



ADMINISTRATIVE REVIEW & EXCEPTION INFO SHEET

Hours: Monday, Tuesday, Thursday 8 am–4 pm and Wednesday 8 am–3 pm

CITY OF SAN LEANDRO
Community Development Department
835 East 14th Street
San Leandro, CA 94577

Email planner@sanleandro.org
Leave a Message (510) 577-3325

General Information

Administrative Review or Administrative Exception is a permit approval that is granted by the Zoning Enforcement Official (ZEO), if the proposed use or development project meets certain criteria.

An Administrative Review Permit does not typically require a public hearing.

The process takes about 4 to 8 weeks from date of application submittal. Approval is not guaranteed and you may be required to modify your proposal.

Contact a Planner to find out if your project requires an Administrative Review or Administrative Exception Permit.

REASONS FOR ADMINISTRATIVE REVIEW

Administrative Review is required as identified in any section of the Zoning Code.

REASONS FOR ADMINISTRATIVE EXCEPTION

An Administrative Exception may be approved as specifically identified in any section of the Zoning Code.

FINDINGS NECESSARY FOR APPROVAL OF ADMINISTRATIVE REVIEW

In approving an **Administrative Review**, the ZEO may impose reasonable conditions that are necessary to achieve the following: [§5.04.108 >](#)

- To comply with the Zoning District or General Plan.** Ensure that each new or expanded use of a site and/or structure complies with the specific purposes of the zoning district in which the use will be located or is consistent with the General Plan.
- To protect public health, safety, and general welfare.** Ensure that the proposed use or structure(s) would not cause undue damage, hardship, or other detriment to persons or property in the vicinity.
- To be compatible with surroundings.** Ensure operation and maintenance of the use in a manner compatible with existing uses on adjoining properties and in the surrounding area.

FINDINGS NECESSARY FOR APPROVAL OF ADMINISTRATIVE EXCEPTION

For an **Administrative Exception**, the ZEO may approve a proposal upon determination that it would (1) **Not be detrimental to public health, safety, or welfare** and (2) **Not cause undue damage, hardship, nuisance or other detriment to persons or property in the vicinity.**

[§5.06.400.B >](#)

APPLICATION PROCESS FOR ADMINISTRATIVE REVIEW OR ADMINISTRATIVE EXCEPTION

- Read through this handout.** Contact a Planner if you have any questions on the required application materials or process.
- Submit all required materials at the Permit Center (see back page).** The Planner on duty will take in your application. Your application materials will then be assigned to a specific Planner, who will review your application and distribute the plans to other City Staff for comment during the initial 30-day review period.
- Neighbor Notice and Comments (if applicable*).** If your application is deemed complete, the Planner will notify and solicit comments from abutting property owners, which includes a copy of the reduced plan set, at least 10 days prior to the ZEO decision.
**Required where the ZEO determines the project may have a significant impact on adjacent uses or may generate public concerns.*
- ZEO Decision and Conditions of Approval.** After the comment period closes (if applicable), the ZEO may approve, conditionally approve, or deny the application. You, and abutting property owners in the case of an Administrative Exception, will receive an Approval Letter that includes a list of Conditions of Approval if the proposed use and/or structure meets all of the required findings for approval (see back side). The action is final unless appealed to the Board of Zoning Adjustments within 15 days from the date of the action.
- Recorded Agreement to Conditions.** Following a 15-day appeal period, the Agreement to Conditions will be mailed to the property owner and/or applicant. The returned signed and notarized copy must then be recorded with the Alameda County Recorder.

Check your Zoning District

www.sanleandro.org/zoning >

[§#. #. # >](#) Refers to relevant Zoning Code Section.



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PERMIT EXPIRATION

An Administrative Review/Exception Permit becomes void if it is not exercised **within one year from the date of issuance**, except when a longer or shorter term of validity is specified as a condition.

Obtaining a Building Permit and starting construction, or obtaining a Business License and commencing operation are ways to exercise the Permit approval.

APPEALS

Any person may appeal the ZEO decision. An appeal would require a hearing before the Board of Zoning Adjustments and an appeal application must include a completed form and a check for the Appeal Fee or Direct Costs, made out to the City of San Leandro. Appeal forms are available from the City Clerk's Office.

www.sanleandro.org/planningforms >

ADMINISTRATIVE REVIEW / EXCEPTION PERMIT SUBMITTAL MATERIALS

Please bring all materials when submitting your Administrative Review or Administrative Exception Planning Application:

APPLICATION MATERIALS CHECKLIST	
<input type="checkbox"/>	1. Complete the Planning Application Form (including all signatures). www.sanleandro.org/planningforms
<input type="checkbox"/>	2. Bring a check/credit card to pay the required Permit Fee(s). www.sanleandro.org/planningfees
<input type="checkbox"/>	3. Project Scope and Summary. Describe the proposed project. <ul style="list-style-type: none"> <input type="checkbox"/> Include total existing square footage (floor area and garage separately); total proposed additional square footage; existing and proposed open space square footage; landscaping square footage, lot coverage calculations; floor area ratio (FAR); average roof height(s); parking calculations; and existing and proposed storage space. <input type="checkbox"/> Address how the proposed use complies with the findings necessary for approval (see left side) <input type="checkbox"/> (Where applicable) Include operation plan, business hours, number of staff, trip generation (traffic); and occupancy load. <input type="checkbox"/> (Where applicable) Provide color photographs of the project site.
Where the size or use of the site and/or floor plan is material to the case, please provide the following:	
<input type="checkbox"/>	4. Bring 6 sets of plans and a Digital Copy on a Flash Drive or CD 4 full-size (24"x36") + 2 (11"x17") <ul style="list-style-type: none"> <input type="checkbox"/> Existing and Proposed Site Plan. Show, label, and dimension the property lines, sidewalks, curbs, all structures with a roof, the outline of buildings and window placement on adjacent lots, landscaping and trees, parking, walls/fences, trash enclosure, and contours (where relevant). <input type="checkbox"/> Existing and Proposed Floor Plans. Show, label, and dimension all rooms and spaces (incl. closets), walls, doors, window sizes, mechanical equipment, and screening for outdoor storage. <input type="checkbox"/> Existing and Proposed Elevations. Show, label, and dimension all details for window type, trim, eaves, roof materials, exterior materials, fencing, trash enclosures, mechanical equipment, and screening. <input type="checkbox"/> Streetscape. Elevation drawing of proposed project and two adjacent neighbors. (May be waived by staff for single-story additions in the rear of an existing home). <input type="checkbox"/> Cross-Section. For 2-story applications / hillside lots <input type="checkbox"/> Daylight Plane. For 2+-story additions and new homes
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Impervious Surface Form. For development projects on lots $\geq 10,000$ sf. Show all existing and proposed impervious surface square footage. <input type="checkbox"/> Complete Substantial Improvement Initial Screening Worksheet. FLOOD ZONE _____ If >40% improvement, a detailed market analysis is required. Any improvement cost >50% of the existing estimated net value requires an elevation certificate and may be subject to special standards of construction.