



DEVELOPMENT PERMIT APPLICATION
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

City of Hayward
 777 "B" Street Hayward CA, 94541
 Phone: (510) 583-4200
 FAX: (510) 583-3649

TYPE(S) OF APPLICATION:

- | | | |
|---|--|--|
| <input type="checkbox"/> Zone Change | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Zoning Conformance Permit |
| <input type="checkbox"/> Tentative Parcel/Tract Map | <input type="checkbox"/> Parcel Map/Final Map | <input type="checkbox"/> Other: _____ |

PROJECT INFORMATION:

Project Name: _____ Location: _____
 Assessor Parcel Number(s): _____ Tract/Parcel No. (if applicable): _____
 Existing Zoning District(s): _____ Existing General Plan Designation: _____
 Project Description (attach additional sheets if necessary): _____

APPLICANT & PROPERTY OWNER INFORMATION:

Applicant Name(s): _____ Company Name: _____
 Mailing Address: _____ City: _____ State: _____ ZIP: _____
 Primary Phone: _____ Email: _____
 Property Owner(s): _____
 Mailing Address: _____ City: _____ State: _____ ZIP: _____
 Primary Phone: _____ Email: _____
 Invoices To Be Directed To: Applicant Property Owner Other _____

CERTIFICATION STATEMENT:

- I/We certify that I/We are presently the legal owner(s) of the property of the above-referenced property.
- I/We acknowledge the filing of this application and certify that all the above information is true and accurate and that I/We have familiarized myself/ourselves with the relevant provisions of the Hayward Municipal Code.
- I/We hereby guarantee, as an authorized agent, applicant, property owner or project sponsor, that I/We individually and jointly assume full responsibility for all costs incurred by the City in processing this application.
- I/We understand and agree that unpaid balances may be referred to a collections agency, and failure to pay all charges will result in a hold on any processing of current and/or future permits at the property.

NOTE: A person acting as an agent of the property owner(s) shall attach a notarized letter of authorization from the legal owner.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

CITY STAFF USE ONLY:

PAYMENT VALIDATION

Application #	Work Order #	Recieved By:
Fixed Fee:	Deposit:	Check #
Project Planner:	Date Received:	



Senate Bill 9 Application Checklist and Instructions

Development Services Department

Planning Division

Submittal Requirements

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.

For all Senate Bill 9 Projects:

- Development Permit Application.** Shall be original and wet-signed by both applicant and property owner(s).
- Application Deposit.**
- Appointment.** Applicants are required to schedule an appointment with the Planning Division at (510) 583-4216 or planning.division@hayward-ca.gov **prior** to the submission of any application(s). *No walk-ins accepted.*
- Project Narrative.** A written description and explanation of your project (i.e. development).
- Senate Bill 9 Eligibility Checklist.**
- Affordable Housing Ordinance Compliance.** All urban lots splits and residential development projects consisting of two or more net new dwelling units are subject to the Affordable Housing Ordinance (AHO). The developer shall specify how the requirements of the AHO will be met. More information on the Ordinance and housing in-lieu fees may be found at: www.hayward-ca.gov/your-government/programs/affordable-housing

A. What is the proposed project tenure type (for-sale, rental, or both) ? For-sale Rental Both

B. Will the development include on-site affordable units? If so, how many? No Yes _____

C. Will the development opt to pay housing in-lieu fee? No Yes

D. If opting to pay the housing in-lieu fees, when do you plan to pay (See [Master Fee Schedule](#))?

- Prior to issuance of building permits Prior to issuance of Certificate of Occupancy
- Not sure at this time—will confirm at later date

If "YES" to Question B, the developer shall provide an Affordable Housing Plan (AHP) consistent with the requirements indicated in [Section 10-17.510 of the Affordable Housing Ordinance](#) with submittal package. If a Density Bonus is being applied, the AHP should include detailed information about the proposal.

For Senate Bill 9 Duplex Projects:

- Project Plans** (prepared by qualified licensed design professionals). All plans shall be drawn to scale, in an appropriate file format, clearly labeled and contain the following information:
 - Project Data Summary.** All of the following information shall be provided on the cover sheet of the project 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 floor area, parking spaces, lot coverage.
 - Indicate percentage of exterior walls to be demolished, if applicable;
 - 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 any 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 the location of existing and proposed fences and/or retaining walls;
 - Show the location and dimensions of the trash, recycling and organics enclosure(s), if applicable;

SB9 Application Checklist and Instructions (Continued)

- Site Plan.** *(Continued)*
 - Show the location and width of all pedestrian and vehicular routes to 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, if applicable.
- Elevations Drawings.**
 - Show all existing and proposed exterior building elevations, (i.e. all sides of each structure, building heights);
 - Show and dimension all fences and/or walls;
 - Show and dimension all trash and recycling enclosures, if applicable;
 - Show location and type of exterior lighting;
 - Indicate building materials and colors (colored elevations are encouraged);
- 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.
 - Clearly label any exterior walls to be demolished, if applicable;
- Landscape and Irrigation Plans.** (generally required to be prepared by a California licensed Landscape Architect)
 - Refer and review [Chapter 10, Article 12 for the Bay-Friendly Water-Efficient Landscape Ordinance](#);
 - Landscape plan shall be prepared on a topographic survey;
 - Show existing and proposed landscape areas;
 - Show all underground and above-ground utilities.
 - Show locations of proposed plants, trees and ground covers;
 - Provide a plant legend that indicates plants' botanical and common names;
 - Indicate the quantity, size, mature size and spacing of all plant materials;
 - Show and label all existing trees to be removed or retained – a **Comprehensive Arborist Report with Tree Appraisal & Mitigation Plan** may be required - see [Chapter 10, Article 15 for Tree Preservation Ordinance](#);
 - Show the conceptual layout of the irrigation system including the water meter, point of connection, static pressure (PSI) at point of connection, backflow prevention device, automatic irrigation controllers, main line, valves, hydrozones, and irrigation system performance specifications;
 - 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.; (3) water supply type (i.e. potable, recycled, well); and (4) overall gallon-per-minute demand of irrigation system;
 - Water Efficient Landscape Worksheet including the hydrozone information table and water budget calculations;
- Grading, Utility, and Drainage Plans.** (generally required to be prepared by a California licensed Civil Engineer)
 - Stormwater Requirements C.3 Checklist (available with Planning Division);
 - Show proposed drainage treatment control measures (if required per C.3 checklist);
 - Provide documentation on the project plans that show post-development drainage flow will not exceed pre-development drainage flow;
 - Slope calculations for hillside/severely sloped properties - see [City's Hillside Design Guidelines](#) for formula;
 - Show earthwork cut and fill quantities (if applicable);
 - Show existing and proposed grades - contours for slopes are to be drawn at a minimum of 2-foot intervals;
 - Show the direction of storm water runoff and the existing facility that will receive the runoff;
 - Show all existing and proposed utilities, including water and sewer mains, water service lines and meters, backflow prevention devices, sanitary sewer laterals, storm lines, and inlets;
 - Show the location and width of all pedestrian and vehicular routes to the streets;

SB9 Application Checklist and Instructions (Continued)

For Senate Bill 9 Urban Lot Split Projects:

- Recent Title Report** (within 60 days), or other proof of common ownership and title must be held in the exact manner for each affected parcel.
- SB 9 Urban Lot Split Affidavit**
- Preliminary Geotechnical Report.** Shall be signed and stamped by Professional Engineer. Requirement for Geotechnical Report may be waived by the City Engineer.

Tentative Parcel Map.

General Project Information

- Include Parcel Map Number (Reserve this number with County Recorder Office at (510) 272-6362);
- Include project title block at center of the title sheet and inscribe the words TENTATIVE PARCEL MAP — URBAN LOT SPLIT (NUMBER) in the title block;
- List name, addresses with zip codes and phone numbers of record owners, land subdividers, project engineer and/or surveyor, geotechnical engineer, architect, landscape architect, and all of who prepared plans in their respective fields.;
- Show subdivision boundaries;
- Show railroad right-of-way, easements, political subdivisions, rancho lines, watercourses and other physical features;
- Show layout, number and dimensions and area of parcels/lots;
- Include zoning information: existing and proposed zoning;
- Include utility providers (water, sanitary sewer, storm sewer, telecommunications, etc.);
- Include the following statements (as applicable);

I, Engineer Name, CERTIFY THAT THIS TENTATIVE MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH THE CITY OF HAYWARD SUBDIVISION ORDINANCE AND THE STATE MAP ACT.

A SOILS REPORT ON THIS PROPERTY HAS BEEN PREPARED BY, Geotechnical Name, ENTITLED "Report Name" DATED "Report Date", WHICH HAS BEEN FILED WITH THE CITY OF HAYWARD.

I, Surveyor Name, A LICENSED LAND SURVEYOR IN THE STATE OF CALIFORNIA, HEREBY STATE THAT THIS TENTATIVE MAP IS BASED UPON SURVERY UPON MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH CITY OF HAYWARD SUBDIVISION ORDINANCE AND STATE MAP ACT.

- Include flood zone information (use current FEMA Flood Insurance Rate Map (FIRM));
- Show vicinity map;
- Show true north arrow, dimensional and graphic scale, date and subsequent revision date;

Existing Conditions

- Show adjacent streets and roadway details (i.e. street sections);
- Show existing top of curb, if none, edge of pavement, flowline of roadside ditch and property line grades;
- Show existing pedestrian ramps at the intersection adjacent to the property site;
- Show existing buildings, structures, and trees either to remain or be demolished/removed;
- Show existing trees and any shrubbery, in excess of three (3) feet in height or ten (10) inches or more in trunk diameter, both on-site and off-site.;
- Label trees in excess of three (3) feet in height or ten (10) inches or more in trunk diameter to remain or be removed;
- Show locations and indicate nature of known or suspected soil or geologic hazard areas;
- Show contour lines at one-foot intervals up to 1% slope; two-foot intervals at 1-50% slope. Ten foot intervals at 50+% slope.;
- Show existing buildings, distances between structures and between structures and property lines to be removed;
- Show existing power poles, street lights or other above ground utility structures such as Pacific Gas and Electric, AT&T Telephone, etc., existing overhead utility lines, and poles within and/or contiguous to the proposed subdivision;

SB9 Application Checklist and Instructions (Continued)

Site Plan

- Show proposed building footprints;
- Show existing right-of-way width and future ultimate right of way width if applicable.;
- Show proposed curb-to-curb and sidewalk widths;
- Show proposed top of curb grades – minimum shown should be at curb returns and grade breaks;
- Show longitudinal and cross slopes of street(s) or driveway(s);
- Show proposed driveway locations and provide details such as width and type;
- Show all proposed Easements;
- Show all proposed special pavement treatments (i.e. permeable pavers, decorative concrete);
- Show proposed Stormwater Treatment Control Measure locations.

Grading Plan

- Show limits of grading and earthwork quantities;
- Show slope ratios;
- Show location, width, direction of flow and approximate elevations of flowline, top and bottom of bank of any watercourse;
- Show sufficient grades or contours are shown to indicate the ultimate drainage of the property;
- Show contours of adjacent property to show drainage conditions that may affect the subdivision;
- Show overland release route(s);

Utility Plan

- Provide information on existing sanitary sewer mains within or abutting project site;
- Show the size and slope of sanitary sewer pipes. Invert elevations at manholes, at connection points and at the nearest manholes;
- Provide information on existing storm drain pipes, inlets, natural swales, creeks, etc;
- Show size, slope of existing pipes and inverts of existing inlets, manholes, etc;
- Show locations and sizes of storm drain system and its design parameters;
- Show proposed ground slopes, elevations, directions of ditch, swale and pipe flows;
- Provide information on existing water mains (i.e. size & material) within or abutting project site clearly shown;
- Show location of existing and proposed water hydrants and water meters;

Stormwater Control Plan

- Completed Stormwater (C.3) Requirements Checklist
- If required, provide the numeric sizing calculations based on the Stormwater Control Plan, certified by a qualified stormwater professional (civil engineer, licensed architect or landscape architect), used to determine runoff quantity and to design/select the postconstruction treatment control measures;
- Show drainage boundaries clearly defined and labeled, for each drainage area, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc.) and surface area of each;
- Show the location, size, and identification (including description), of types of water quality; treatment control measures such as swales, detention basins, bioretention, infiltration trenches, flow-thru planter boxes, etc;

Other Items, as applicable:

- Historic Elevation Report (contact Planning at (510) 583-4216 or planning.division@hayward-ca.gov to check if required);
- Fire Vehicle Circulation Plan (contact Fire Department at (510) 583-4924 to check if required);
- Sewer and Water Studies and/or Fees (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);
- 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);
- SB 9 Demolition Affidavit
- Vacant unit documentation (May included recent title report, past utility bills or other documentation)



SENATE BILL 9 DUPLEX & URBAN LOT SPLIT ELIGIBILITY CHECKLIST

Development Service Department • 777 B Street Hayward, CA 94541

<https://www.hayward-ca.gov/your-government/departments/planning-division/senate-bill-9>

Eligibility Worksheet – Below are eligibility requirements and objective development standards for ministerial approval of duplex development(s) and/or an urban lot split through Senate Bill 9 (SB 9). Please indicate whether the proposed project meets these standards by filling in the blanks and circling “YES”, “NO” or “N/A” for each section. In order to be eligible for ministerial approval of this application, the proposed project must meet all eligibility requirements and objective development standards below.

Does the project meet the following eligibility requirements?	Compliance (Circle One)		Review (City Use)
1. Zoning. Is the project site located within a Single-Family Residential (RS) zoning district? Online GIS WebMap: https://webmap.hayward-ca.gov/	Yes	No	
2. Quantity. Parcels are limited to two housing units per parcel, including accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs). Will the project site have two or fewer units per parcel? Number of Existing Units: _____ Number of Existing Lots: _____ Total Number of Proposed Units: _____ Total Number of Proposed Lots: _____	Yes	No	
3. CC&Rs and HOA Applicability. Will the proposed SB 9 development conform to any applicable Codes, Covenants & Restrictions (CC&Rs) or Homeowner Association (HOA) Rules? By circling “Yes”, the applicant is confirming that they have verified this information and will provide documentation upon request. Circle “N/A” if the project site has no CC&Rs or HOA rules.	Yes N/A	No	
4. Demolition or Alteration of Units. Does the project require the demolition or alteration of any of the following? By circling “Yes” or “No”, the applicant is confirming that they have verified this information and will provide documentation upon request. If the project involves demolition, an affidavit may be required. <ul style="list-style-type: none"> a. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable for moderate, low, or very low-income households. b. Housing that is subject to any form of rent or price control. (See https://www.hayward-ca.gov/residents/housing/rent-review-database) c. Housing that has been withdrawn from the rental market within the past 15 years via an Ellis Act eviction. d. Housing that has been occupied by a tenant in the last three years. If a unit was occupied by a tenant within the last three (3) years, no more than 25% of existing structural walls shall be demolished. Percentage of existing structural walls to be demolished (if applicable): _____ Date unit was last occupied by a tenant (if applicable): _____	Yes	No	
5. Historic Resources. Does the project site have potential historic resources or contain any of the following? <ul style="list-style-type: none"> a. Structures developed before 1946 b. Structures that were developed after 1946 that were not part of a subdivision and that have structures that are at least 50 years old c. Properties identified to have potential historic resources by the City of Hayward's 2009 Reconnaissance Survey: https://webmap.hayward-ca.gov/ “Historic Resources” selected from the Layers dropdown menu. If a site has potential historic resource or contains any of the above, an architectural historian shall prepare a Historic Evaluation Report and document whether the site has historic resources. The Historic Evaluation Report shall be submitted as part of your application submittal. Requirement for Historic Elevation Report may be waived by the City Planning Director.	Yes	No	

<p>8. Prohibited Site Locations. The project site cannot contain or be located in any of following. Is the site located in any of the following areas or/and does it include any of the following? By circling "Yes" or "No", the applicant is confirming that they have verified this information and will provide documentation upon request.</p> <p>a. Prime Farmland or Farmland of Statewide Importance (See https://maps.conservation.ca.gov/agriculture)</p> <p>b. Wetlands defined under federal law (See https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper)</p> <p>c. Lands under a conservation easement</p> <p>d. Lands identified for conservation in an adopted natural community conversation plan, habitat conservation plan or other adopted natural resource protection plans.</p> <p>e. Habitat for protected species (See https://fws.maps.arcgis.com/home/webmap/viewer.html?webmap=9d8de5e265ad4fe09893cf75b8dbfb77 for federal protected species habitat)</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes <input checked="" type="radio"/></p> <p>Yes No</p>	
<p>9. Restricted Site Locations: The project site cannot contain or be located in any of the following unless certain requirements are met. If the site contains or is located in any of the following, does it meet the applicable requirements? By circling "Yes" or "No", the applicant is confirming they have verified this information and will provide documents upon request.</p> <p>a. High or very high severity zone: If the project site is located within a high or very high fire severity zone, it shall be excluded from the specific hazard zone by the City of Hayward or comply with adopted fire hazard mitigation measures for the site. (See https://egis.fire.ca.gov/FHSZ/.)</p> <p>b. Hazardous waste site: If the project site is a hazardous waste site, it shall be cleared by the State Department of Public Health, State Waste Resource Control Board or Department of Toxic Substances for residential uses. (See https://geotracker.waterboards.ca.gov/ or https://www.envirostor.dtsc.ca.gov/public/.)</p> <p>c. Earthquake fault zone: If the project site is located within an earthquake fault zone, the development shall comply with all applicable seismic protection building code standards. (See Figure 9-1 Hayward Fault in the Hayward 2040 General Plan Background Report.)</p> <p>d. FEMA special flood hazard area subject to a 100-year flood: If the project site is within a special flood hazard area, the development shall satisfy all applicable federal qualifying criteria. (See https://msc.fema.gov/portal/home.)</p> <p>e. FEMA regulatory floodway: If the project site is within a regulatory floodway, the development shall receive a no-rise certificate from FEMA. (See https://msc.fema.gov/portal/home.)</p> <p>If you checked "Yes" for any of the above, provide information showing the project meets the above listed additional requirements.</p>	<p>Yes <input checked="" type="radio"/></p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>	
<p>10. Short Term Rental. Units shall not be utilized as short-term rentals (i.e. rentals less than 30 days). Do the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p>	
<p>11. Previous Urban Lot Split (For Urban Lot Split Applications Only). The subject parcel has not been established through a previous SB 9 Urban Lot Split. An affidavit stating the above shall be submitted as part of your application submittal. Do the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p> <p>N/A</p>	
<p>12. Adjacent Urban Lot Split (For Urban Lot Split Applications Only). Neither the owner of the parcel being subdivided nor any person acting in concert with the owner of the parcel shall have previously subdivided an adjacent parcel using SB 9. An affidavit stating the above shall be submitted as part of your application submittal. Do the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p> <p>N/A</p>	
<p>13. Owner Occupancy (For Urban Lot Split Applications Only). The property owner shall intend to occupy one of the housing units as their principal residence for a minimum of three (3) years. An affidavit stating the above shall be submitted as part of your application submittal. Does the applicant and property owner acknowledge this requirement?</p>	<p>Yes No</p> <p>N/A</p>	

Objective Standards. The following objective standards shall be met for all new development <u>unless</u> it precludes the development of two (2) 800 square-foot units on the subject property.	Compliance (Circle One)	Review (City Use)
1. Development Setbacks. New detached and attached duplex units shall be required to maintain the following setbacks listed below: <ul style="list-style-type: none"> a. Interior Side and Rear Yard: 4-Feet b. Front Yard: 20-Feet c. Street-side yard: 10-Feet d. From other buildings or accessory structures: 6-Feet Will the duplex development conform to all minimum required setbacks?	Yes No Yes No Yes No Yes No	
2. Parking. A minimum of one off-street parking space per unit shall be provided unless the parcel meets the following criteria: <ul style="list-style-type: none"> a. The parcel is within 1/2-mile walking distance of a high-quality transit corridor or major transit stop. For more information about what qualifies as a high-quality transit corridor or major transit stop, review the Hayward SB FAQ. b. The parcel is within one block of a car share vehicle within a fixed location. Does the project provide the minimum off-street parking requirement? By circling "Yes", the applicant is confirming that they have verified this information and will provide documentation upon request.	Yes No	
3. Maximum Lot Coverage. All new development shall not exceed the 40 percent maximum lot coverage of the project site. Will the proposed development comply with the maximum lot coverage requirement?	Yes No	
4. Building Height. All new structures shall be limited to 30-feet in height. The maximum height of 30-feet is measured from any point from the finished grade or existing grade, whichever is lower, to the highest point of the coping of a flat roof, to the top roof line of a mansard roof, or to the midpoint of the highest gable of a pitched or hip roof. Will the proposed development be less than or equal to the maximum allowable height?	Yes No	
5. Minimum Lot Size. Each new lot shall be at least 1,200 square feet. The urban lot split shall also result in new lots of approximately equal size (60/40 minimum proportionality). Will the proposed lot split meet the minimum lot size and proportions for each parcel?	Yes No N/A	
6. Does the proposed development meet all other applicable objective standards as outlined in Section 10-1.200 of the Hayward Municipal Code for single-family residential zoning districts?	Yes No	