



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

RESIDENTIAL REVIEW PROCESS

Purpose

The City of San Leandro enacted a Site Plan Review process for single-family homes and duplexes in August 2001. This review process was developed in response to the community's desire to ensure that new homes and additions will be compatible with surrounding homes and will maintain the visual character of the neighborhood.

The following topics will be covered in this fact sheet:

- When is it required?
- What is involved?
- How will it affect my project?

Does My Project Require Site Plan Review?

1. Do you live east of I-580 and south of Estudillo Avenue?
YES – View Preservation/Site Plan Review
NO – Continue
2. Are you creating a home that will be over 4,000 square feet in area (excluding the garage)?
YES – Major Residential Site Plan Review
NO – Continue
3. Are you doubling the size of your home (excluding garage)?
YES – Major Residential Site Plan Review
NO – Continue
4. Are you adding or expanding a third story?
YES – Major Residential Site Plan Review
NO – Continue
5. Are you adding or expanding a second story?
YES – Minor Residential Site Plan Review
NO – Continue

All other additions do not require Site Plan review.

Additional situations requiring Board of Zoning Adjustment review

- Exceptions to development standards such as building height, setbacks and lot coverage – see Variance fact sheet

Other development issues

- Additional homes in the RO District (Mulford Gardens) – see Zoning Code Sections 2-550 and 2-554
- Secondary Dwelling Units require administrative approval of a Zoning Permit from the Zoning Enforcement Official (ZEO) – See Second Unit Ordinance

If your project is not subject to Site Plan Review, a Variance, or a Conditional Use Permit, you may submit six (6) sets of your drawings to the Community Development Department, Building and Safety Services Division for building permits.

Process for Site Plan Review

Major Residential Site Plan Review

- Notice to adjacent property owners
- Public hearing before the Zoning Enforcement Official (ZEO) or Site-Development Sub-Commission (SDSC)
- Minimum six week process **

Minor Residential Site Plan Review

- Notice to adjacent property owners
- Decision by Zoning Enforcement Official (ZEO); no public hearing necessary
- Minimum six week process **

View Preservation/Site Plan Review (for Bay-O-Vista area only)

In response to neighbors' requests, a review process was developed to protect the views that are enjoyed from homes in the hills east of I-580, and south of Estudillo Avenue and Lake Chabot Road. Because any exterior expansion has the possibility of impacting a neighbor's view, any addition of area, even for accessory structures, requires some form of public review. There are three categories of review:

Minor View Preservation

- For additions less than 250 square feet in area, including accessory building and garages
- Notice to adjacent property owners
- Decision by ZEO; no public hearing necessary

Major View Preservation

- For additions over 250 square feet in area
- Notice to properties within 500-foot radius of property
- Public hearing before the ZEO or SDSC
- Minimum six week process **

Height Exception

- For homes over 18 feet in height or for second and third story additions
- Notice to properties within 500-foot radius of property
- Public hearing before the Board of Zoning Adjustments (BZA)
- Major View Preservation process folded into height exception process
- Minimum six week process

** At the option of the applicant, this review process can occur concurrently with the building permit checking process.

Note: Story poles are required for all second floor additions and some larger first floor additions. Please refer to the Story Pole face sheet.

Fees (effective 7/1/07):

- Minor Site Plan Review - \$975
- Second Units requiring Site Plan Review - \$900
- Major Site Plan Review - \$1,300
- Major View Preservation - \$1,300
- Major View Preservation, with Exception - \$1,300 *deposit, plus direct costs*
- Administrative Exception - \$386

Questions about this fact sheet or the review process, please call the Community Development Department, Planning Services Division at (510) 577-3325.