



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** Six (6) copies of the completed application information forms (attached) which all owners must sign.
- **SITE PLAN** Six (6) copies of a folded site plan (See attached).
- **HAZARDOUS MATERIALS** One copy of a completed Hazardous Materials Disclosure Survey form (a copy of the form is attached).
- **DEED** One copy of the recorded deed(s) or short form lease for the property.
- **APPLICATION COMPLETE** Staff will check your application. If anything is missing, you will be notified in writing. (Your application cannot be processed until it is complete.)

STEP 3 APPLICATION PROCESSING

- **REFERRALS AND ACTION** Staff will refer the application to any County departments, other agencies affected by your proposal. At the end of a review period (about 2 weeks) the staff will approve your application if the application conforms to all adopted standards. If the application needs to be modified, you will be so informed.
- **FINAL ACTION** The action of the staff is final.

STEP 4 CONDITIONS AND ADDITIONAL PERMITS

- **REQUIREMENTS** The staff will send you the final action and list requirements, by department, that must be met before you can start your project.
- **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, Public Health Services, Bureau of Fire Prevention). The Community Development Department will identify additional permits we are aware of that may be required for your project.



FILE NUMBER: _____

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:

BUILDINGS AND STRUCTURES

(This information may be shown on the Improvement 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

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"/>

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"/>

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"/>	

Electricity

Telephone Service

Service Provider	Distance to Service	Service Provider	Distance to Service



FILE NUMBER: _____

SITE IMPROVEMENTS AND SERVICES (Continued)				
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"/>



FILE NUMBER: _____

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: _____



STANDARD REQUIREMENTS

Approved permits are subject to the following conditions:

- There must be proof that the applicant has posted surety bond as required by the State of California Division of Oil and Gas.
- The site plan shall show all structures, equipment, sumps, and access roads.
- The project shall conform to the approved site plan.
- Secure encroachment permits for any access points to the public right-of-way from the Community Development Department.
- The permit shall expire eighteen (18) months after the date of approval unless all permits necessary to complete the project have been secured and actual drilling has started before that date. Once started, drilling shall be diligently pursued to completion, or the permit shall become void. Any cessation for one-hundred-eighty (180) days or more shall void this permit.
- This permit may be transferred provided:
 - The transferee provided the Planning Division with proof of a surety bond, as required by the California Division of Oil and Gas, two (2) weeks prior to the transfer.
 - The transferee complies with all conditions of the approved permit.
- Any derricks shall be removed within ninety (90) days of completion or abandonment of the well unless a greater time is approved by the Director of Community Development in writing, based on a showing of good cause.
- The State surety bond shall remain in force until drilling is completed and the site is restored. On completion or abandonment of the well, all sumps shall be filled to natural grade and the site restored to its original condition.

TYPICAL CONDITIONS OF APPROVAL

1. Development Services Division
 - a. Unattended sumps shall be enclosed by a six-foot (6') high chain link fence. (County Ordinance Section 4-4104)
2. Public Health Services
 - a. An application for a drilling permit for test holes shall be submitted to the Environmental Health Division before drilling commences. The application shall contain a map showing test hole location, depth, and method of test hole destruction.
 - b. Provide sanitary facilities for all employees, as required by the California Occupational Safety and Health Administration.
 - c. Provide a potable water supply approved by the Environmental Health Division for all employees.
 - d. Mud and wastes from the drilling and production shall be disposed of at a site approved by the Environmental Health Division.
 - e. All unused or abandoned holes shall be filled with bentonite or other approved grout material, and the surface is to be left in its original condition.
3. Bureau of Fire Prevention
 - a. Secure a permit from the San Joaquin County Bureau of Fire Prevention before drilling commences.

COUNTY OF SAN JOAQUIN
Environmental Health Department
1868 E Hazelton Avenue
Stockton, California 95205
Telephone (209) 468-3420
FAX (209) 468-3433
Website: www.sjgov.org/ehd

HAZARDOUS MATERIALS DISCLOSURE SURVEY

Please read the information on the reverse side before completing this survey form. A separate survey for each business name and/or address in San Joaquin County is required.

Business Name: _____

Business Owner(s) Name: _____ Telephone: _____

Business Address: _____

Mailing Address (if different from above): _____

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 the back of this form. If your answer is No," go to Question 4.

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 200cubic 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 applies to your business.

- A. The hazardous materials handled by this business is contained solely in a consumer product, packaged for direct distribution to, and use by, the general public.
- B. This business is a health care facility (doctor, dentist, veterinary, etc.) and uses only medical gases.
- C. 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 reverse side of this form.

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. I understand that if I own a facility or property that is used by tenants, that 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:

X _____ Date: _____
Print Name

X _____ Title: _____
Signature

SAN JOAQUIN COUNTY 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 Chapter 6.95 of the California Health and Safety Code. This statute requires businesses, which handle hazardous materials to prepare emergency plans for their employees' use in an emergency. Businesses must submit a copy of this plan, along with annual inventory of their hazardous materials, to public agencies for use in protecting emergency responders and the public. In San Joaquin County, the Office of Emergency Services (OES) has been designated to administer this program. Should you have any questions on this program or this form, please call that office at (209) 468-3969.

Please consider the following guidelines when completing the questions on the front of this form.

Question 1:

The law defines "**hazardous material**" for purposes of this program 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 work place or the environment. This includes, but is limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and hazardous wastes. Answer "Yes" if you use a material that meets that definition in any quantity at least once in the year. If you are unsure, contact our office at (209) 468-3969 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 Office of Emergency Services within 30 days.

Question 2:

If you answer "Yes," you must meet the requirements of Chapter 6.95 of the California Health and Safety Code. Our office 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 statutes establish some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, determine whether your business meets one of the following conditions. Then mark the appropriate boxes on the front of this form. Our office will contact you to make a final determination of these exemptions.

- A. Retail Exemption: Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if 1) the quantity handled creates an unacceptable public hazard; 2) the material is being used directly by the business as part of its operations in addition to being sold to the general public; or 3) the general public does not have ready access to the product as it is stored by the business, e.g., in a warehouse.
- B. Medical Exemption: Medical offices which use only oxygen and/or nitrous oxide in quantities less than 1,000 cubic feet are required to meet modified requirements.
- C. Farm Exemption: Farms, as defined in the question, must meet modified program requirements. The definition of farm in the law does not include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for exemption are still required to submit an annual chemical inventory and fee to the County Agricultural Commissioner's Department along with other requirements. Please contact the County Agricultural Commissioner's Department for further information. Businesses operating a commercial business in addition to a farm as defined must comply with the HMMP program for those materials associated with the commercial business.

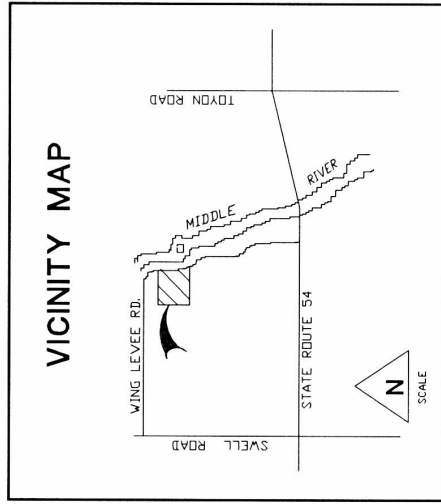
Question 3:

The Federal and State governments have defined approximately 366 chemicals as "Acutely Hazardous Materials" (AHM). The most common "AHMs" 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. Call our office for assistance if you are unsure.

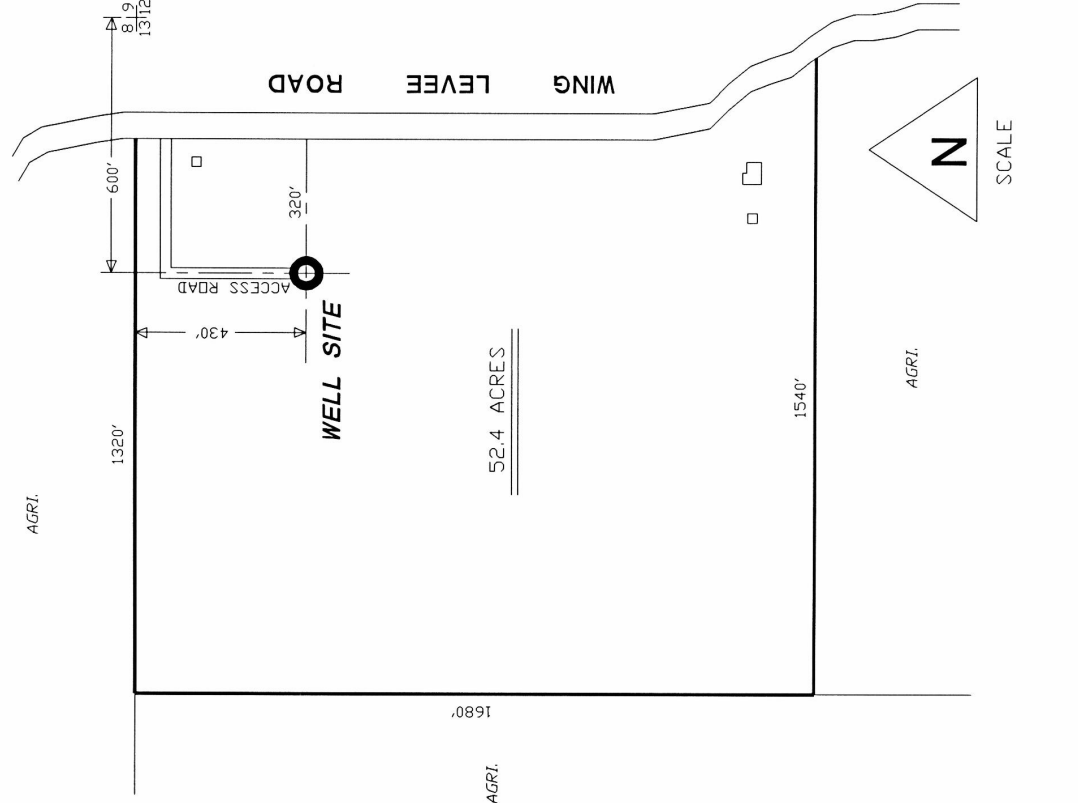
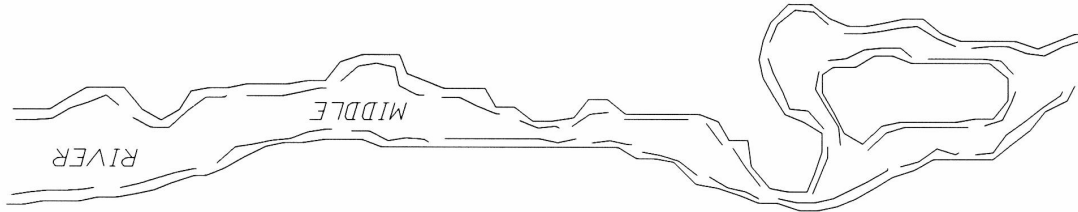
Question 4:

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

SAMPLE SITE PLAN (GAS & OIL WELL)



Owner's Name _____
 Address _____
 City _____ Phone _____
 Property Address _____
 Assessor Parcel No. _____



SITE PLAN CHECK LIST (GAS & OIL WELL)

SITE PLAN CHECK LIST

- Size: The Site Plan must be drawn on minimum 8½ x 11 paper.
- 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 Development: All existing improvements must be shown.
- Well Site: The well site must be plotted based on coordinates of the nearest projected section corner (see example).
- Access: The location, dimensions and surface material of proposed access route and driveway.
- 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).

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.