



# DWELLING CLUSTER

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. The fee will vary depending on the review procedure.
- **FORM** Seven (7) copies of the completed application information forms (attached) which all owners must sign.
- **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.
- **SERVICES** If your project requires connection to public facilities, you must submit a "will-serve" letter from the appropriate water, sewer and drainage entities at the time of filing. This letter must include a statement from the agency that they will serve the proposed development, and has, or will have, the capacity to provide such service.
- **DEED** One (1) copy of recorded deed(s) of the property.
- **APPLICATION COMPLETE** Staff will check your application. If anything is missing, you will be notified in writing. The applicant will be sent a postcard once the application has been determined complete. (Your application cannot be processed until it is complete.)

**STEP 3 APPLICATION PROCESSING**

- **REFERRALS AND ACTION** If the project is for five (5) or more units the review procedure is Staff review with Public Notice and is a Discretionary project. This action is final unless appealed to the Planning Commission. If the project is for less than five (5) units the staff will approve your application if the application conforms to all adopted standards
- **FINAL ACTION** If the project is for five (5) or more units the review procedure is Staff review with Public Notice and is a Discretionary project. This action is final unless appealed to the Planning Commission. If the project is for less than five (5) units the staff will approve your application if the application conforms to all adopted standards.

**STEP 4 CONDITIONS AND ADDITIONAL PERMITS**

- **REQUIREMENTS** The staff will send you the final action and if it is approval it will list requirements, by department, that must be met before you can start your project.
- **IMPROVEMENT PLANS** In addition to the Site Plan, an Improvement Plan is frequently required as a condition of approval. This is an engineered plan showing drainage, grading, frontage improvements, access, on- and off-site service and utility facilities, landscaping and circulation/parking details. These plans may be combined, if approved by the staff.
- **DRIVEWAY PERMITS** Driveway Permits must be acquired from the Public Works Department for any work performed within the road right of way. If the project fronts on a state highway these permits are obtained from Caltrans.
- **SANITATION & WELL PERMITS** Projects that will utilize new on-site sanitation disposal and/or on-site wells, must get permits from the Environmental Health Division.
- **BUILDING PERMITS** If the project involves construction a building permit must be approved prior to commencement of work.
- **OTHER PERMITS** Frequently other local, state and/or federal agencies will require permits prior to new uses being established (e.g. Air Pollution Control District, Regional Water Quality Control Board or the Sheriff's Office). The Community Development Department will identify additional permits we are aware of that may be required for your project.





# APPLICATION – DWELLING CLUSTER

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: PA-\_\_\_\_\_

<b>BUILDINGS AND STRUCTURES</b>					
<b>(This information may be shown on the Site Plan)</b>					
Structure Number *	Proposed Use **	Ground Floor Area	Highest Floor	Overall Height (in feet)	
<p>* 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.</p>					
<b>SITE IMPROVEMENTS AND SERVICES</b>					
<b>Off-Street Parking</b>					
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)
<b>Landscaping</b>					
Landscaping Area (Square Feet)	Percent of Project Area Landscaped	Street Trees (Type)	Street Trees (Number)	Method of Irrigation	
<b>Water</b>					
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"/>		
<b>Sewage Disposal</b>					
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"/>		
<b>Storm Drainage</b>					
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"/>		
<b>Electricity</b>			<b>Telephone Service</b>		
Service Provider	Distance to Service		Service Provider	Distance to Service	



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FILE NUMBER: PA-\_\_\_\_\_

School Service		Fire Protection Service		
Service Provider	Distance to Elem School	Service Provider	Distance to Fire Station	
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"/>



# APPLICATION – DWELLING CLUSTER

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: PA-\_\_\_\_\_

## LEVINE ACT

Effective January 1, 2023, California Political Reform Act of 1974, Government Code § 84308, known as the Levine Act, prohibits any San Joaquin County Board of Supervisor member from participating in any agenda item involving a discretionary land use permit or other entitlements if the Board member has received any political contributions from the owner, applicant, or agent for the owner or applicant totaling more than \$250 in the 12 months before the decision (but not before January 1, 2023) and for the 12 months following the decision. The Act also prohibits an owner, applicant, or agent for the owner or applicant from making a contribution of more than \$250 to a member of the Board of Supervisors while the item is pending and for the 12 months following the date a final decision is rendered.

I have read and understand that this application is subject to these provisions:

\_\_\_\_\_ Initial

\_\_\_\_\_ Date

## AUTHORIZATION SIGNATURES

### ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

**1. INDEMNITY:**

- A.** From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");
- B.** For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.
- C.** Except as to the County's sole negligence or willful misconduct.

**2. DEFENSE:**

- A.** The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.
- B.** In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.
- C.** If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or
- Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____

# SITE PLAN CHECK LIST

## SITE PLAN CHECK LIST

- 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.
- 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).

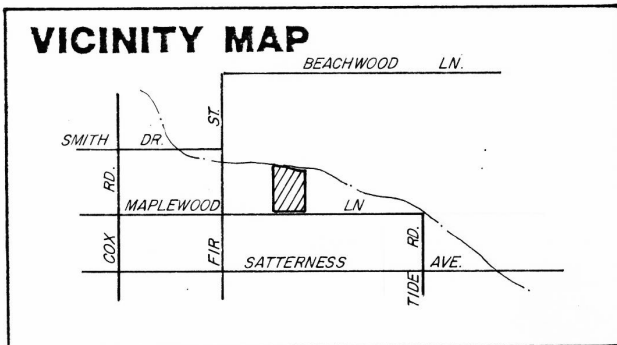
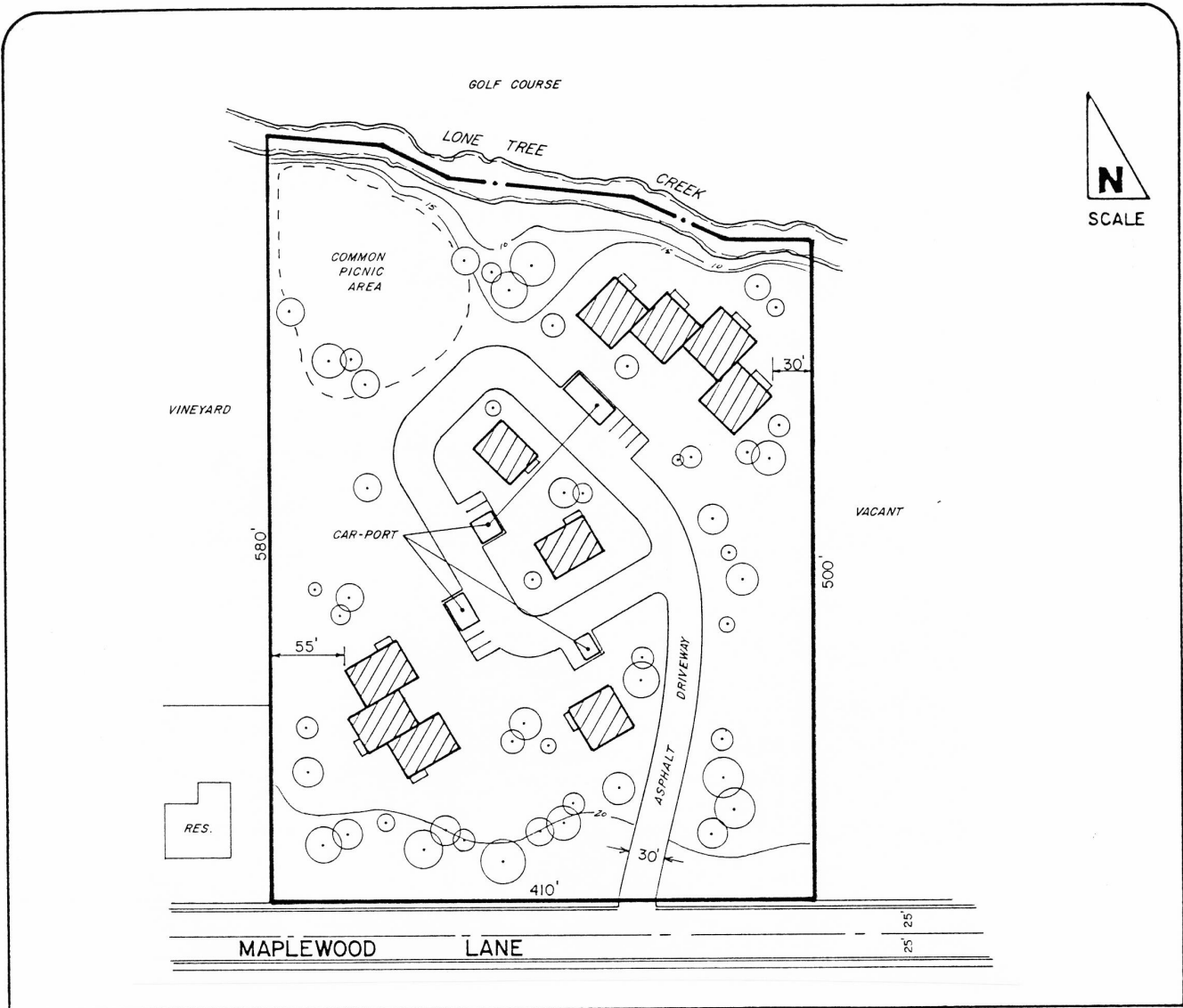
If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.

- 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.

# SAMPLE SITE PLAN



- ### NOTES
- PUBLIC SEWER AND WATER AVAILABLE
  - NATURAL DRAINAGE INTO LONE TREE CREEK
  - CURB, GUTTER AND SIDEWALKS ARE INSTALLED
  - ALL PRESENT TREES WILL BE KEPT, PLUS ADDITIONAL LANDSCAPING FOR BUILDINGS AND COMMON PICNIC AREA.
  - TRASH RECEPTACLES UNDER EACH CARPORT

Owner's Name JAY ELBELL  
 Address 13192 VIERRA DR  
 City SAN CARLOS, CA Phone (415) 877-3187  
 Property Address 6715 MAPLEWOOD LN.  
 Signature Jay Elbell

Request FOR 10 UNIT DWELLING CLUSTER

OFFICIAL USE ONLY  
 FILE \_\_\_\_\_  
 ACCEPTED BY \_\_\_\_\_  
 DATE \_\_\_\_\_