



**APPLICATION PROCESS**

**STEP 1**

**INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff and to review the requirements of Government Code Sections 51282 and 51297, prior to submittal of an application.

**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). In addition to CDD fees, applicants must pay the Assessor Valuation Fee per unit. This fee can be found on the Assessor’s website or by contacting the department at (209) 468-2630.

**FORM**

Seven (7) copies of the completed application with signatures from all owners

**MAP**

Seven (7) copies of the Assessor page(s) indicating the property(s) included in the application

**SITE PLAN**

If the Cancellation is not tied to another Planning application, please provide twelve (12) copies of a folded 24” x 36” site plan, and two (2) reduced 8½ x 11 copies. If the Cancellation is not tied to another Planning application, the site plan does not need to be stamped and signed by a licensed professional.

**DEED**

One (1) copy of the recorded deed(s) of the property

**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**

**CEQA**

The Community Development Department will determine if the project is subject to the California Environmental Quality Act (CEQA) and process the applicable environmental document accordingly. Processing times may vary depending on the applicable level of environmental review.

**REVIEW**

Applications are reviewed using the Public Hearing Procedure (Development Title Chapter 9-802.080)

**FINAL ACTION**

If the Board of Supervisors grant tentative approval to your application, the following additional steps will need to be completed before cancellation of the contract becomes final:

1. Certificate of Tentative Cancellation. Upon tentative approval of your application for contract cancellation, the Clerk of the Board will record a Certificate of Tentative Cancellation with the County Recorder. The Certificate of Tentative Cancellation will name you as the landowner requesting the cancellation, set forth that a Certificate of Cancellation of Contract will be issued and recorded when specified conditions and contingencies have been satisfied, and provide a legal description of the subject property.
2. Conditions and Contingencies to be Satisfied. You will have to satisfy all the conditions and contingencies listed in the Certificate of Tentative Cancellation. Conditions to be satisfied include payment in full of any cancellation fees. Contingencies to be satisfied include a requirement that you obtain all permits necessary to begin the project which you specified as an alternative use of the land in your application for contract cancellation.



3. Certificate of Cancellation. Within thirty days after you have notified the Board that you have satisfied all the conditions and contingencies noted in the Certificate of Tentative Cancellation, the Board, having confirmed that you have satisfied these requirements, will execute a Certificate of Contract Cancellation and will record said document. The contract is canceled when the Certificate of Contract Cancellation is recorded.

**STEP 4**

**ADDITIONAL  
PERMITS**

**CONDITIONS**

**CONDITIONS AND ADDITIONAL PERMITS**

Approved projects may be subject to additional permitting requirements.

The staff will send you the final action, and if the cancellation is approved, it will list conditions by department that must be met before you can start your project.



**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>	
Description of the proposed project (proposed alternative use of the property):	
Existing General Plan Designation:	
Is the proposed use consistent with the General Plan Designation? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Explain:	
Is this application tied to another discretionary application?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Related Planning Application (PA) number(s):	

Property Information			
Assessor Parcel Number	Property Address	Property Size	Number of Parcels
Williamson Contract Number(s):			Date:
Notice of Non-Renewal filed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			Date filed:



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

**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:

**ENVIRONMENTAL INFORMATION**

*(Fill out this section if the Cancellation is not tied to another Planning Application)*

**Topography**

Describe the project site's topography:

Describe any existing drainage courses or eroded areas on or near the project site:

**Biological Resources**

Describe any wildlife habitat or species on-site:

Identify any waterways and/or riparian habitat that may be disturbed by the proposed project: (See Chapter 9-1510 of the Development Title for Riparian Habitat Regulations):

Identify any Native Oak trees, Heritage Oak trees or Historical trees that may be disturbed by the proposed project: (See Chapter 9-1505 of the Development Title for Tree Regulations):



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

**Cultural Resources**

Describe any items of historical or archaeological interest on-site:


**PERFORMANCE STANDARDS**

*(Fill out this section if the Cancellation is not tied to another Planning Application)*

**Air Quality**

Describe air pollutants that may result from the project including during construction:


**Noise**

Describe on-site sources of noise or vibration that may result from the proposed project:


Describe any machinery, equipment, or transportation noise that may result from the proposed project:


**Light and Glare**

Describe any on-site sources of light and/or glare that may result from the proposed project:


**Odor**

Describe any on-site source of odor that may result from the proposed project:




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

**FINDINGS**

*(In order to grant tentative approval to an application for contract cancellation, the Board of Supervisors must make the applicable findings below. For 10-year contracts, please select Finding No. 1 or Finding No. 2 and the related subfindings, whichever is applicable. For 20-year contracts, please respond to all Findings and related subfindings.)*

**1. The cancellation is consistent with the purposes of the Williamson Act because:**

a. The cancellation is for land on which a Notice of Nonrenewal has been served pursuant to Section 51245 of the Government Code.

b. The cancellation is not likely to result in the removal of adjacent lands from agricultural use.

c. The cancellation is for an alternative use which is consistent with the applicable provisions of the County General Plan.

d. The cancellation will not result in discontinuous patterns of urban development.

e. There is no proximate noncontracted land which is both available and suitable for the use to which it is proposed the contracted land be put, or, development of the contracted land would provide more contiguous patterns of urban development than development of proximate noncontracted land.

**2. The cancellation is in the public interest because:**

a. Other public concerns substantially outweigh the objectives of the Williamson Act.

b. There is no proximate noncontracted land which is both available and suitable for the use to which it is proposed the contracted land be put, or, development of the contracted land would provide more contiguous patterns of urban development than development of proximate noncontracted land.



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

<b>3. No beneficial public purpose would be served by the continuation of the contract.</b>
<b>4. The uneconomic nature of the agricultural use is primarily attributable to circumstances beyond the control of the landowner and the local government.</b>
<b>5. The landowner has paid a cancellation fee equal to 25 percent of the cancellation. (Confirm understanding that this fee must be paid prior to the Board of Supervisors hearing for Tentative Cancellation.)</b>



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





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.sigov.org/department/envhealth](http://www.sigov.org/department/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:**

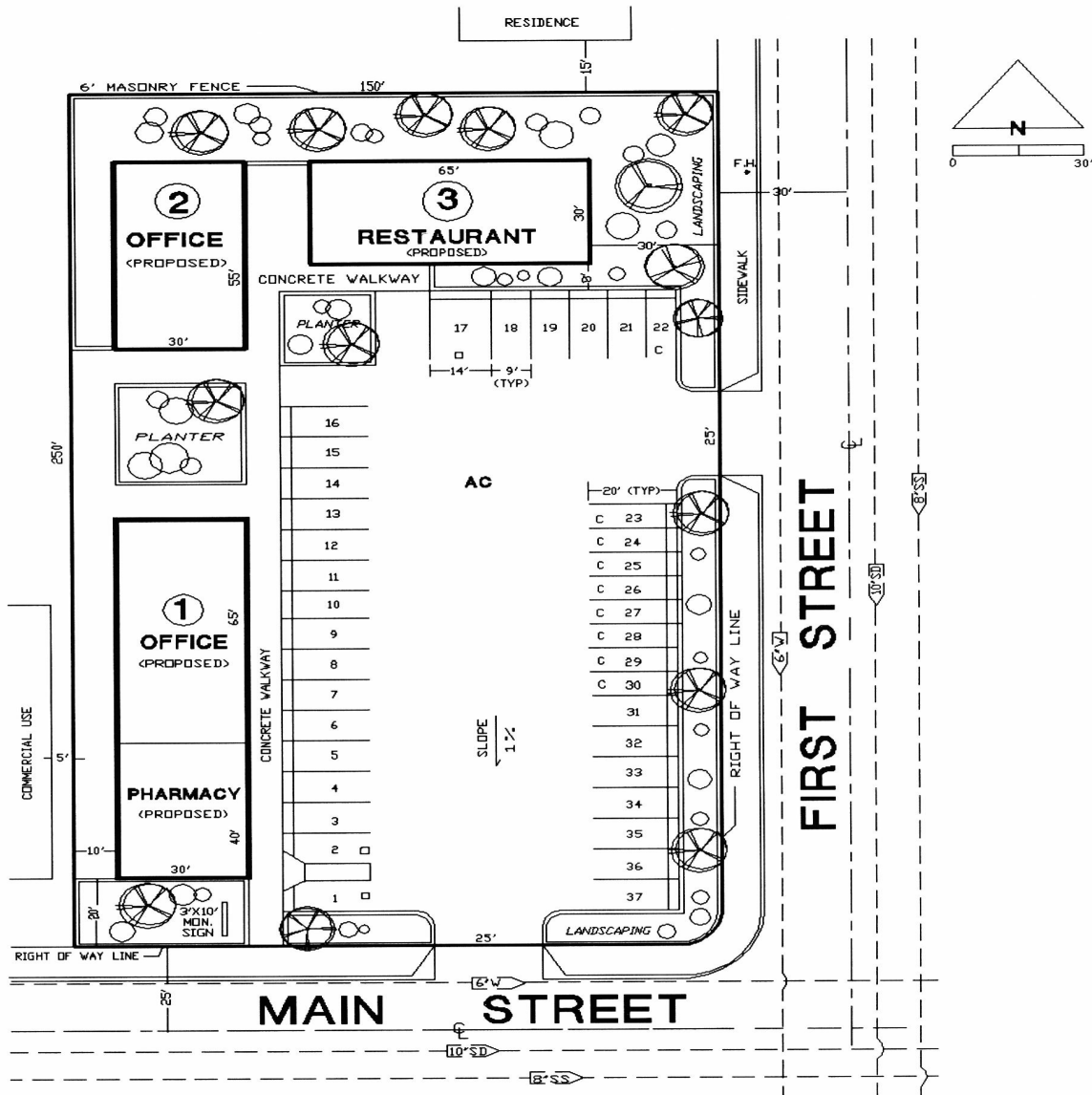
- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)

**MISCELLANEOUS:**

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



**SAMPLE SITE PLAN**



C=COMPACT PARKING SPACES

PROPOSED STRUCTURES - PARKING								
STRUCTURE NUMBER	PROPOSED USE	GFA (sq.ft.)	HIGHEST FLOOR	OVERALL HEIGHT	EMPLOYEES (EST.)	MINIMUM PARKING	PROPOSED PARKING	HANDICAP PARKING
1	OFFICE	1950	1	25'	2	8	8	1
1	PHARMACY	1200	1	25'	2	8	8	1
2	OFFICE	1650	2	35'	6	7	7	
3	RESTAURANT	1950	1	22'	6	14	14	1



SAN JOAQUIN  
— COUNTY —

*Greatness grows here.*