



APPLICATION PROCESS

STEP 1

INITIAL CONSULTATION

Applicants are encouraged to consult with Community Development Department staff 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).

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

SITE PLAN Twelve (12) copies of a folded 24" x 36" site plan, and two (2) reduced 8½ x 11 copies

**AIRPORT LAND
USE COMMISSION** One (1) copy of a receipt from the Airport Land Use Commission (ALUC), if applicable. Projects requiring ALUC review include:

- Structures (including antennae) over 200 feet in height
- All projects located within Airport Influence Areas

For current fees visit: <https://www.sjcog.org/DocumentCenter/View/5043/2019-ALUC-Fee-Schedule>

For project review guidelines visit: <https://sjcog.org/DocumentCenter/View/5041/2019-ALUC-Project-Review-Guidelines?bidId=>

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 Variance applications are reviewed using the Public Hearing Procedure (Development Title Chapter 9-220)

APPEAL Unless otherwise specified, the Planning Commissions' determination may be appealed to the Board of Supervisors. (Development Title Section 9-220.11).

STEP 4

CONDITIONS AND ADDITIONAL PERMITS

**ADDITIONAL
PERMITS** Approved projects may be subject to additional permitting requirements.

**NOTICE
OF
DETERMINATION** A Notice of Determination for approved development projects subject to CEQA shall be filed by the Community Development Department within five (5) working days of project approval. A fee, as determined by the Department of Fish and Wildlife, shall be required prior to filing. (Public Resource Code § 15075)

For current fees visit: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>



SAN JOAQUIN
—COUNTY—

Greatness grows here.



FILE NUMBER: _____

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



FILE NUMBER: _____

Airport Land Use Commission					
Within an Airport Area of Influence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Includes structure over 200 feet in height?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ALUC fees paid?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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



FILE NUMBER: _____

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"/>

Findings	
1.	Because of the special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the regulation deprives the property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
2.	The granting of the Variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated.
3.	The Variance will not authorize a use or activity which is not otherwise expressly authorized by the regulation governing the parcel of property.



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, and distances from other structures and property lines
- ☐ 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)



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)
- ☐ 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)

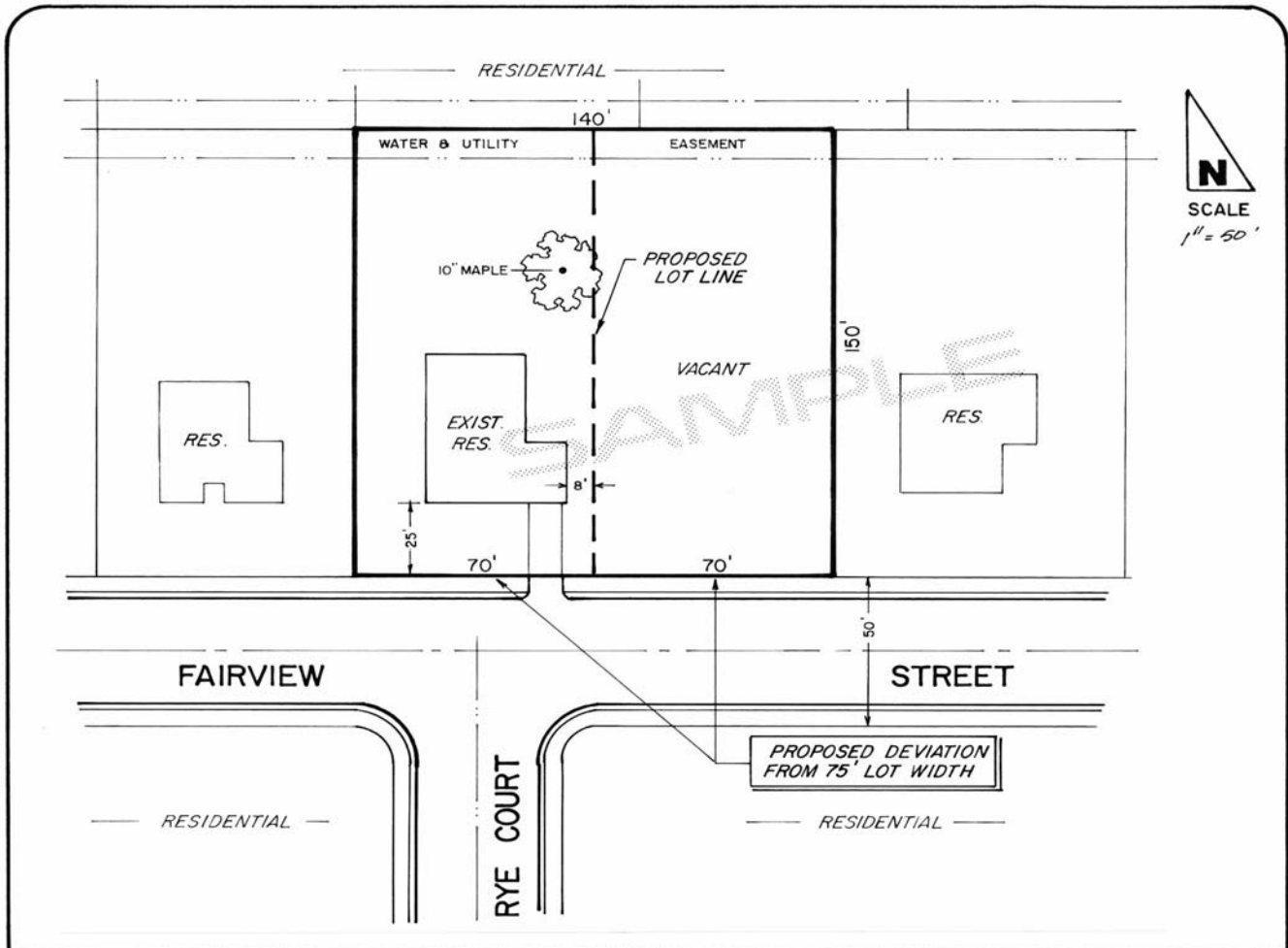
MISCELLANEOUS:

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

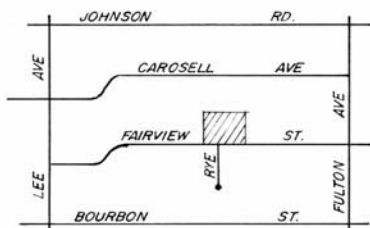


FILE NUMBER: _____

SAMPLE SITE PLAN



VICINITY MAP



NOTES

- EXISTING RESIDENCE 1750^{sq} ft - 1 STORY
- PROPERTY SERVED BY PUBLIC WATER & SEWER

Owner's Name BILL FRACTOR
Address 2017 W. FAIRVIEW ST
City STOCKTON 95206 Phone (209) 463-1899
Property Address 2017 W. FAIRVIEW ST.
Signature Bill Fractor

Request TO REDUCE
THE REQUIRED 75' LOT
WIDTH BY 9' TO
70'.

OFFICIAL USE ONLY
FILE _____
ACCEPTED BY _____
DATE _____