



## **CITY OF SAN LEANDRO**

**Community Development Department · Planning Services**

**835 East 14th Street · San Leandro, CA 94577**

**(510) 577 – 3325 · [www.sanleandro.org](http://www.sanleandro.org)**

**Hours: Monday – Thursday 8:30 am – 3:00 pm**

# **INDUSTRIAL REVIEW PROCESS FACT SHEET**

**General Information** The City of San Leandro enacted a Site Plan Review process for Industrial sites in July 2001. This review process was developed in response to the community's desire to ensure industrial development's compatibility with surrounding businesses and homes to maintain and enhance the visual character of the area.

### **Does My Project Require Site Plan Review?**

1. Will your new structure be larger than 5,000 square feet?  
**YES** – Site Plan Review  
**NO** – Continue
2. Will your addition, or partial demolition with reconstruction, result in your building being both larger than 5,000 square feet and more than 10% of the total size of the existing structure?  
**YES** – Site Plan Review  
**NO** – Continue
3. Are you doing major structural upgrades, as determined by the Zoning Enforcement Official? Includes, but not limited to, the extensive demolition and reconstruction of exterior walls or the relocation of a significant portion of the building's structural interior walls. If unsure, check with Planner.  
**YES** – Site Plan Review  
**NO** – Continue
4. Are you creating, or adding to, a large outdoor storage area or truck-loading bay that will be visible off-site?  
**YES** – Site Plan Review  
**NO** – Continue
5. Are you adding newly paved areas larger than 5,000 sq. ft.?  
**YES** – Site Plan Review  
**NO** – Continue

### **Upgrades that are Excluded from Site Plan Review**

- Mandatory safety upgrades, such as compliance with disabled access, building and fire code requirements, minor cosmetic façade upgrades, maintenance upgrades, relocation of demising walls, and general repair of a damaged structure.
- Repair and replacement of pre-existing paved areas.
- Non-structural/alteration that do not require building permits.

**Process for Site Plan Review** Site Plan Review for industrial projects are typically reviewed and approved administratively by the Zoning Enforcement Official (ZEO). However, the ZEO has the discretion to either hold a public hearing, or "bump-up" the project for review by the Board of Zoning Adjustments at a public hearing. In addition, if a project requires other discretionary review such as a Conditional Use Permit or Variance, then the project is heard before the highest approving body (Board of Zoning Adjustments or Planning Commission) at a public hearing. Each formal review submittal takes up to 30 days. Overall processing time will depend upon the complexity of the project and the current workload.

### **Site Plan Review Submittal Requirements**

1. Planning Application (Direct Cost)
2. Title Report
3. Site Plan
4. Floor Plan
5. Building Elevations (new construction only); Colored photographs may be substituted for existing buildings with minor exterior changes.
6. Colors and Materials Board
7. Preliminary Landscape Plan
8. Parking Plan (if not included on Site Plan)

**Site Plan Review Standards** To approve or conditionally approve a Site Plan, the decision maker shall find that the proposal is in substantial compliance with the following standards (text has been abbreviated – please refer to SLZC Section 5.12.124 (Site Plan Review Standards) for a complete listing): Site Plan elements are in compliance with minimum code requirements; the buildings are adequately articulated and additions are integrated and consistent with existing design elements; landscaping is appropriate; and details are visually consistent.