities and sizing calculations to ensure post-development drainage flow will not exceed pre-development drainage flow.
 - Show the land disturbance area to determine if the project will require a Storm Water Pollution Prevention Plan (SWPPP).
 - Slope calculations for hillside/severely sloped properties - see [City's Hillside Design Guidelines](#) for formula;
 - Show limits of any proposed grading.
 - Show earthwork cut and fill quantities outside of the building footprint.
 - Show existing and proposed grades with contours drawn at a minimum of 2-foot intervals.
 - Show the direction of storm water runoff and the existing and proposed facilities that will receive the runoff.
 - Show any utilities that will be abandoned.
 - Show all existing and proposed utilities, including water and sewer mains, water service lines and meters, backflow prevention devices, sanitary sewer laterals, storm drain lines, and dry utilities (gas, electric, and communication).
 - Show all existing and proposed utility easements.
 - Provide documentation that water system will meet fire protection and domestic required flows.
 - Show existing and proposed wastewater monitoring structures for each building (required for all industrial buildings).
 - Show a grease control device to control fat, oil, and grease discharge from any food service including the size, location, and plumbing calculations.
- ☐ **Transportation and Traffic.** (Prepared by a California licensed Civil or Traffic Engineer)
- Provide on-site and off-site signing and striping plans prepared in accordance with latest edition of Caltrans Standard Plan Drawings and California Manual Uniform of Traffic Control Devices and [City Standard Details](#).
 - Provide turning analysis using a WB-50 vehicle through the AutoTURN software.
 - Provide on-site and off-site outdoor photometric analysis and lighting plan in accordance to [City Standard Details](#).

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- ☐ **Title Report.** A recent preliminary title report or title guarantee prepared within the last 90 days (A hyperlinked PDF Report if preferred).
- ☐ **Tentative Map.** (Only required for subdivisions).
 - Identify the tract or parcel map number (contact County Recorder Office at (510) 272-6362 to reserve a number).
 - Inscribe "(VESTING) TENTATIVE TRACT/PARCEL MAP (NUMBER)" in the title block.
 - Provide a vicinity map.
 - Include a true north arrow, dimensional and graphical scale, and date.
 - Provide the names, addresses, phone numbers and emails of the record owners, land subdivider, civil engineer, land surveyor, geotechnical engineer, architect, and landscape architect.
 - Show all the boundaries of the subdivision with sufficient information to locate the property.
 - Show all railroad rights-of-way, easements, political subdivisions, rancho lines, watercourses and other notable physical feature.
 - Identify the layout, number, dimensions, and area of all parcels/lots.
 - Identify the existing and proposed zoning, all utility providers (water, sanitary sewer, storm sewer, telecommunications, etc.), and the FEMA Flood Zone.
 - Include signed statement by the owners agreeing to the filing of said map and agreeing to comply with the provisions of the City's Subdivision Ordinance and the State Map Act as they apply to the processing and approval of said map.
- ☐ **Survey.** (Prepared by a California Licenses Land Surveyor or Civil Engineer with a license number below 33966).
 - Must be no more than 3 years old (date of survey must be included).
 - Include the wet stamp and signature of the Land Surveyor or Civil Engineer who prepared the survey.
 - Include the applicable surveyor's statement in accordance with the Professional Land Surveyor Act.
 - ☐ **For all new building and additions within 3 feet of a property line or within any required setback.**
 - Full boundary and topographic survey with field-verified monuments set or found by the surveyor.
 - Location, dimension and dimensions to property lines of all existing building and structures.
 - ☐ **For any building or addition within any required setback.**
 - Applicable line survey with field-verified monuments set or found by the surveyor.
 - Location, dimension and dimensions to property lines of all existing building and structures adjacent to relevant property line.
 - ☐ **For any building or additional located on a lot within a slope of 20% or more.**
 - Site topography for all areas of the proposed work and for all existing driveways, buildings and structures.
 - Location and dimension for all existing driveways, building and structures.

Other Items, as applicable.

- ☐ Photo-simulations, renderings, colors and material board (boards shall be no larger than 11 x 17").
- ☐ Sewer and Water Studies and/or Fees may be required - Contact Public Works & Utilities Department at (510) 583-4715 prior to commencement of impact study.
- ☐ Phase 1 Environmental Site Assessment (contact Fire Department at (510) 583-4924 to check if required).
- ☐ Chemical Inventory Sheet (contact Hazardous Materials at (510) 583-4924 to check if required).
- ☐ Fire Protection Engineer (FPE) Report (contact Fire Department at (510) 583-4900 to check if required).
- ☐ Geotechnical/Soils Report - shall be signed and stamped by licensed Professional Engineer.
- ☐ Geological Investigation for Sites within Alquist-Priolo Fault Special Study Area (shall be peer reviewed by City - contact Public Works Department at (510) 583-4762 prior to commencement of any investigation).
- ☐ Traffic Impact Analysis in accordance with City of Hayward Interim Traffic Study Guidelines (www.hayward-ca.gov/documents/city-hayward-interim-traffic-study-guidelines). Contact Public Works Department at (510) 583-4781 to confirm scope of work prior to commencement of analysis.
- ☐ Tenant rent and income data for residential projects proposing to demolish existing units (Contact Housing Division staff at (510)-583-5541 or housing@hayward-ca.gov for more information).
- ☐ Vacant unit documentation (May included past utility bills or other documentation).

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Other Items, as applicable. (Continued)

- ☐ Affordable Housing Plan (Contact Housing Division staff at (510)-583-5541 or housing@hayward-ca.gov for more information).
- ☐ Applicable State Law Checklist (i.e. SB 9, SB 330, SB 35, etc.) and supporting documentation.
- ☐ Density Bonus Statement in accordance with HMC Section 10-19.220.
- ☐ Other:
