



PLANNING DEPARTMENT

224 W. Winton Ave., Room 111
Hayward, CA 94544

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www.acgov.org/cda

DEVELOPMENT PROJECT APPLICATION SUBMITTAL REQUIREMENTS

Published October 2025

Table 1 - Development Project Application Submittal Requirements - Checklist

This checklist and the detailed requirements provided in Table 2 apply to any Development Project (e.g. a project involving New Structures, Additions, Demolitions, or Exterior Alterations)

SECTION 1 - FORMS & FEES

	Submitted	Waived by Staff
A. Completed Copy of this Development Project Application Submittal Requirements Checklist	<input type="checkbox"/>	<input type="checkbox"/>
B. Applicant Statement or Project Narrative, Statement in Support of Required Approval Findings, and/or if applicable, a Statement Regarding Access Easements	<input type="checkbox"/>	<input type="checkbox"/>
C. Application Fee Deposit	<input type="checkbox"/>	<input type="checkbox"/>
D. Hazardous Waste and Substance Statement required by California Government Code Section 65940(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>
E. Statistical Data	<input type="checkbox"/>	<input type="checkbox"/>
F. Demolition or Relocation Request / Historical Assessment Report Application	<input type="checkbox"/>	<input type="checkbox"/>
G. Stormwater Requirements Checklist	<input type="checkbox"/>	<input type="checkbox"/>
H. Preliminary Feasibility Study Approval for an Onsite Wastewater Treatment System (OWTS) from the County Department of Environmental Health	<input type="checkbox"/>	<input type="checkbox"/>
I. Stormwater Protection Plan for Equine Facilities	<input type="checkbox"/>	<input type="checkbox"/>
J. Commercial Agriculture Determination Form for any Property Subject to a Williamson Act Contract	<input type="checkbox"/>	<input type="checkbox"/>
K. Registration of Soil Importing	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 - PLANS

	Submitted	Waived by Staff
A. Architectural Plans, to include:	<input type="checkbox"/>	<input type="checkbox"/>
1) Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
2) Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>
3) Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>
4) Street Strip Elevations	<input type="checkbox"/>	<input type="checkbox"/>
5) Site & Building Section Drawings	<input type="checkbox"/>	<input type="checkbox"/>
6) Zoning Compliance Exhibits	<input type="checkbox"/>	<input type="checkbox"/>
7) Materials and Color Board	<input type="checkbox"/>	<input type="checkbox"/>
B. Landscape Plans, to include:	<input type="checkbox"/>	<input type="checkbox"/>
1) Landscape Plans - Existing and Proposed	<input type="checkbox"/>	<input type="checkbox"/>
2) Landscape Plan to demonstrate compliance with the California Water Efficient Landscape Ordinance (WELO)	<input type="checkbox"/>	<input type="checkbox"/>
C. Lighting Plan & Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>
D. Civil Engineering Plans	<input type="checkbox"/>	<input type="checkbox"/>
E. Boundary and/or Topographic Survey	<input type="checkbox"/>	<input type="checkbox"/>
F. Fire Department Access Plan	<input type="checkbox"/>	<input type="checkbox"/>
G. Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>
H. Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>
I. Vicinity Plan showing site context in its neighborhood	<input type="checkbox"/>	<input type="checkbox"/>
J. Statement of Compliance with California Senate Bill 1214 For Plans Subject to Copyright	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 - COMPLIANCE STATEMENT FOR HOUSING PROJECTS SUBJECT TO STATE LEGISLATION

Applies when your project proposes to apply the provisions of State laws established for certain types of housing developments (e.g., Senate Bills, Assembly Bills, and Government Code Sections).	Submitted	N/A
A. Housing Accountability Act and the Housing Crisis Act. Housing Development per California Government Code Section 65589.5(h)(2)	<input type="checkbox"/>	<input type="checkbox"/>
B. State Density Bonus Law. Housing Development per California Government Code Section 65915(i)	<input type="checkbox"/>	<input type="checkbox"/>
C. SB 330 Preliminary Application. Housing Development that submitted a Preliminary Application per California Government Code Section 65941.1.	<input type="checkbox"/>	<input type="checkbox"/>



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Table 2 - Development Project Application Submittal Checklist - Detailed Requirements

SECTION 1 - FORMS & FEES

- A. **Completed Copy of Table 1 of the Development Project Application Submittal Checklist.** Please submit an annotated copy of Table 1 to document the materials you plan to submit with your application.
- B. **Applicant Statement or Project Narrative, Statement in Support of Required Approval Findings & Statement Regarding Access Easements.** Please prepare an application statement/project narrative to describe:
 - 1) The current and propose use(s) for the property and/or building(s), if any demolition and/or construction is proposed (include square footage of each building & use), and include details such as hours of operation, number of employees/visitors/customers, number of shifts, parking arrangement, if any activity outside of a building would occur, and any other pertinent information;
 - 2) How your project is consistent with the findings for approval that apply to your project. To do so, you may refer to the applicable sections of the Zoning Ordinance. Please talk to a planner if you need assistance to identify the findings that apply to your project; and
 - 3) How ingress/egress is provided to your project if your project is located on a parcel that does not have direct frontage or access to a public right-of-way. If so, please submit copies of any pertinent access easements.
- C. **Application Fee Deposit.** Please refer to: <https://www.acgov.org/cda/planning/ordinance/documents/FEE-deposit-schedule-02.06.25.pdf> to identify the fee deposit(s) that apply to your project type and be prepared to submit payment. Note that this is a deposit for staff time; an additional deposit may be required.
- D. **Hazardous Waste and Substance Statement.** Pursuant to the Permit Streamlining Act (PSA), an application for a development project may not be accepted as complete unless and until the applicant has submitted a signed statement indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites compiled by the California Secretary for Environmental Protection, pursuant to California Government Code Section 65962.5. Please review, complete, and submit the form that may be found on **page 7 of this document**.
- E. **Statistical Data.** Please submit any Statistical Data that is provided within the project plans, to include total site square footage, total gross floor area, floor area ratio, building lot coverage, Usable Open space (as defined by the Alameda County Zoning Ordinance), number of existing and proposed automobile and bicycle parking spaces, number of existing and proposed off-street loading spaces, and the number of bedrooms and floor area of each residential unit.
- F. **Demolition or Relocation Request / Historical Assessment Report Application.** If demolition or relocation to another parcel of a building over 50 years old is proposed. For the purpose of this application requirement, demolition would occur when 50% or more of the enclosing exterior walls and 50% or more of the roof are removed within any continuous 12-month period. Please review, complete, and submit the form that is available via this weblink: <https://www.acgov.org/cda/planning/ordinance/documents/DemolitionRequestForm.pdf>.
- G. **Stormwater Requirements Checklist.** Please review, complete, and submit the form that is available via this weblink: <https://www.acgov.org/cda/planning/ordinance/documents/StormwaterChecklist.pdf>.
- H. **Preliminary Feasibility Study Approval for an Onsite Wastewater Treatment System (OWTS) from the County Department of Environmental Health.** For more information, please visit this weblink: <https://deh.acgov.org/landwater-assets/docs/OWTS%20Service%20Request%20Application.pdf>.
- I. **Stormwater Protection Plan for Equine Facilities.** For more information, please visit this weblink: <https://www.acgov.org/cda/planning/ordinance/documents/StormwaterProtectionPlanJuly2022.pdf>.
- J. **Commercial Agriculture Determination Form a Property Subject to a Williamson Act Contract.** Please review, complete, and submit the form that is available via this weblink: https://www.acgov.org/cda/planning/landuseprojects/documents/Uniform_Rules_Appendices.pdf.
- K. **Registration of Soil Importing.** Please review, complete, and submit the form that is available via this weblink: <https://www.acgov.org/cda/planning/ordinance/documents/REGISTRATION-OF-SOIL-IMPORTING-FORM.pdf>



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SECTION 2 - PLANS

All plans shall be prepared by a licensed Architect, licensed Landscape Architect, registered Civil Engineer, or a licensed Land Surveyor, as applicable. Plans shall also:

- Be drawn to scale and must be legible on originals and reductions;
- Depict a North Arrow and Graphic Scale;
- Provide a legend describing all symbols and notations;
- Note Building Code construction and occupancy types;
- Provide Applicant name, address, signature, and phone number;
- Provide Property Owner name, address, signature, and phone number;
- Provide Plan Preparer name, address, and phone number;
- Provide Project Address, Assessor's Parcel Number(s); and
- Note if plans are intended to modify an existing entitlement, and if so, "cloud" all changes to previous information and provide the prior permit number and date of approval.

A. Architectural Plans, drawn to scale at no less than 1/8" = 1', to include:

1) Site Plan to depict:

- a) Any portions of the site that are within a Very High Fire Hazard Severity Zone;
- b) All existing and proposed building(s), building dimensions, building location, and proposed uses. Delineate each residential unit or space. Provide parcel dimensions in distance and bearing, the distance from parcel to nearest street intersection, and the distance from parcel to centerline of street;
- c) The path of travel from any residential building to the public right-of-way;
- d) The location, bin size, and the path of travel to the public right-of-way for all trash/solid waste;
- e) The location and setback dimension to the nearest property line for any projecting balcony, exterior corridor, covered or uncovered stairs or step, architectural features, or roof line/eave;
- f) Driveways, pedestrian walks, access, internal circulation, location and access to all service areas, and all points of entry to all buildings;
- g) Dimensions between structures;
- h) Ground materials such as paving, lawn, ground cover, or other landscaping; and
- i) Signs, mailboxes, or trash enclosures.

2) Floor Plan(s), drawn to scale at no less than 1/8" = 1', to depict:

- a) Dimensions, size, ceiling height, floor plan, and total square footage of floor area in existing and proposed buildings, by use;
- b) All floors, including mezzanines, basements, and attics; and
- c) The use of each room, the occupancy load, and all publicly accessible rooms (such as restaurants, meeting halls, retail areas, etc.), or utility rooms (such as mechanical or similar rooms), if applicable.

3) Building Elevation(s) to be in color, drawn to scale at no less than 1/8" = 1', and to depict:

- a) All exterior elevations of existing and proposed buildings, including color and finish;
- b) All exterior features and openings, finishes and materials, and building projections (such as balconies, bays, etc.);
- c) Existing and proposed building height, finished floor elevations, and existing and finished grades (at the building footprint and within 5' of the building);
- d) All heating, ventilation, and cooling equipment to be installed on or within 5' of a building;
- e) Adjacent features such as fences, landscaping, and other buildings and property lines;
- f) All changes to existing buildings, provide separate elevations for existing and proposed conditions, or if changes are minor, use dashed lines for demolished features and solid lines for new features; and
- g) All architectural features, such as trim, brackets, pediments, etc.



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- 4) **Street Strip Elevations, drawn to scale at no less than 1/16" = 1'.** Elevation drawings to show the project site and at least 2 parcels on either side of the subject parcel to show: 1) existing conditions on the subject parcel; and 2) the proposed project.
- 5) **Site and Building Sections, drawn to scale at no less than 1/8" = 1'.** To show exterior grade on-site and off-site, all retaining walls and fences, and the level of all finish floor(s) on-site and any building within 25' off-site.
- 6) **Zoning Compliance Exhibits, drawn to scale at no less than 1/8" = 1'.** Site plan exhibits to document compliance with Lot Coverage, Floor Area Ratio, Gross Floor Area, Usable Open Space, Developable Site Area, Off-street Vehicle and Bicycle Parking, and Loading Zones.
- 7) **Materials and Color Board.** Brochure(s) or photograph(s) of exterior materials to be used (must be an accurate representation); if this is not possible, samples of materials will be required. Colors to include the manufacturer's name and the specific product name/number/finish.
- B. **Landscape Plans to be in color, drawn to scale at no less than 1/8" = 1', to depict:**
 - 1) Plans and details to demonstrate compliance with the California Water Efficient Landscape Ordinance (WELO). For more information, please visit the California Department of Water Resources via this weblink: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>;
 - 2) Any existing landscaping to remain and to be removed, to include any tree 4" DBH or larger;
 - 3) All proposed landscaping, and proposed trees, including street trees (indicate species, trunk diameter, drip line), hedge rows, and ground cover;
 - 4) Materials, location, and dimensions of major landscape structures such as fences, walls or retaining walls, walks or other hardscape, pools, trellises or arbors; and
 - 5) Arborist Report for any development within the Fairview Area Plan.
- C. **Lighting Plan + Photometric Plan, drawn to scale at no less than 1/8" = 1'.** To demonstrate that the lighting of all exterior areas is the minimum necessary for safety and security, and to document that lighting will not create off-site glare or spill-over lighting impacts. The lighting plan & photometric plan shall provide the same level of detail required for a site plan that is detailed above, depict all existing and proposed trees (with tree canopy depicted at maturity), and include:
 - 1) All building-mounted and/or free-standing light fixtures, height above finished grade, light type (e.g., incandescent or LED), intensity, and whether lighting is on a timer or utilizes motion sensors;
 - 2) A light fixture schedule indicating fixture type keyed to the plan, the quantity and type of lamp to be used in each fixture along with the rated lumen output of the lamp, the shielding category in which the light fixture belongs (unshielded, shielded, fully shielded, or full cut-off), and a description of the fixture and shielding;
 - 3) Cutsheets, pictures, or line drawings of each light fixture keyed to the lighting plan;
 - 4) Minimum and maximum light levels in foot-candles on-site and off-site within 20'; and
 - 5) Horizontal illuminance calculated at grade using a grid of points no more than 10' apart and covering the entire site (excluding buildings) and extending off-site a minimum of 20' (or to a point where the spill-over lighting drops to .5 foot-candles.



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D. Civil Engineering Plans, drawn to scale at no less than 1/10" = 1', to depict:

- 1) Any permanent or seasonal creek, whether above ground or within a culvert. If present, depict the setback to any existing or proposed fence, retaining wall, structure, or building, and provide cross-section drawing(s) to depict the nearest structure or building to show the creek/culvert centerline and the top of bank of any open creek;
- 2) Any portions of the site that are within a mapped Wetland. If present, depict the setback to any existing or proposed fence, retaining wall, structure, or building, and provide cross-section drawing(s) to depict the nearest structure or building to any Wetland; and
- 3) Any portions of the site that are within a mapped floodplain. If present, depict the setback to any existing or proposed fence, retaining wall, structure, or building, and provide cross-section drawing(s) to depict the nearest structure or building to the floodplain.

E. Boundary and/or Topographic Survey, drawn to scale at no less than 1/10" = 1', that is wet-stamped & signed by a licensed CA surveyor or appropriately licensed civil engineer, to depict:

- 1) All property lines, curb(s) and sidewalk(s);
- 2) All above and below ground utilities;
- 3) All existing structures/buildings, to include the setback from all structures/buildings to the closest property line;
- 4) Topographic elevation of the first-floor level and spot elevations of existing and finished grade around property; and
- 5) If the site slope is more than 10%, the survey must also depict all contour lines with a minimum 5-foot intervals and be prepared within the last 5 years.

F. Fire Department Access Plan, drawn to scale at no less than 1/10" = 1', to depict:

- 1) The path of travel for any fire department equipment or personnel;
- 2) The location of fire hydrants and standpipes;
- 3) The location and width of any new driveways or roads;
- 4) Movement diagrams and the approach, departure, and grade of all driveways or roads to show the access for fire department vehicles;
- 5) The location and type of construction of any existing building to remain and all new buildings, to include total square footage of all floors, building height, setback from street frontage, and occupancy classification(s); and
- 6) Any fire sprinkler protection that is provided and indicate the NFPA standard the system is designed to.

G. Grading Plan, drawn to scale at no less than 1/10" = 1', to depict:

- 1) Existing and proposed contour lines extending 60' beyond the project site boundary, to use 1-foot contours for slopes of less than 5% and 2-foot contours for slopes in excess thereof;
- 2) Finished grades, uniform cut and fill slopes, and finished floor elevations; quantify the amount of cut and fill and required off-haul; finished ground elevations at all corners of buildings, basements, grade breaks, lot corners, and all drainage connection points;
- 3) Location, height, and materials used for all retaining walls, to indicate finished ground elevations at top and bottom; and
- 4) Stormwater disposal plan, to show all catch basin elevations, pipe type, and size.

H. Utility Plan, drawn to scale at no less than 1/10" = 1', to depict:

- 1) The location and use of any utilities that will be abandoned;
- 2) All existing and proposed above or below grade utility lines (such as storm, sanitary, gas, electric, or communications), back-flow prevention devices and connections, utility meters, locations of all fire hydrants, PG&E transformers; and
- 3) Any screening onsite and within the public right-of-way.



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- I. **Vicinity Plan, drawn to scale at no less than 1/20" = 1'.** To show all parcels, buildings, and roads within 100' of the project site, to include the use, height, and number of stories of all abutting buildings.
- J. **Statement of Compliance with California Senate Bill 1214 For Plans Subject to Copyright.** If any plan contains protected information as defined by California Government Code Section 65103.5(f)(2), you must provide:
 - 1) Permission to post the full plan set online in writing; or
 - 2) Submit a massing diagram and site plan prepared in compliance with California Government Code Sections 65103.5(f)(1) and 65103.5(f)(3).

SECTION 3 - COMPLIANCE STATEMENT FOR HOUSING PROJECTS SUBJECT TO STATE LEGISLATION

Applies to any project that proposes to apply the provisions of State laws established for certain types of housing developments (e.g., Senate Bills, Assembly Bills, and Government Code Sections):

- A. **Housing Accountability Act and the Housing Crisis Act.** A Housing Development per California Government Code Section 65589.5(h)(2), to confirm if the project is subject to any limit on the number of hearings, confirm historic status at the date of completeness, to confirm if the project is subject to expedited review, to confirm if replacement dwellings are required, and/or if the application is subject to a notice to the applicant if the project is found to be inconsistent, not in compliance, or not in conformity, etc.
- B. **State Density Bonus Law.** Housing Development per California Government Code Section 65915(i), to confirm if the project is eligible for any bonus, concession, waiver/reduction, parking reduction, etc. Statement to identify the total number of units, number of density bonus units, number of units affordable at each income level (e.g., above moderate, moderate, low, very low), waiver/reduction requested (Section 65915(e)), incentives/concessions requested (Section 65915(d)) and parking reduction requested (Section 65915(p)).
- C. **SB 330 Preliminary Application.** Housing Development that submitted a Preliminary Application per California Government Code Section 65941.1, to confirm vesting to ordinances, policies, and development fees at the time of the submittal of a preliminary application.



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Hazardous Waste and Substances Statement

Pursuant to California Government Code Section 65962.5(f), I have consulted the pertinent Hazardous Waste and Substances Sites Lists (Cortese List), compiled by the California Secretary for Environmental Protection, to prepare this statement.

The site(s), including any alternatives, **is** ☐ **is not** ☐ listed within the California Department of Toxic Substances Control (DTSC) EnviroStar database¹.

The site(s), including any alternatives, **is** ☐ **is not** ☐ listed within the California State Water Resources Control Board Geotracker database².

The site(s), including any alternatives, **has** ☐ **has not been** ☐ identified by the California State Water Resources Control Board as a solid waste disposal site³.

The site(s), including any alternatives, **has** ☐ **has not been** ☐ listed by the California State Water Resources Control Board as "active" with a cease and desist order or been issued a cleanup or abatement order⁴.

The site(s), including any alternatives, **is** ☐ **is not** ☐ a hazardous waste facility subject to corrective action pursuant to California Health and Safety Code Section 25187.5⁵.

If the site(s) or any site alternatives are listed, the information below is required to be submitted with the project application along with any environmental assessments prepared for the site (e.g. Phase I and Phase II reports):

Applicant Name & Phone Number: _____

Applicant Address: _____

Site Address & ZIP Code: _____

Local Agency: Alameda County

Site Assessor's Parcel#: _____

Site Regulatory ID#: _____

Date of list: _____

I declare under the penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant Signature

Date

¹ The full URL is: https://www.envirostor.dtsc.ca.gov/public/search?cmd=search&reporttype=CORTESE&site_type=CSITES,FUDS&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST+%28CORTESE%29

² The full URL is: https://geotracker.waterboards.ca.gov/search?CMD=search&case_number=&business_name=&main_street_name=&city=&zip=&county=&SITE_TYPE=LUFT&oilfield=&STATUS=&BRANCH=&MASTER_BASE=&Search=Search

³ The full URL is: <https://calepa.ca.gov/wp-content/uploads/2016/10/SiteCleanup-CorteseList-CurrentList.pdf>

⁴ The full URL is: <https://calepa.ca.gov/wp-content/uploads/2016/10/SiteCleanup-CorteseList-CDOCAOList.xlsx>

⁵ The full URL is: <https://calepa.ca.gov/sitecleanup/corteseList/section-65962-5a/>