

USE PERMIT GUIDELINES

Community Development • Planning & Building
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
alamedaca.gov

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538
Hours: 7:30 a.m.–3:30 p.m., M–Th

The following guidelines provide information to help you prepare a complete application submittal to ensure timely processing of your application. Prior to submitting the application, it is recommended you contact Planning staff in the Permit Center to discuss any applicable regulation or policy related to your proposal.

Submittal Checklist:

1. Completed Planning Permit Application and the Supplemental Application
2. Two (2) 11"x17" copies of the Site Plan showing all lot lines, existing buildings both on the property and on adjacent lots, parking spaces, and location of the proposed use.*
3. Two (2) 11"x17" copies of the existing and proposed building Floor Plan.*
4. Filing fee made payable to the City of Alameda in cash, check, or Visa/Mastercard.

**Note: City may request larger sized plans and additional sets for a public hearing.*

Standard Application Process:

1. Submittal

- Complete an application and the required supplemental materials to the Permit Center

2. Application Review

- Upon submitting the application, the City will assign your application to a project planner
 - Processing time varies depending on the number of applications currently being processed in the Permit Center and the complexity, completeness, and quality of the application materials
 - You will be notified within thirty (30) days of the submittal of the status of your application
- a) *Incomplete Applications* - If your application is deemed Incomplete, you will be provided with a list of revisions and corrections necessary to provide a complete submittal. The City will wait for your resubmittal before proceeding to next steps in the process.
- b) *Complete Applications* – If your application is deemed Complete, the project planner will coordinate with you on next steps to schedule a public hearing.

3. Public Hearing/Decision

- The City will mail public notices to property owners within a 300-foot radius of the project site and prepare a legal ad in the newspaper.
- The applicant is typically asked to post a copy of the public notice at the project site and sign an affidavit of posting.
- The public notice period is twenty (20) days leading up to the scheduled hearing
- Most applications are reviewed and approved by the Zoning Administrator
- A draft of the Use Permit and any conditions of approval will be made available one week before the hearing.
- Hearings are scheduled on Tuesdays at 3:00 p.m. in City Hall. If a proposal generates significant opposition or controversy, the Zoning Administrator may refer the proposal to the Planning Board. Once a decision is made at the hearing, a ten (10) day appeal period must pass before the decision becomes final.

Appeals:

- Any person may appeal the decision of the Zoning Administrator or Planning Board.
- Appeals must be submitted to the Community Development Department within ten (10) calendar days of the Zoning Administrator or Planning Board decision. Once the appeal period passes, the decision of the application becomes final. Contact the Permit Center for information on submitting an appeal.