



# CITY OF HAYWARD - PLANNING DIVISION

## SITE PLAN REVIEW

### *Administrative – Staff Level Decision*

#### **WHEN IS A SITE PLAN REVIEW REQUIRED?**

Site Plan Review is required for all new development unless the Planning Director determines that the development would not negatively alter the appearance and character of the property or area, or may be incompatible with the City policies, standards, and guidelines.

#### **WHAT FINDINGS MUST BE MADE TO APPROVE A SITE PLAN REVIEW APPLICATION?**

A Site Plan Review application may be approved, or conditionally approved, when **ALL** of the following findings are made:

- a. The development is compatible with on-site and surrounding structures and uses and is an attractive addition to the City;
- b. The development takes into consideration physical and environmental constraints;
- c. The development complies with the intent of City development policies and regulations; and
- d. The development will be operated in a manner determined to be acceptable and compatible with the surrounding development.

#### **WHAT DOES IT COST?**

The initial deposit for a Site Plan Review [application](#) varies and is used for cost of staff review time and materials [See Planning [Fee Schedule](#)]. Additional deposits may be required for complicated projects.

#### **WHAT MATERIALS DO I SUBMIT?**

Refer to the “[Development Application Instructions and Checklist](#)” available in the Permit Center or on the City of Hayward website within the Development Services Department which can be found by clicking on “DEPARTMENTS” on the left-hand side of the City’s home page at [www.hayward-ca.gov](http://www.hayward-ca.gov).

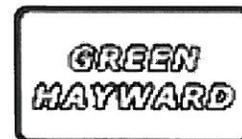
All applicants should consult with a Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

#### **HOW LONG DOES THE APPROVAL LAST?**

The initial approval lasts for three years. Prior to the expiration of the approval, the applicant may request an extension for up to two years.

#### **NEW CONSTRUCTION**

All new construction must comply with the City’s Green Building Ordinance and Bay-Friendly Landscaping requirements. These ordinances can be found by clicking on the “Green Hayward” icon (shown below) located on the left-hand side of the City’s home page at [www.hayward-ca.gov](http://www.hayward-ca.gov).

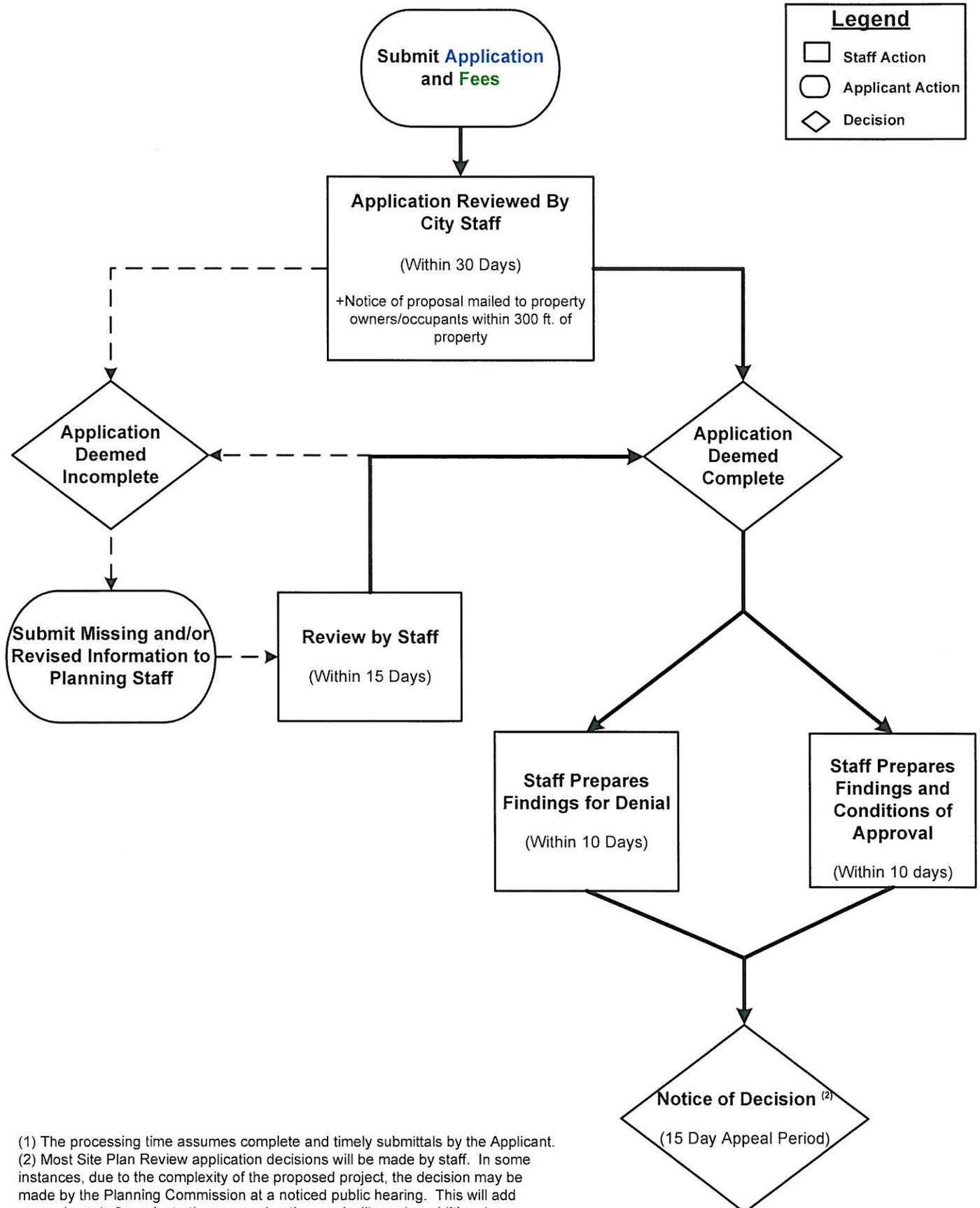




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## Site Plan Review

Goal: 6 Weeks City Processing Time <sup>(1)</sup>



(1) The processing time assumes complete and timely submittals by the Applicant.  
 (2) Most Site Plan Review application decisions will be made by staff. In some instances, due to the complexity of the proposed project, the decision may be made by the Planning Commission at a noticed public hearing. This will add approximately 6 weeks to the processing time and will require additional application fees. All decisions by the Planning Commission can be appealed to the City Council.