



CEQA COMPLIANCE

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
1810 E. HAZELTON AVENUE, STOCKTON CA 95205
BUSINESS PHONE: (209) 468-3121
Business Hours: 8:00 a.m. to 5:00 p.m. (Monday through Friday)

APPLICATION PROCESSING STEPS

STEP 1 CHECK WITH STAFF - Development Services Staff will explain the requirements and procedures to you.

STEP 2 SUBMIT YOUR APPLICATION - When you apply, file all of the following:

- **FEE** The staff will let you know the current cost of filing an application. Make checks payable to the San Joaquin County Treasurer.
- **FORM** Seven (7) copies of the completed application information forms (attached).
- **SITE PLAN** Seven (7) copies of a folded Site Plan (see attached) and two (2) copies of a legible 8-1/2" x 11" site plan.
- **HAZARDOUS MATERIALS** One copy of a completed Hazardous Materials Disclosure Survey form (a copy of the form is attached).
- **OPERATIONAL STATEMENT** A detailed description of the proposed project. This may be in a separate document attached to the application form.

STEP 3 APPLICATION PROCESSING

- **REFERRALS** Staff will refer the application to any County departments, other agencies and surrounding property owners affected by your proposal.
- **CEQA** The County will decide if the proposal will have an adverse effect on the environment. If there are no adverse significant impacts to the environment, A Negative Declaration will be proposed. If there are potentially adverse significant impacts to the environment, an Environmental Impact Report (EIR) will be required.



APPLICATION – CEQA COMPLIANCE

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FILE NUMBER: ZZ-_____

TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION

Owner Information	Applicant Information
Name:	Name:
Address:	Address:
Phone:	Phone:

PROJECT DESCRIPTION

Proposal

Description of the proposed project:

Business name (DBA):

Employees/Customers per Work Shift

Shift Hours	Days of the week	Employees (Number)	Customers per Shift	Vehicle Trips per Shift

Materials/Equipment Used

Describe equipment used in the project (include the number of automobiles and trucks):

Describe materials produced, stored or used (all hazardous materials should be identified):

PROPERTY AND VICINITY DESCRIPTION

Property Information

Assessor Parcel Number(s)	Property Size	Number of Parcels	Project Size	Williamson Act Contract
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Address:

Existing Land Uses

On-Site Uses (Include Ag Crops):

Uses to the North:

Uses to the East:

Uses to the South:

Uses to the West:



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BUILDINGS AND STRUCTURES

(This information may be shown on the Site Plan)

Structure Number *	Proposed Use **	Ground Floor Area	Highest Floor	Overall Height (in feet)

* The "structure number" should be used in identifying the structure on the Site Plan.

** If there are two or more proposed uses in a building, make separate listings for each use. For residential projects, state the number of units in each structure.

SITE IMPROVEMENTS AND SERVICES

Off-Street Parking

Full-size Parking Spaces (Number)	Compact Parking Spaces (Number)	Handicap Parking Spaces (Number)	Covered Parking Spaces (Number)	Total Parking Spaces (Number)	Parking Lot Trees (Number)

Landscaping

Landscaping Area (Square Feet)	Percent of Project Area Landscaped	Street Trees (Type)	Street Trees (Number)	Method of Irrigation

Water

Public Water Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Water (Feet)

Private Water <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>
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Sewage Disposal

Public Sewage Disposal Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Sewer Facility

On-site Sewage Disposal <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Other <input type="checkbox"/>
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Storm Drainage

Public Storm Drainage Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider (if Public)	Annex-Formation Required	Terminal Drainage to:	Detention-Retention Ponds

Private Storm Drainage <input type="checkbox"/>	On-site Retention Pond(s) <input type="checkbox"/>	Natural Drainage/No Change <input type="checkbox"/>	Other <input type="checkbox"/>
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Electricity

Service Provider	Distance to Service	Telephone Service	Distance to Service

School Service

Service Provider	Distance to Elem School	Fire Protection Service	Distance to Fire Station



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Existing Roads

Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter	Sidewalks
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

ENVIRONMENTAL INFORMATION (USE ADDITIONAL PAPER, IF NECESSARY)

Water, Drainage and Flooding

Describe any areas subject to flooding (include flood depths and flood panel map number):

Describe the current depth of the ground water and depth to potable water:

Describe any existing drainage courses or eroded areas on or near the project site (e.g. rivers, creeks, swales or drainage ditches):

Land, Land Use and Biota

Describe the site's topography (e.g. land forms, slopes, etc.):

Describe agricultural land that will be lost as a result of the project (type of crops, acres, quality of soil, etc.):

Describe any wildlife habitat on-site and species that are of may be present:

Describe any vegetation on-site by type and extent:

Air Quality

Describe air pollutants that may result from the project (e.g. construction related dust, vehicle trips per day, fire places, incinerators, etc.):



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Other

Describe any items of historical or archaeological interest on-site (e.g. cemeteries or structures):

Describe any on-site or off-site sources of noise or vibration (e.g. freeway noise, heavy equipment, etc.):

Describe any on-site or off-site sources of light of glare (e.g. parking lot lighting, or reflective materials used):

Describe any on-site or off-site source of odor (e.g. agricultural wastes):

Describe any displacement of people that will be caused by the project (e.g. numbers of people, housing units):

AUTHORIZATION SIGNATURE

I, the Applicant agree, to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Owner/Agent's project.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____



**San Joaquin County
Environmental Health Department
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**Website: www.sjgov.org/ehd
Phone: (209) 468-3420
Fax: (209) 468-3433**

HAZARDOUS MATERIALS DISCLOSURE SURVEY

A separate survey form is required for each business name and/or address in San Joaquin County.

Business Name: _____ Telephone: _____
Business Site Address: _____
Mailing Address (if different from above): _____
Business Owner(s) Name: _____ Telephone: _____
Business Owner Address: _____
Nature of Business: _____ Fire District: _____

- Q1. Yes No Does your business handle a hazardous material in any quantity at any one time in the year? See the definition of hazardous material on page 2 of this form.
- Yes No Does your business generate, treat, or store a hazardous waste in any quantity? (used oil, used antifreeze, waste solvent, etc.)

If your answer is "No" to both questions in Q1, please print, sign, and date the bottom of this form and return to the address above.

- Q2. Yes No Does your business handle a hazardous material, or a mixture containing a hazardous material, in a quantity equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet at any one time in the year?
- If "Yes", how long have you handled these materials at your business? _____
- If "Yes", check any of the following conditions that apply to your business:
- A. The hazardous materials handled by this business are contained solely in a consumer product packaged for direct distribution to and use by the general public.
- B. This business operates a farm for purposes of cultivating the soil, raising or harvesting an agricultural or horticultural commodity.
- Q3. Yes No Does your business handle an Acutely Hazardous Material? See definition on page 2.
- Q4. Yes No Is your business within 1,000 feet of the outer boundary of a school? (Grades K-12)

I have read the information on this form and understand my requirements under Chapter 6.95 of the California Health and Safety Code (HSC). I understand that if I own a facility or property that is used by tenants, it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

Owner or Authorized Agent:

Print Name: _____ Date: _____

Signature: _____ Title: _____

San Joaquin County Environmental Health Department

HAZARDOUS MATERIALS PROGRAM

This survey form is intended to identify businesses which need to comply with the hazardous materials emergency planning and reporting requirements of the California Health and Safety Code (HSC) Chapter 6.95. This Chapter requires businesses which handle hazardous materials to prepare emergency plans for their employees to use in an emergency. Businesses must submit a copy of this plan, along with an annual inventory of their hazardous materials, to public safety agencies for use in protecting emergency responders and the general public. In San Joaquin County, the Environmental Health Department (EHD) has been authorized to administer this program as the Certified Unified Program Agency or CUPA. Should you have any questions about the CUPA program or this form, please contact EHD at (209) 468-3420.

Please consider the following guidelines when completing the questions on page 1:

Question 1:

The (HSC) section 25501(p) defines a "Hazardous Material" as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. This includes, but is not limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and used oil. If a business generates any amount of hazardous waste they must enroll in the EHD Hazardous Waste Generator Program. Answer "Yes" if you use a material that meets the definition above in any quantity at least once in the year. If you are unsure, contact the EHD at (209) 468-3420 for assistance. If you answer "No" and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the EHD within 30 days.

Question 2:

If you answer "Yes", you must meet the requirements of HSC Chapter 6.95. The EHD will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy. If you answer "No", our office may conduct an inspection after you begin operations to verify your exemption.

The HSC establishes some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, a determination must be made if your business meets one of the exemptions listed. Check the appropriate boxes on page 1. The EHD will contact you to make a final determination if your business meets the exemptions.

- A. Retail Exemption – Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if any of the following conditions exist:
 - 1. The quantity handled creates an unacceptable public hazard
 - 2. The material is being used directly by the business as part of its operation in addition to being sold to the general public
 - 3. The general public doesn't have ready access to the product as stored by the business (e.g. in a warehouse).

- B. Modified Farm Exemption – Farms, as stated in Question 2B on page 1, must meet modified program requirements. The definition of a farm in the law doesn't include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for the exemption are still required to submit an annual chemical inventory and fee to the San Joaquin County Office of the Agricultural Commissioner (OAC) along with other requirements. Please contact the OAC for further information at (209) 953-6000. Businesses operating a commercial business in addition to a farm as defined must comply with the requirements of the Hazardous Materials Program for those materials associated with the commercial business.

Question 3:

The Federal and State governments have defined approximately 366 chemicals as an "Acutely Hazardous Material" (AHM). The most common AHM used in the county include: Chlorine, Ammonia, Sulfuric Acid, Methyl Bromide, Acrolein, Sulfur Dioxide, Formaldehyde, Nitric Acid, Vinyl Acetate Monomer, Hydrogen Peroxide, and many types of Pesticides.

Answer "Yes" if you use any of these specific chemicals in any quantity at any one time of the year. Contact the EHD if you're unsure for assistance.

Question 4:

Answer "Yes" if the boundary of your property or facility is or will be within 1,000 feet of the boundary of a school. (Grades K – 12)

SITE PLAN CHECK LIST

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- **Size:** The Site Plan must be drawn on minimum 18" x 24" reproducible material.
- **North Arrow, Date and Scale:** Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.
- **Streets and Easements:** Location and names of all streets and easements bordering on the property with access details.
- **Property Lines:** All property lines or boundary lines of the parcel with dimensions.
- **Vicinity Map:** A vicinity map showing the location of the property in relation to surrounding streets.
- **Existing and Proposed Development:** All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines. The use and number of floors should be labeled on each structure.
- **Parking and Driveways:** The location, dimensions and surface material of all existing and proposed parking and driveways. Calculations indicating the number of required spaces must be shown. (Refer to 'County Parking Lot Standards').
- **Water Wells:** The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must meet the following setbacks:
 - 5' from structures;
 - 50' from septic tanks;
 - 100' from leach lines;
 - 150' from sumps or seepage pits; and
 - 10' from property lines.

If public water will be utilized, a "will-serve" letter must be submitted from the service provider.

- **Sewers and Septic Tanks:** The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property. Septic tanks must meet the following setbacks:
 - 5' from property lines, structures, driveways and swimming pools;
 - 50' from water wells.

Leach lines must meet the following setbacks:

- 10' from structures, driveways and swimming pools;
- 100' from wells, streams and waterways.
- 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits).

If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.

- **Storm Drainage:** The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses). Grading and contours need to be shown.
- **Landscaping:** The location of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Calculation indicating the percentage of the net site area to be landscaped must be shown. (Refer to County Landscaping Standards).
- **Signs, Fences, Storage and Trash Enclosures:** The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and/or enclosed storage and trash receptacles.

SITE PLANS MUST BE COMPLETE AND LEGIBLE

- Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.
- Faint prints and light blue lines will not be accepted because they cannot be reproduced or microfilmed.