



SITE IMPROVEMENT PLAN STOCKTON METROPOLITAN AIRPORT

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 a Site Improvement Plan. Make checks payable to the San Joaquin County Treasurer.
- **FORM** Ten (10) copies of the completed information forms (attached) which all owners must sign.
- **IMPROVEMENT PLAN** Ten (10) copies of a Site Improvement Plan, 24" x 36" (see attached checklist and sample). This is an engineered plan showing drainage, grading, access, on- and off-site service and utility facilities, landscaping, circulation/parking details, etc.
- **HAZARDOUS MATERIALS** One copy of a completed Hazardous Materials Disclosure Survey form (a copy of the form is attached).
- **PLAN COMPLETE** Staff will check your Site Improvement plan. If anything is missing, you will be notified. (Your plan cannot be processed until it is complete.)

STEP 3 PROCESSING

- **REVIEW AND ACTION** Staff will route the Site Improvement Plan to the Stockton Metropolitan Airport Design Review Committee (SMADRC). At the end of a review period the SMADRC will approve your Site Improvement Plan if the plan conforms to the adopted Airport Special Purpose Plan. If the plan needs to be modified, you will be so informed.
- **FINAL ACTION** The action of the staff is final. If the Site Improvement Plan is found inconsistent with the Airport Special Purpose Plan, you have three options;
 1. Correct the inconsistencies and resubmit the application;
 2. Apply for an Amendment to the Special Purpose Plan; or
 3. Appeal the denial to the Planning Commission.

STEP 4 REQUIREMENTS AND ADDITIONAL PERMITS

- **REQUIREMENTS** The staff will advise you of 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.
- **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 Improvement Plan.
- **BUILDING PERMITS** If the project involves construction a building permit must be approved prior to commencement of work.



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SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: PA-_____

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:				



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FILE NUMBER: PA-_____

SITE IMPROVEMENTS AND SERVICES					
Off-Street Parking					
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)
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"/>	
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
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"/>



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FILE NUMBER: PA-_____

AUTHORIZATION SIGNATURES

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

I, the 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 Agent's project.

I, further, certify under penalty of perjury that I am the Legal agent 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: _____

The applicant is a tenant at the Stockton Metropolitan Airport and has sufficient interest in the subject property to file this application. I have reviewed the intended use and approve the operation subject to approval of the design review committee.

Print Name: _____ Signature: _____
Airport Director

Date: _____

SITE IMPROVEMENT PLAN CHECK LIST

Purpose: The purpose of the Community Development Department application approval process is to provide a single coordinated approval process for single or multi-building proposals in conformance with the Stockton Airport Special Purpose Plan.

Process: The specified plans, diagrams and documents are submitted to the San Joaquin County Community Development Department (CDD) to begin the review and approval process. The CDD will review the application for completeness, and forward it to additional required approving bodies, including the Stockton Metropolitan Airport Design Review Committee, the Federal Aviation Agency, and any additional required agencies. If the submittal is found to be consistent with the Special Purpose Plan and meets the additional approving agency requirements, it will be approved and the applicant may apply for a building permit. If the Application is found to have significant inconsistencies with the Special Purpose Plan or other agency codes and regulations, the CDD will deny the application and inform the applicant in writing of the specific inconsistencies. The applicant may then, a) correct the inconsistencies and resubmit the application, b) apply for an amendment to the Special Purpose Plan, or, c) appeal the denial to the Planning Commission, and ultimately the County Board of Supervisors.

Submittal Requirements:

- Plans, diagram and documents including but not limited to the following:

Vicinity Map

- Indicate the vicinity and location of the project site in south Stockton.

Context Maps

- Indicate the site plan area within the overall context of the Stockton Metropolitan Airport development area, showing all major streets, major pedestrian amenities, major open spaces, and visual corridors.
- Define the context including wind and solar orientation, access points, and edge conditions.
- Transit facilities.

Development Site Plan

- Delineate and dimension all property lines.
- Location, configuration, and setback of all existing and proposed buildings including the location of primary and secondary entries.
- Identify all intended uses for the buildings and the site (and all uses within the building), including occupancy classification, and type of construction as identified in the Uniform Building Code. For multiple use or flex buildings, indicate the range of expected uses.
- Layout and dimension and number all onsite parking (including surface and structured handicap spaces, and loading/unloading zones).
- Identify and dimension all vehicle circulation areas including driveways, curb cuts, service areas and dock facilities. Identify all delivery and truck routes.
- Identify and dimension all public and private pedestrian ways and open spaces.
- Locate all areas and types of fencing as appropriate.
- Identify any restrictions or easements on the property.
- Show the location of all proposed fire hydrants within 500 feet of the project site.
- Show the location of all proposed detached loading and storage facilities including areas for temporary storage of air cargo containers.
- Provide all site statistics including floor area ratios, building coverage, open space area, percentage of landscape to lot area, and types of uses (retail, office, R&D, air cargo, distribution, etc.).
- Indicate street widths and lane configurations conforming to the traffic analysis.

Open Space Diagram/Landscape Plan

- Provide a detailed conceptual landscape plan showing all open spaces, plazas, trails, pedestrian routes, street landscaping, site landscaping, and other distinctive landscaping features and amenities.
- Provide plant palette for trees, shrubs, groundcover, and grasses including a character image board.
- Provide a hardscape, feature, and amenity palette including a character image board.

Phasing Diagram

- Provide a phasing program and plan delineating the buildings, associated parking, open spaces, features and amenities, landscape, and infrastructure development as appropriate.
- Provide proposed square footage per phase as a percentage of the overall square footage.

SITE IMPROVEMENT PLAN CHECK LIST

SITE IMPROVEMENT PLAN CHECK LIST (Continued)

Architectural Drawings

- Provide dimensioned floor plans indicating all areas of intended use, all projections and overhangs, and finish floor elevations.
- Provide building sections and dimension floor-to-floor heights and overall building heights. Show relationships between single and multiple height spaces as appropriate.
- Provide elevations showing each side of all proposed buildings. Dimension window, door, and dock heights as well as all projections and overhangs. Identify all materials.
- Provide a material and color sample board showing all proposed materials and colors and their juxtaposition.
- Provide one or more color rendering(s) indicating the overall building and site composition, open spaces, as well as building and Landscape materials and character.

Elements should show variety and diversity relating to:

- Building floor plates, architectural form, fenestration, materials, color, height, and massing
- Design of pedestrian-oriented outdoor spaces relating to the buildings
- Design of individual building entries
- Design of landscape amenities

Statement of Conformity

- Identify and communicate the approach to each aspect of the design and how it addresses the goals and objectives of the Special Purpose Plan Development Standards and Design Guidelines including but not limited to:
 - Overall site planning
 - Off-site and on-site vehicle circulation
 - Building size, location, footprint and character
 - Parking
 - Pedestrian pathways, sidewalks and access
 - Bicycle pathways, access and storage
 - Landscaping hardscape, softscape and amenities
 - Utilities
 - Service, loading and storage areas
 - Transit stops/connections to alternative transportation
 - Signage
 - Lighting
 - Street and site furnishings
- Describe any exceptions requested from the Development Standards and Design Guidelines and why it is warranted by the design and amenities incorporated.
- Include special project goals, such as dedication of open space or unique development or design concepts.

Grading/Drainage/Utility Plans

- Provide a preliminary grading plan showing rough grading of the project site, street curb grades and high and low points, and an estimate of earthwork quantities.
- Provide a preliminary drainage plan showing overland release routing and detention facilities.
- Provide water, sewer, and storm drainage master plans showing sizes and inverts of storm drain and sanitary sewer lines.
- Provide electrical, telephone and data cabling master plans indicating the proposed levels of service.
- Provide all street widths and lane configurations of streets impacted by the proposed development.

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.

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)