



CITY OF SAN LEANDRO

Community Development Department · Planning Services

835 East 14th Street · San Leandro, CA 94577

(510) 577 – 3325 · www.sanleandro.org

Hours: Monday – Thursday 8:30 am – 3:00 pm; Friday by appointment

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?
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 Site Development Sub-Committee (SDSC) 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 appropriate body (Board of Zoning Adjustments or Planning Commission) at a public hearing. Processing time will depend upon the complexity of the project and the current workload.

Site Plan Review Submittal Requirements

1. Site Plan
2. Floor Plan
3. Building Elevations (new construction only); Colored photographs may be substituted for existing buildings with minor exterior changes.
4. Preliminary Landscape Plan
5. 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 contact a Planner 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.