



# MOBILEHOME/RECREATIONAL VEHICLE PARK

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) 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.
- **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) of the property.
- **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.
- **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**

- **CEQA** The County will decide if the proposal will have an adverse effect on the environment. If there are no adverse effects, the application will be processed. If there are potential adverse effects, further environmental review will be required. Projects that have the potential to adversely affect the environment will require the preparation of an E.I.R. This may extend the processing time.
- **REFERRALS AND ACTION** Staff will refer the application to any County departments, other agencies and surrounding property owners affected by your proposal. At the end of a review and comment period a staff report will be prepared and the Planning Commission will hold a public hearing. Typically the Commission will act on the project about 8 weeks after an application is received. If the Commission can make the required findings, the application will be approved.
- **FINAL ACTION** The action of the Commission can be appealed to the Board of Supervisors. The Commission's action is final unless appealed. For further information on the length of the appeal period, contact the staff.

**STEP 4 CONDITIONS AND ADDITIONAL PERMITS**

- **CONDITIONS** The staff will send you the final action and if it is approval it will list conditions, by department, that must be met before you can start 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.
- **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.
- **BUSINESS LICENSES** If the project involves a business, a Business License must be approved prior to starting operation. Business License applications can be processed concurrently with the Site Approval application.
- **BUILDING PERMITS** If the project involves construction a building permit must be approved prior to commencement of work. Building and installation permits are normally the responsibility of the State Department of Housing and Community Development.
- **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 – MOBILEHOME/RECREATIONAL VEHICLE PARK

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: MP/RV-\_\_\_\_\_

## 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:



# APPLICATION – MOBILEHOME/RECREATIONAL VEHICLE PARK

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: MH/RV-\_\_\_\_\_

## 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

### Site Specifications

Mobilehome Spaces (Number)	Average Sq. Ft. of MH Site	Average Parking Per MH Site	RV Sites (Number)	Average Sq. Ft. of RV Site	Average Parking Per RV Site

### 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

Service Provider	Distance to Service

### School Service

Service Provider	Distance to Elem School

### Fire Protection Service

Service Provider	Distance to Fire Station



**APPLICATION – MOBILEHOME/RECREATIONAL VEHICLE PARK**  
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Public 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):

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

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

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**Land, Land Use and Biota**

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

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

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

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Describe any vegetation on-site by type and extent:

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**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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# APPLICATION – MOBILEHOME/RECREATIONAL VEHICLE PARK

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FILE NUMBER: MH/RV-\_\_\_\_\_

## 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 SIGNATURES

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

I, the Owner/Agent 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.

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 property's 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: \_\_\_\_\_



**San Joaquin County  
Environmental Health Department  
1868 E Hazelton Avenue  
Stockton, California 95205**

**DIRECTOR**  
Donna Heran, REHS

**PROGRAM COORDINATORS**  
Robert McClellon, REHS  
Jeff Carruesco, REHS, RDI  
Kasey Foley, REHS  
Linda Turkatte, REHS  
Rodney Estrada, REHS  
Adrienne Ellsaesser, REHS

**Website: [www.sjgov.org/ehd](http://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

## 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.
- **Public Streets and Easements:** Location and names of all streets and easements bordering on the property with access details.
- **Typical Site:** A typical site layout showing the location of the Mobilehome or Recreational Vehicle pad, driveway, parking, setbacks, site amenities and landscaping
- **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 Supply:** The location of existing and proposed water facilities, including distribution lines, fire hydrants and wells. Also show 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.

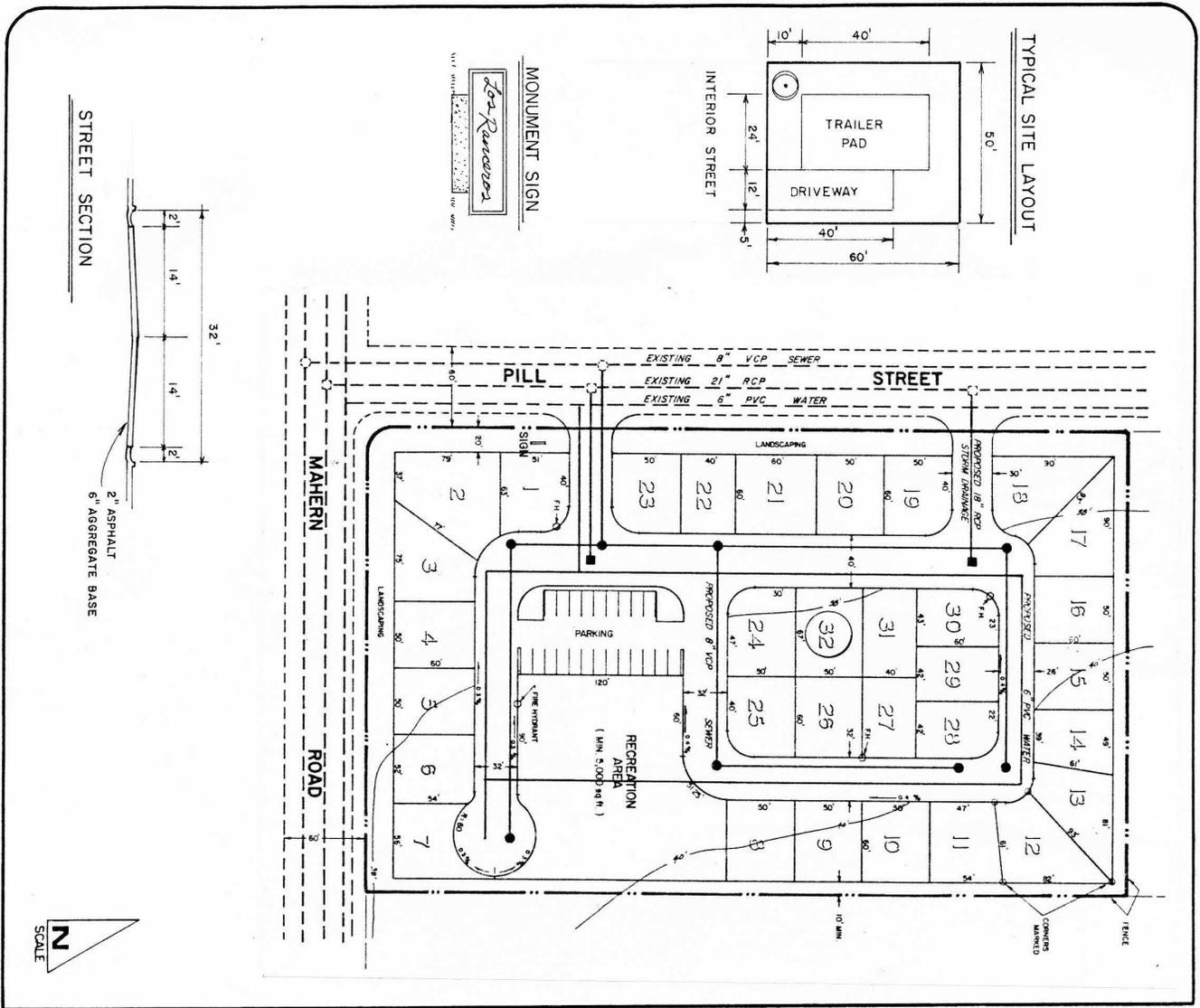
If water will be provided by an existing agency, a "will-serve letter must be submitted from the service provider.
- **Sewers and Septic Tanks:** The location of existing and proposed sewage disposal facilities.

If sewage disposal will be provided by an existing agency, 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).
- **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.
- Refer to Chapter 9-1035 of San Joaquin County Development Title for Mobilehome Park standards.
- Refer to Chapter 9-1040 of the San Joaquin County Development Title for Recreational Vehicle Park standards.

# SAMPLE SITE PLAN



**TITLE**

LOS RANCEROS  
MOBILEHOME  
PARK

APPROVED FOR SUBMITTAL  
DATE: 05-21-89  
PROJECT NO. 4332  
DRAWN BY: [Signature]  
ACCEPTED BY: [Signature]  
DATE: \_\_\_\_\_

OFFICIAL USE ONLY

**NOTES**

PROJECT DESCRIPTION: MOBILEHOME PARK

UTILITIES AND FACILITIES

WATER: WELL  PUBLIC SYSTEM  OTHER  CITY

SEWAGE DISPOSAL: SEPTIC  PUBLIC SYSTEM  OTHER  CITY

STORM DRAINAGE: ON-SITE  TERMINAL  OTHER  CITY SYSTEM

ELECTRICITY: 120/240 ; GAS 120/60

TELEPHONE: ATTN

FLOOD INFORMATION: NOT SUBJECT TO FLOOD

\* DENSITY = 1/5000 #

\* NO. OF SPACES = 32

\* NO. OF PARKING SPACES = 74

\* SLOPES LESS THAN 5%.

\* NO TREES ON SITE

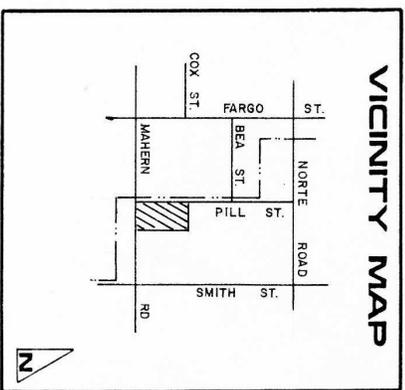
\* AVERAGE WIDTH OF SPACES = 50 FT.

\* LANDSCAPING AROUND EXTERIOR PERIMETER.

\* LEAVE UTILITIES TO BE MAINTAINED ON EXIST SPACE

ASSESSOR PARCEL NUMBER(S) 123-456-78

PROPERTY ADDRESS 1290 N. PILL ST.



**ENGINEERING**

1234 OAKVIEW AVE.  
ROSEBURG, CA. 95499

DRAWN BY: JOE SMITH JR

DATE: 5-2-89

ENGINEER INFORMATION