

Signatures required on back of form. Please print clearly.

# Standard Application

Application Received	
By: _____	Date: _____
Application #: _____	

**WE WILL NOT ACCEPT INCOMPLETE SUBMITTALS!!**

**1. Type of application:** *Check one or more*

Boundary Adjustment  
  Subdivision  
  Conditional Use Permit  
  Variance  
  Site Development Review  
  Rezoning  
 Administrative Conditional Use Permit  
  Sign Review  
  Other: \_\_\_\_\_

**2. Brief description of application:** \* \_\_\_\_\_  
 \_\_\_\_\_

**3. Project site:** \_\_\_\_\_  
Address
City
State
Zip Code

**4. Assessor's parcel number(s):** \_\_\_\_\_

**5. Special instructions to access property** (e.g. dogs, gates, alarms, etc.): \* \_\_\_\_\_  
 \_\_\_\_\_

**6. Property owner:** \_\_\_\_\_  
 Select if Property Owner is the Responsible Contact for Payment. \*\*

	Name	Company	
** REQUIRED: One option must be selected for Responsible Contact for Payment.			
	Address	City	State    Zip Code
	Contact Phone(s)	Email Address	

**7. Applicant:** \_\_\_\_\_  
 (if different from above)

	Name	Company	
<input type="checkbox"/> Same as above	Address	City	State    Zip Code
<input type="checkbox"/> Select if Applicant is the Responsible Contact for Payment. **	Contact Phone(s)	Email Address	

**8. Responsible Contact for Payment:** \_\_\_\_\_

	Name	Company	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Other (fill out information)	Address	City	State    Zip Code
	Contact Phone(s)	Email Address	

**FOR PLANNING DEPARTMENT USE ONLY**

Side \_\_\_\_\_ Distance \_\_\_\_\_ (ft / m) Direction \_\_\_\_\_

Cross Street \_\_\_\_\_ GP Land Use. \_\_\_\_\_

Uninc. Area/District \_\_\_\_\_ Zoning \_\_\_\_\_

ROW \_\_\_\_\_ FWL \_\_\_\_\_ SBL \_\_\_\_\_

Lot Area: \_\_\_\_\_ (sq.ft.) \_\_\_\_\_ (ac)

History \_\_\_\_\_

Alameda County  
**COMMUNITY DEVELOPMENT AGENCY**   
**PLANNING DEPARTMENT**

Offices: 224 West Winton Avenue, Room 111  
 Hayward, CA 94544

Permit Center: 399 Elmhurst Street, Room 141  
 Hayward CA 94544

Ph: (510) 670-5400 Fax: (510) 785-8793  
[www.acgov.org/cda/planning](http://www.acgov.org/cda/planning) September 2012

\*If more space is needed, please attach a separate sheet.

# AFFIDAVIT:

## To be reviewed and signed by Property Owner, Applicant and Responsible Contact for Payment

1. I attest under penalty of perjury to the truth and accuracy of all the facts, exhibits, maps, and attachments presented with and made a part of this application.

2. I hereby authorize County staff and members of review bodies, including but not limited to the Castro Valley Municipal Advisory Council, the Board of Zoning Adjustments, the Planning Commission, and the Board of Supervisors, to enter upon my property to verify or obtain information, to view the property, or to photograph the property and the surrounding area as part of the application review process. (Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.)

I understand that staff will make all efforts to notify me of such site visits, but that this may not always be possible.

3. I understand that unless this is a fixed fee application, the money that has been submitted constitutes a deposit and that the costs necessary to process the application will be billed against this deposit. After a charge for administrative costs, the County will bill charges for County staff time spent processing this application at an hourly rate that represents salary plus overhead and will bill consultant charges at actual cost. In addition, the County will bill direct costs, including but not limited to actual costs of mailing or publication of notices or actions, against the deposit.

Deposits are based on the typical time it takes to process a similar application. An estimate of the time needed for each application type has been published on the County website. Processing time can vary depending on the specifics of an application and it is possible, particularly if this application becomes controversial, that the processing time, and thus the cost, may exceed the estimated time. If this happens, I am responsible for the additional costs. When the costs approach the amount of the deposit, the County will notify the Responsible Contact for Payment identified in the Standard Application page, and request an additional deposit based on the County's best estimate of the additional time necessary to complete the application review.

It is also possible that the costs to process this application will be less than the deposit. If this happens, I can request a refund of the deposit balance, minus costs for time spent on other activities such as post-approval review and landscape inspections. Should I withdraw this application, County staff will cease work on the application, and the person who submitted the deposit can request a refund of the deposit balance. Balances remaining more than a year after project resolution will no longer be available.

I further understand that the Responsible Contact for Payment identified in the Standard Application page is liable for the cost of processing this application, regardless of the outcome. Any action taken on this application will be conditioned to require that the County be made whole for any costs of processing the application that may be outstanding. The Responsible Contact for Payment identified in the Standard Application page will bear ultimate fiduciary responsibility for reimbursement of costs.

4. I understand that acceptance of this application and accompanying material does not constitute acceptance of this application as complete. I further understand that although this application may be deemed complete for purposes of initial review, it is possible that I may need to submit additional information as the review proceeds or after final action on this application before I can implement my project, including but not limited to the following:

- Additional information as needed to complete an environmental review under the California Environmental Quality Act;
- Additional information as needed to clarify the application or address questions raised either as a result of responses received from the referral of this application to other public agencies and interested parties or in response to issues raised at public hearings by members of the hearing body or the general public who submit written or oral testimony at the hearings;
- Final information that will be necessary to meet Public Works Agency Stormwater Management requirements;
- Revised plans, elevations, or other material necessary to illustrate or otherwise conform to changes that the final approval body makes to my original submittal;
- Additional material, such as landscape or drainage improvement plans, that may be required under a condition or provision of approval.

I understand that delay of information submittal or submittal of inaccurate information may delay the review process.

5. I understand that if I make changes in proposed plans during the review process or in approved plans before construction permits are issued, during construction, or prior to final inspection and occupancy, such changes will require additional design review by County staff and the advisory and approval bodies. It is my responsibility to submit such revised plans to County staff in a timely manner. This may require four to six or more additional weeks of review and processing time from the time I submit complete plans. Depending on the final outcome of the approval process, I may have to submit revised plans consistent with that action as noted above. In addition, any unauthorized building, demolition, grading, landscaping, or other site plan changes made during the review period will require correction at my expense.

6. I understand that any representations made to me in a pre-application meeting or otherwise prior to or during the application review process regarding cost or timing are estimates and that I cannot bind or hold the County to them. I understand that factors such as changes to my project or issues raised by approval bodies or members of the public during the review process, including at public hearings, can extend the time necessary to complete the review and reach a decision on this application.

7. Furthermore, I hereby agree to hold the County harmless from all costs and expenses, including attorney's fees, that the County incurs or held to be the liability of the County in connection with the County's defense of its actions in any proceeding brought in any State or Federal Court challenging the County's actions with respect to my project. This includes but is not limited to actions brought pursuant to the California Environmental Quality Act, the Alameda County Zoning Ordinance, or other State and County code and ordinance requirements. If I fail to defend adequately the County, the County may provide its own legal defense and subdivider or its successors shall be responsible for the County's reasonable attorneys' fees. This agreement to hold the County harmless shall extend to any successors in interest to this application. I agree that if this application is signed by more than one person the obligations and liabilities of each person is joint and several, with each person being responsible for the entire obligation.

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Applicant Signature:

Date:

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Property Owner Signature:

Date:

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Responsible Contact for Payment

Date: