



**APPLICATION PROCESS**

**STEP 1**

**INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application. All Temporary Use Permit applications must incorporate the ordinance requirements of the San Joaquin County Development Title (Title 9) to insure that off-site and on-site infrastructure meets the minimum requirements of the County.

**STEP 2**

**APPLICATION SUBMITTAL**

- FEE** A list of current fees is available at the Community Development Department (Planning Counter) and on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).
- FORM** Seven (7) copies of the completed application with signatures from all owners
- SITE PLAN** Seven (7) copies of a folded 24" x 36" site plan, and two (2) reduced 8½ x 11 copies
- DEED** One (1) copy of the recorded deed(s) of the property
- SERVICES** If a connection to any public facility (water, sewer, or storm drainage) is proposed, a "will-serve" letter from the appropriate entity is required at the time of filing.
- APPLICATION COMPLETE** The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

**STEP 3**

**APPLICATION PROCESSING**

- REVIEW** Temporary Use Permit applications are reviewed using the Staff Review (Development Title Chapter 9-802).

**STEP 4**

**APPROVAL AND ADDITIONAL PERMITS**

- TIMING** Depending on the type of Temporary Use Permit, applications may be approved for a period not to exceed 60 days from the date of approval (Development Title Section 9-804.080[e]) or up to 5 years from the date of approval (Development Title Section 9-804.080[f]).  
  
A Temporary Use Permit issued for 10 days or less becomes effective on the date the permit is approved by the Zoning Administrator but cannot expire before the event/use that is subject to the Temporary Use Permit occurring (Development Title Section 9-804.080[i][1]).  
  
A Temporary Use Permit for more than 10 days becomes effective 11 days from the date the permit is approved by the Zoning Administrator but cannot expire before the event/use that is subject to the Temporary Use Permit occurring (Development Title Section 9-804.080[i][2]).
- ADDITIONAL PERMITS** Approved projects may be subject to additional permitting requirements.



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FILE NUMBER: \_\_\_\_\_

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Applicant’s Representative Information	Design Professional Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Project Description <i>(Attach additional sheets as necessary)</i>

Property Information			
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract (Y or N)



**FILE NUMBER:** \_\_\_\_\_

**OPERATIONS**

<b>Employees/Customers/Deliveries per Work Shift</b> <i>(Attach additional sheets as necessary)</i>									
Shift #	Shift Hours	Days of Operation	Average Number of Employees Per Shift		Average Number of Customers per Shift		Average Deliveries/Shipments per Shift		Seasonal Or Year-round?
			Existing	Proposed	Existing	Proposed	Existing	Proposed	
#1									
#2									
#3									
#4									

<b>Surface Transportation Assistance Act (STAA)</b>	
Will STAA type trucks, over California Legal length, be used as part of the proposed operation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Existing route: Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Note: Contact the Department of Public Works for information regarding STAA routes at 209-468-3000</i>	

<b>Buildings and Structures</b> <i>(This information must be shown on the Site Plan)</i>						
Structure Number (as shown on site plan)	Proposed Use(s)	Number of Floors	Square Footage per Floor	Total Square Footage	Building Height	Occupancy

<b>On-Site Parking</b>							
Full-size Parking Spaces (Number)		Compact Parking Spaces (Number)		ADA Parking (Number)		Total Parking Spaces (Number)	
Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed

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



FILE NUMBER: \_\_\_\_\_

**SERVICES**

Water			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Water:
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>

Wastewater Disposal			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Sewer:
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Septic System Replacement <input type="checkbox"/>
If the project will result in process wastewater provide the following information:	Description of process wastewater:	Volume of process wastewater:	Method of disposal:

Storm Drainage			
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Storm Drain:
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>	New On-site Retention Pond <input type="checkbox"/>	Natural Drainage <input type="checkbox"/>

**OTHER PUBLIC SERVICES**

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

Existing Roads		
Road Name	Right-of-Way Width	Pavement Width



**FILE NUMBER:** \_\_\_\_\_

**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: \_\_\_\_\_



FILE NUMBER: \_\_\_\_\_

**SITE PLAN CHECKLIST**

*(Site plans must contain all applicable information contained in this checklist)*

**\*\*\*Incomplete site plans will not be accepted\*\*\***

**SITE PLAN FORMAT:**

The site plan shall include the following;

- Size: 24" x 36"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

**PROJECT DETAILS:**

- Identify and label all existing and proposed structures with dimensions, square footage, distances from other structures and property lines, and addresses
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways (See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

**SERVICES:** *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

**Well:** *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 200 feet of the property boundaries
- The following setbacks shall apply for wells:
  - Domestic wells
    - 5 feet from any structural foundation or overhang
    - 10 feet from all property lines
    - 100 feet from private wastewater treatment systems (septic tanks) and leach lines
    - 150 feet from seepage pits or sumps deeper than 8 feet
  - Public water systems wells
    - 25 feet from property line
    - 150 feet from wastewater treatment systems (septic tanks), leach lines and filter beds
    - 200 feet from dispersal fields deeper than 8 feet and 600 feet from dispersal fields greater than 20 feet in depth

**Wastewater Treatment:** *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater regulations)*

- Identify and label existing and proposed private wastewater treatment systems
- Identify and label existing private wastewater treatment systems (septic tanks) within 200 feet of the property boundaries
- Identify and label all existing and proposed septic systems with dispersal fields greater than 20 feet in depth within 600 feet of an existing or proposed public well
- All proposed septic systems must meet all setback requirements listed in Table 1.5 of the San Joaquin County Onsite Wastewater Treatment Standards (OWTS) (This document can be viewed at [www.sjgov.org/departments/envhealth](http://www.sjgov.org/departments/envhealth))



FILE NUMBER: \_\_\_\_\_

**SITE PLAN CHECKLIST continued**

*(Site plans must contain all applicable information contained in this checklist)*

**\*\*\*Incomplete site plans will not be accepted\*\*\***

- The following setbacks shall apply for private onsite wastewater treatment systems (septic tanks):
  - Private onsite wastewater treatment systems (septic tanks)
    - 5 feet from all property lines, structures, driveways and swimming pools
    - 100 feet from all domestic and irrigation wells, streams, waterways, drainage courses or ephemeral streams
    - 150 feet from all public water wells
  - Dispersal fields (leach lines)
    - 10 feet from all structures, driveways and swimming pools
    - 100 feet from all domestic and irrigation wells, streams, waterways, drainage courses or ephemeral streams
    - 150 feet from all public water wells
    - 200 feet from all public water wells if leach lines are greater than 8 feet in depth
    - 600 feet from all public water wells if leach lines are greater than 20 feet in depth
- Identify and label future replacement areas for all septic systems (replacement area equals 100% of the OWTS area)
- All proposed replacement areas must meet all setback requirements listed in Table 1.5 of the San Joaquin County Onsite Wastewater Treatment Standards (OWTS) (This document can be viewed at [www.sjgov.org/departments/envhealth](http://www.sjgov.org/departments/envhealth))
- Identify and label all existing and proposed floor drains or other non-domestic wastewater collection systems

**Storm Drainage:** *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities

**TOPOGRAPHY:**

- Identify any unusual topographic features of the site such as steep slopes and drainage courses
- Identify topographic contours
- Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within 1 mile of all property boundaries (Note: If the surface water is not located adjacent to the subject property, a note on the site plan with approximate location is sufficient.)

**LANDSCAPING:**

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

**SIGNS:**

- Identify the location and dimensions of all existing and proposed signs including pole, monument, and attached signs. (See Chapters 9-1705 & 9-1710 for Sign Regulations)

**FENCING & SCREENING:**

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)

**MISCELLANEOUS:**

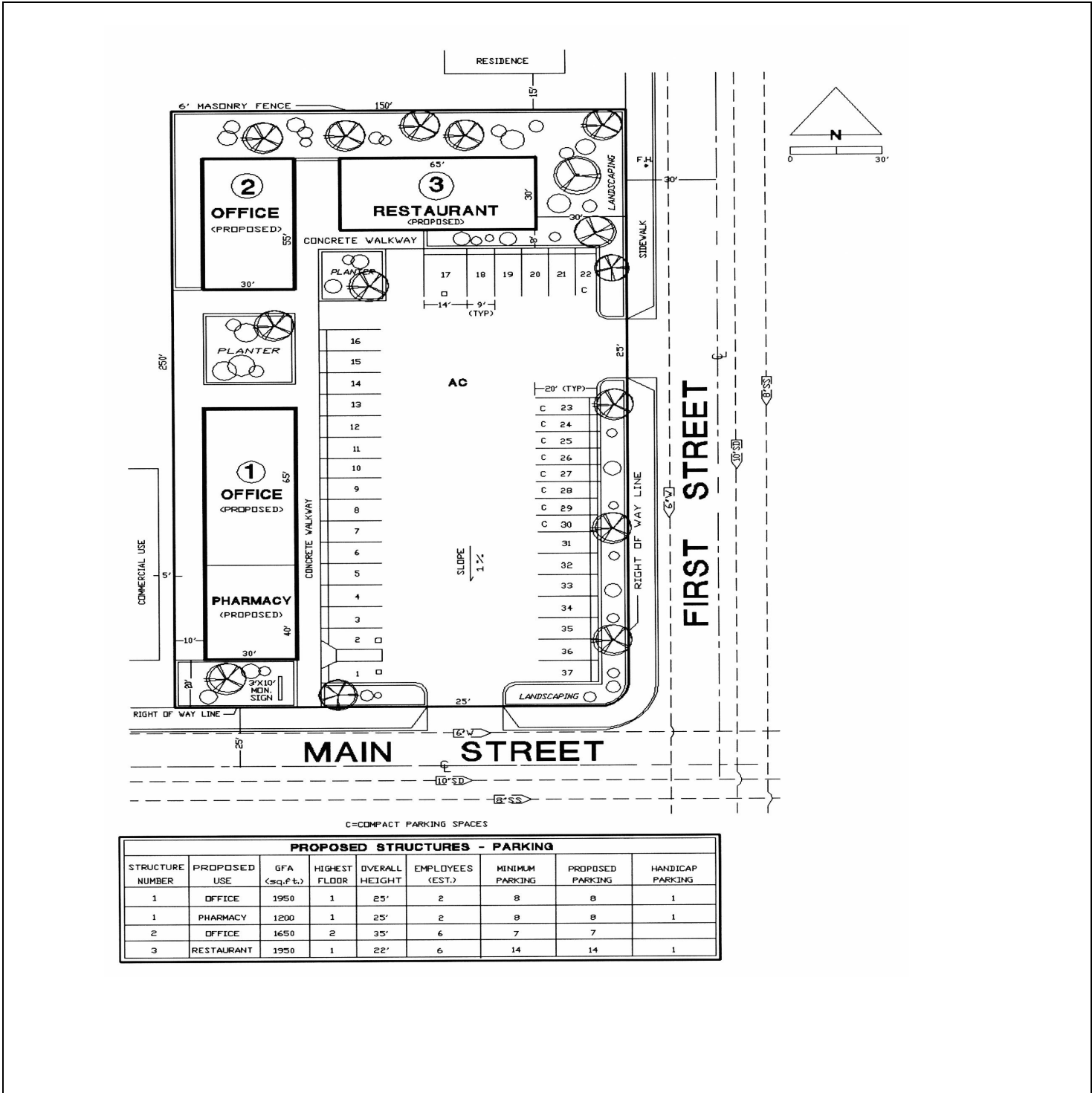
A Soil Suitability Study with Nitrate Loading Evaluation may be required prior to completion of the environmental review.





FILE NUMBER: \_\_\_\_\_

**SAMPLE SITE PLAN**





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