



MOUNTAIN HOUSE USE PERMIT, SITE APPROVAL & IMPROVEMENT PLAN APPLICATION

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
1810 EAST HAZELTON AVENUE, STOCKTON, CA 95205
TELEPHONE: (209) 468-3120
BUSINESS HOURS: 8:00 a.m. to 5:00 p.m.
(Monday through Friday)

FILE NUMBER: _____ - _____ - _____

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, submit 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.
- INFORMATION FORMS** Two (2) copies of the completed application information forms (attached) which all owners must sign.
- DEED AND ACCESS RIGHTS** A copy of the recorded deed(s) of the property and documentary proof of right of access to public right-of-way.
- SITE PLAN** Ten (10) copies of a folded Site Plan (see attached) with Required Information and two (2) copies of an 8-1/2" x 11" or 11" x 17" reduced copy of the plan.
- WILL SERVE LETTERS** If your project requires connection to public facilities, you must submit a "will-serve" letter from the MHCSD and other appropriate water, sewer or drainage entities at the time of filing. This letter must include a statement from the agencies that they will serve the proposed development, and have, or will have, the capacity to provide such service.
- DEVELOPMENT AGREEMENT ACKNOWLEDGEMENT** If a Development Agreement has been executed for the subject area, a letter acknowledging completion of all required plans and programs as specified in the Development Agreement is required. *
- PLEP FORM** Two (2) copies of a completed Public Land Equity Program (PLEP) form, or two (2) copies of a PLEP form for a prior approved application on the property.
- DESIGN GUIDELINES** Two (2) copies of the Design Guidelines for the project which include a description of the project design theme and architectural styles.
- HAZARDOUS MATERIALS FORM** A copy of a completed Hazardous Materials Disclosure Survey form.

REQUIRED INFORMATION If the proposed project has been part of a prior application, you may reference any relevant reports/information included with that application in order to satisfy the following requirements.

REPORTS Report submittal for improvement plans is waived unless determined by the Director to be necessary to demonstrate compliance with Master/Specific Plan requirements. Report submittal for use permits and site approvals may be waived by the Director if determined inapplicable to the project

- SOILS REPORT** Two (2) copies of a Preliminary Soils Report prepared by a State registered civil or geotechnical engineer. This requirement may be waived by the Building Official based on specified findings.
- GEO TECHNICAL REPORT** Two (2) copies of a Preliminary Geo Technical Report prepared by a State registered Geo Technical engineer or State registered geologist. This requirement may be waived by the Building Official if he has enough soils data for that area. (If the Preliminary Geo Technical Report indicates the presence of geological hazards, a geotechnical investigation with findings shall be conducted.)
- SURFACE & SUBSURFACE CONTAMINATION REPORT** Two (2) copies of a Surface and Subsurface Contamination Report prepared by a qualified environmental professional. This report may be waived by the Environmental Health Division based on specified findings.
- CULTURAL RESOURCES REPORT** Two (2) copies of the Cultural Resources Report specifying the method of preserving significant architectural and/or historic cultural resources within the boundaries of the project.
- FARM IRRIGATION DRAINAGE REPORT** Two (2) copies of the Farm Irrigation Drainage Report, consisting of a map of existing farm drains that traverse the proposed project, identified by type, location and function; an analysis of the impacts of the proposed project on the existing farm irrigation drainage system; a determination of the planned dispossession of the system, including the abandonment of specific pipes and drains; a determination of whether the farm irrigation drainage system could be integrated into the storm system for the proposed project.
- CANAL REPORT** Two (2) copies of the Canal Report, evaluating the safety of open canals within one half (1/2) mile of the boundaries of the proposed project, and specifying the means to be taken to reduce the attractive nuisance of such canals to future residents.
- TREE SURVEY** Two (2) copies of a Tree Survey, specifying the location, species, and condition of all mature trees within the proposed project.
- NESTING SITE SURVEY** Two (2) copies of a Nesting Site Survey, consisting of a survey conducted by a qualified biologist of occupied raptor nests in trees and of burrowing owl nesting sites within the boundaries of the proposed project.
- SPECIAL STATUS SPECIES SURVEY** Two (2) copies of a Special Status Species Survey, consisting of a survey conducted by a qualified biologist of special status species within the boundaries of the proposed project.
- NOISE STUDY** Two (2) copies of a Noise Study, conducted pursuant to the Mountain House Development Title, consisting of an assessment of existing and proposed noise contours, and proposed measures to control noise.
- ENVIRONMENTAL SITE ASSESSMENT** Two (2) copies of an Environmental Hazards Site Assessment Report, with recommendations contained therein.
- FUEL LINE & PIPELINE RELOCATION** Two (2) copies of a Pipeline Relocation Plan, if applicable.

<p>PROJECT DESCRIPTION</p> <p><input type="checkbox"/> PROPOSED LAND USE</p> <p><input type="checkbox"/> CONSISTENCY</p> <p><input type="checkbox"/> EASEMENTS</p> <p><input type="checkbox"/> UTILITIES</p> <p><input type="checkbox"/> WASTE MANAGEMENT</p> <p><input type="checkbox"/> PUBLIC WORKS AND MHCSD COMPLIANCE</p> <p><input type="checkbox"/> MITIGATION MEASURES</p> <p><input type="checkbox"/> HOUSING TYPES AND DESIGN DIVERSITY COMPLIANCE</p> <p><input type="checkbox"/> TRAFFIC/CIRCULATION IMPROVEMENTS</p> <p><input type="checkbox"/> ADJACENT AGRICULTURAL OPERATIONS</p> <p><input type="checkbox"/> ENERGY EFFICIENCY</p> <p><input type="checkbox"/> COMMUNITY EDGES</p> <p><input type="checkbox"/> AIR QUALITY</p> <p><input type="checkbox"/> WATER SUPPLY</p> <p><input type="checkbox"/> WATER TABLE MANAGEMENT</p> <p><input type="checkbox"/> STORM DRAINAGE</p> <p><input type="checkbox"/> PUBLIC SERVICE</p>	<p>A project description sufficiently detailed to allow staff to find that the project is consistent with the Master Plan, Specific Plan, and any applicable Special Purpose Plan or MHCSD plans.</p> <p>Information concerning acreage by land use district, and the number and density of housing units by land use type, if applicable, and lot area by lot number.</p> <p>Description of how the proposed project implements, or is consistent with, all plans and agreements relevant to it, including documentation of compliance; and identification/documentation of any proposed amendments to plans.</p> <p>Description and location of pipelines, power lines, and railroad tracks within, in proximity to, or serving the proposed subdivision.</p> <p>Information on telecommunication and fiber optic facilities; natural gas provider, facilities and pipelines, and estimated energy savings; electricity provider, facilities and transmission lines, electric magnetic fields (EMF), and estimated energy savings; other provided utilities, including cable.</p> <p>Information on waste management services to be provided, including information on the waste transfer station.</p> <p>Documentation concerning compliance with all required MHCSD and Public Works required studies, plans, and actions relative to the provision of community facilities and services (i.e., schools, parks, fire, police, libraries), and public infrastructure, including phasing and financing components.</p> <p>Identification of all relevant, previously adopted mitigation measures, and conditions of approval from associated project maps (including fees), and how the proposed project implements or is consistent with them.</p> <p>If applicable, description of how the housing types and the design diversity for a proposed housing project demonstrate compliance with Master Plan diversity requirements for type and cost of housing; how housing cost/affordability within the proposed project compares with the projected income of Mountain House employees by income group according to Table 3.9 of the Master Plan; and how the phasing and development of the proposed project will attain jobs/housing balance goals and standards over time.</p> <p>Description of the phasing and financing of onsite and offsite traffic/circulation improvements and transit, and identification of Transportation Demand Management (TDM) programs included within the proposed project.</p> <p>Description of adjacent agricultural operations and proposed protection measures.</p> <p>Description of measures taken to achieve energy efficiency, including measures taken to achieve solar access.</p> <p>Description of community edge treatments.</p> <p>Information concerning provisions for attaining air quality requirements of the Master Plan.</p> <p>Information concerning BBID annexation of all property in the proposed project and water conservation measures</p> <p>Information on water table level and its management.</p> <p>Information on storm drainage facilities and phasing; flood zones; and best management practices (BMP's) as per the MHCSD drainage plan.</p> <p>Information on the provision, design, phasing and timing of all public services; financing procedures for public services to serve the proposed project, including medical/emergency services, school design and phasing (if the proposed project is a housing development), and MHCSD annexation of all land within the proposed project.</p>
<p>STEP 3</p>	<p>APPLICATION DECLARED COMPLETE</p> <p>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. <u>(Your application cannot be processed until it is complete.)</u></p>
<p>STEP 4</p> <p><input type="checkbox"/> CEQA</p> <p><input type="checkbox"/> REFERRALS AND ACTION</p>	<p>APPLICATION PROCESSING</p> <p>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. This may extend the processing time.</p> <p>Use Permit: Staff will refer the application to any County departments, other agencies and surrounding property owners affected by the 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. If the Commission can make the required findings, the application will be approved. The Commission Action is final unless appealed to the Board of Supervisors.</p> <p>Site Approval: Staff will refer the application to any County departments, other agencies and surrounding property owners affected by the proposal. At the end of a review and comment period the Director will either take action or refer the application to the Planning Commission for a public hearing. If the Director decides to take action, the Director will approve the application if he can make required findings. If the Commission can make the required findings, the application will be approved. The action is final unless appealed. The action of the Director can be appealed to the Planning Commission and the action of the Planning Commission may be appealed to the Board.</p> <p>Improvement Plan: Staff will refer the application to any County departments or other agencies affected by the proposal. At the end of a review and comment period the Director will act on the application. If the Director determines that the Improvement Plan conforms to all adopted standards, your application will be approved. If the Director determines that the Improvement Plan needs to be modified, you will be notified. If the Director cannot make the required findings, the application will be denied. The action of the Director is final.</p>
<p>STEP 5</p> <p><input type="checkbox"/> CONDITIONS</p> <p><input type="checkbox"/> IMPROVEMENT PLANS</p> <p><input type="checkbox"/> ENCROACHMENT PERMITS</p> <p><input type="checkbox"/> BUSINESS LICENSES</p> <p><input type="checkbox"/> BUILDING PERMITS</p> <p><input type="checkbox"/> OTHER PERMITS</p>	<p>CONDITIONS AND ADDITIONAL PERMITS</p> <p>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 your project.</p> <p>An <i>Improvement Plan</i> may be required as a condition of approval for a Use Permit or Site Approval if their site plans do not include engineered designs showing drainage, grading, frontage improvements, access, on- and off-site service and utility facilities, landscaping and circulation/parking details.</p> <p>Encroachment Permits must be acquired from the MHCSD or 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.</p> <p>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 building permit.</p> <p>If the project involves construction of a structure on private property, a building permit must be approved prior to commencement of work.</p> <p>Frequently, other local, state and/or federal agencies will require permits for new uses (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.</p>

MOUNTAIN HOUSE

USE PERMIT, SITE APPROVAL & IMPROVEMENT PLAN

SITE PLAN CHECKLIST

MAP REQUIREMENTS

- SIZE** *The Site Plan must be drawn on minimum 18" x 24" material.*
- NORTH ARROW, DATE AND SCALE** *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.*
- VICINITY MAP** *A vicinity map showing the location of the property in relation to surrounding streets.*
- CONTOUR LINES** *Contour lines or spot elevation within and beyond the project boundaries relative to mean sea level datum. (Check with staff for contour interval).*
- WATER COURSES** *The location of existing watercourses.*
- FLOODING** *The area subject to flooding from a 100-year flood with elevations. Include also the area that has been subject to historical localized flooding (not shown on FEMA FIRM MAPS) with depth of flood waters. (Check with Public Works).*
- SENSITIVE HABITATS** *The location and description of sensitive habitats, including, wetlands and riparian areas on or within 150 feet of the property.*

EXISTING AND PROPOSED DEVELOPMENT

- PROPERTY LINES** *All property lines or boundary lines of the parcel with dimensions*
- ADJACENT PROPERTY OWNERS** *Names of adjoining property owners, including those across any easements, roads, waterway, etc.*
- STRUCTURES** *All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with foot prints, 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.*
- STREETS, EASEMENTS AND CIRCULATION** *Location and names of all existing and proposed streets and easements within or bordering on the project. Include right-of-way widths, grades, and access restrictions. Include also existing and proposed bicycle paths, sidewalks, and trail improvements.*
- 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').*
- LIGHTING** *The location of existing and proposed street lighting and parking lot lighting includes lighting fixture specifications.*
- LANDSCAPING** *The location of existing and proposed landscaping including streetscape 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, AND STORAGE TRASH ENCLOSURES** *The location and height of all existing and proposed signs, the location, height and elevation of fences (including sound walls and edge treatments) and the location and dimensions of all open and/or enclosed storage and trash receptacles.*
- WATER SUPPLY** *If applicable, the location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. For projects utilizing on site wells, check with staff for additional requirements.*
- SEWAGE DISPOSAL** *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. For projects utilizing septic tanks and leach lines, check with staff for additional requirements.*
- STORM DRAINAGE** *The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria, including collection facilities, detention and retention ponds, terminal facilities, levee improvements and other flood protection facilities. Indicate any unusual topographic features of the site (e.g. steep slopes, drainage courses).*
- GRADING** *Typical sloping pad grading and section; typical flat pad grading and section; areas requiring fill or excavation.*
- DEDICATIONS** *Improvements and easements to be dedicated to the County, MHCSD, or other public entity.*

GENERAL NOTES

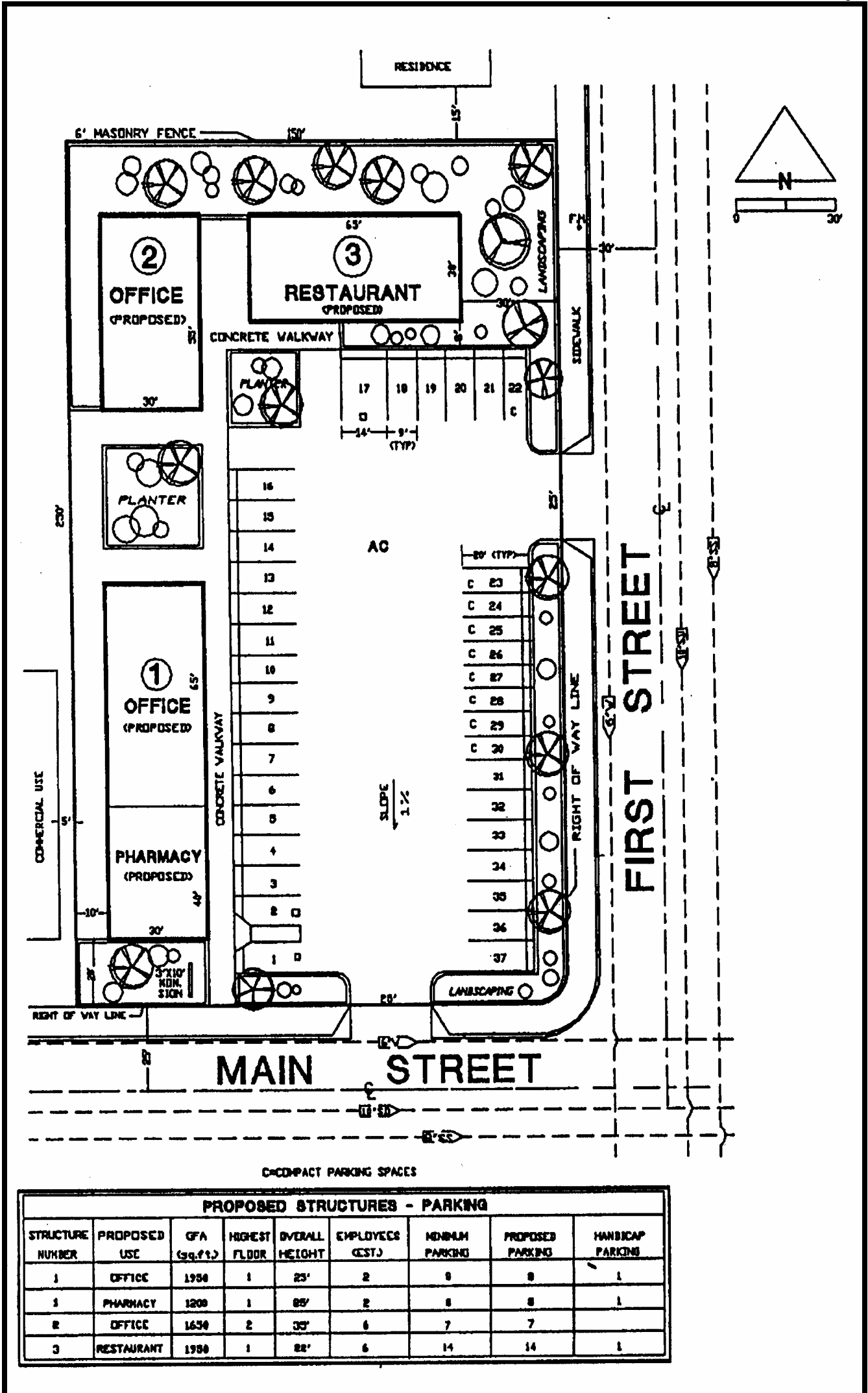
- NAMES** *Name, address and telephone number of owner; the name, address and telephone number of the applicant or engineer filing the map.*
- EXISTING LAND USE** *Specify existing land use.*
- MASTER PLAN DESIGNATION AND ZONING** *Specify Master Plan designation and zoning district for site.*
- PROPOSED LAND USE** *Specify proposed land use for site.*
- UTILITY PROVIDERS** *Specify entities providing water, sewer, electric, gas, telephone, and cable services.*
- FLOOD ZONE DESIGNATION** *Specify which flood zone designation the project is in per FEMA FIRM MAP number.*
- MAXIMUM CUT AND FILL SLOPE RATIO** *Provide a statement concerning maximum cut and fill slope ratio.*
- CONTOUR INTERVAL** *Specify size of contour interval.*

SITE PLANS MUST BE COMPLETE AND LEGIBLE

Before applying, check your Use Permit 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 Use Permit prior to having copies run.

Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.

SAMPLE SITE PLAN (MH)



SAMPLE SITE PLAN (MH)

**USE PERMIT, SITE APPROVAL & IMPROVEMENT
PLAN APPLICATION (MH)**

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: _____ - _____ - _____

TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION

APPLICATION
[CHECK ONLY ONE]
[SEPARATE APPLICATION NEEDED
FOR EACH APPLICATION]

- USE PERMIT
 SITE APPROVAL
 IMPROVEMENT PLAN

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

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:

ENVIRONMENTAL INFORMATION
Water, Drainage and Flooding
<i>Describe the current depth of the ground water and depth to potable water:</i>
<i>Describe any existing drainage courses or eroded areas on or near the project site (e.g. rivers, creeks, swales or drainage ditches):</i>
<i>Describe any areas subject to flooding (including flood depths and flood panel map number):</i>
Land, Land Use and Biota
<i>Describe the site's topography (e.g. land forms, slopes, etc.):</i>
<i>Describe agricultural land that will be lost as a result of the project (type of crops, acres, quality of soil, etc.):</i>
<i>Describe any wildlife habitat on-site and species that are of may be present:</i>
<i>Describe any vegetation on-site by type and extent:</i>
Air Quality
<i>Describe air pollutants that may result from the project (e.g. construction related dust, vehicle trips per day, fire places, incinerators, etc.):</i>
Other
<i>Describe any items of historical or archaeological interest on-site (e.g. cemeteries or structures):</i>
<i>Describe any on-site or off-site sources of noise or vibration (e.g. freeway noise, heavy equipment, etc.):</i>
<i>Describe any on-site or off-site sources of light of glare (e.g. parking lot lighting, or reflective materials used):</i>
<i>Describe any on-site or off-site source of odor (e.g. agricultural wastes):</i>
<i>Describe any displacement of people that will be caused by the project (e.g. numbers of people, housing units):</i>

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

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 Existing Well New Well Well Replacement

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 Existing Septic System New Septic System Other

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 On-site Retention Pond(s) Natural Drainage/No Change Other

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"/>

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 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.

<i>Print Name:</i> _____	<i>Signature:</i> _____	<i>Date:</i> _____
<i>Print Name:</i> _____	<i>Signature:</i> _____	<i>Date:</i> _____
<i>Print Name:</i> _____	<i>Signature:</i> _____	<i>Date:</i> _____
<i>Print Name:</i> _____	<i>Signature:</i> _____	<i>Date:</i> _____
<i>Print Name:</i> _____	<i>Signature:</i> _____	<i>Date:</i> _____