

Site Development Review Application for Horse Boarding and/or Riding Academy

Alameda County Planning Department
224 West Winton Avenue, Room 111, Hayward, CA 94544
Phone: (510) 670-5400 **Fax:** (510) 785-8793 **Web:** <http://www.acgov.org/cda/planning>

1. Applicant Name:

2. Contact the Planning Department at (510) 670-5400 to make an appointment with a Senior Planner to submit the following materials to the Alameda County Planning Department (Zoning Counter) at 399 Elmhurst Street, Hayward, California. **Incomplete applications will not be accepted.** Please use the following checklist to ensure the application is complete.

Required

- Completed Horse Boarding/Riding Academy Application
- Completed Manure Management Worksheet

Filing Fee Deposit: \$2,000. Make check payable to “**Treasurer, County of Alameda.**” If this deposit is depleted, the Planning Staff will advise you that additional funds must be deposited to continue the processing of this application. Any remaining unexpended money will be refunded.

(**Note: \$200** of this is a flat fee for the Alameda County Fire Department. The other **\$1,800** is a Planning Department “fee deposit” toward permit processing. If fee deposit is depleted, applicant must deposit additional funds to continue application processing. Any remaining money will be refunded.)

- Plans:** Show all information as described in item #4 of this application, to the scale indicated.
- black line prints of each sheet, folded to 8.5” x 11”:
 - 13 copies if you are in the East Board of Zoning Adjustments area
 - 13 copies if you are in the West Board of Zoning Adjustments area, other than Castro Valley
 - 20 copies if you are in the Castro Valley Canyonlands (for Castro Valley Municipal Advisory Committee and West BZA).
 - 1 - 8.5” x 11” photo reduction of each sheet.

- Construction Plans:** If any construction is proposed at this time, you will also need the following, as appropriate from the list below:
- 2 black line prints of each sheet, folded to 8.5” x 11”,
 - 1 - 8.5” x 11” photo reduction

Floor Plan

Grading Plan

Landscape Plan

Building Elevations

Call for appointment to meet with a Senior Planner for submittal.

HORSE BOARDING/RIDING ACADEMY APPLICATION (BS/RA)

SDR – August 2022

General Information

The HB/RA permit application is required to apply for boarding stables and riding academies located in the unincorporated areas of Alameda County. This application provides the reviewing County agencies with sufficient information to begin the Site Development Review (SDR) permit process. The BH/RA SDR will endure with the property or until there is an expansion or a change in permitted use or conditions.

In many cases the complete information provided will satisfy the review needs of all departments, however in some cases additional information will be necessary because of specific site conditions (some examples of these special site conditions are creeks, landslides, and other safety or environmental issues).

There are a few informational items that applicants should be aware of. These are noted below.

General

- Boarding stables are defined as "...any premises where more than four horses not owned by the owner or occupant of the premises are boarded, kept, or otherwise maintained as contrasted with the open grazing or pasturing of horses (Alameda County Zoning Ordinance 17.52.190).
- Horse breeding or horse training facilities do not require use permits as long as boarding stables or riding academies are not part of the operation.
- Plans drawn by a professional may be required in some cases.

Technical

- The following grading may be done without obtaining a permit (*questions regarding grading requirements should be directed to the Grading Division of Alameda County Public Works Agency and the County General Ordinance, Chapter 15.36*):
 - A. Minor projects which have cuts or fills, each of which is less than five feet in vertical depth at its deepest point measured from the existing ground surface and which include the following:
 1. Less than one hundred fifty (150) cubic yards of graded material,
 2. the removal, plowing under or burial of less than ten thousand square feet of vegetation on slopes ten percent or greater or any amount of vegetation on slopes less than ten percent.
 - B. Grading necessary for agricultural operations (Section 13.12.030, Alameda County General Ordinance Code) unless such grading will create a cut or fill whose failure could endanger any structure intended for human or animal occupancy or any public road or could obstruct any watercourse or drainage conduit.
- Preparation of a Stormwater Protection Plan – Equine Facilities is required for this permit. Assistance for completion is available from the County's Clean Water Program, by calling (510) 567-6702.
- The Clean Water Program and County Vector Control inspect equine facilities on an annual basis, or more frequently, as necessary.
- For County Fire Protection permit review, swimming pools and ponds are not counted toward water storage requirements.

HORSE BOARDING/RIDING ACADEMY APPLICATION

SDR – August 2022

1. Address of project:

Nearest intersection:

Assessors Parcel No. (APN):

2. Size of total parcel:

Size of project area:

3. Property and business ownership

	Property Owner	Business Owner	Contact (if different)
Name			
Address			
Phone			
Fax			
Email			

4. Vicinity Map/ Site Plan

Vicinity Map. Applicants shall provide a site location map showing property boundaries. This can be done on a photocopy of a United States Geological Survey (USGS) topographic quadrangle. The Planning Department has 1:24000 scale topographic maps available for copying. They can also be purchased by mail from USGS (see <http://store.usgs.gov>, “map information”).

Site Plans. Two accurate, verifiable, legible, quality site plans shall be provided by applicant on 24-inch by 36-inch paper (production by a professional may be required).

The applicant shall provide one plan that shows the ***entire legal parcel (“Parcel Plan”)***. A second plan shall show the ***“project area”, defined as the part of the subject property where the equine business activities, such as entrance from street, parking, buildings, and manure storage occur or will likely occur.*** If a creek is in the project area, the site plan should extend 100 feet beyond the banks of the creek. The project area plan should be at a scale where one inch equals twenty feet (1 in. = 20 ft.).

Depending on specific issues and site topography (such as creeks or landslide areas), greater detail and accuracy may be required beyond that indicated in this application.

A. General Content of Plans

The table below indicates the content of the Parcel Plan and the Project Area Plan (defined above).

Parcel Plan	Project Area Plan
Entire parcel should be shown at a scale that will fit on a maximum of two sheets of 24" x 36" paper.	Project area is shown at a 1 in. = 20 ft. scale.
Dimensions of all property lines and easements should be noted.	
Include a north arrow, graphic scale, legend, address, assessor's parcel number.	Include a north arrow, graphic scale, legend, address, assessor's parcel number.
Name of person who prepared the map and date drawn.	Name of person who prepared the map and date drawn.
	Any proposed construction or other physical modification should be shown with dotted lines and identified as "future"
	Access, parking and circulation for the facility as noted below.
	Location of fences, gates, pathways, walls.
Location of manure piles, hay storage, fire water tanks and connections, fuel tanks and size, propane tanks and size, and location and type of all other storage and use areas.	Location of manure piles, hay storage, fire water tanks and connections, fuel tanks and size, propane tanks and size, and location and type of all other storage and use areas.
	Provide any other pertinent data including topography of the land. Include contours that have a maximum interval of five feet
Number all structures and improvements to correspond with the numbering and details provided in Sections 4C and 4D of this application	Number all structures and improvements to correspond with the details provided in Sections 4C and 4D of this application

B. Include this specific information regarding access, parking, and circulation in the project area.

The site plan shall include the access, parking, and circulation layout for the facility and include the following:

- The entire access road from the public street to the facility.
- Easements for the access roads if applicable.
- The access roads within the facility and all parking stalls and trailer storage areas.
- A detail of entrances including the roadway for a distance of 50 feet on either side of the entrance.
- A detail of all intersecting roadways for a distance of 50 feet, if applicable
- The width of all swing gates.
- The width and vertical clearance of entrance structures.
- The width, grades, and turning radii of the access roads.
- The location and size of turnouts and turnarounds, if applicable
- The height of any vertical obstructions over the roadway turnouts or turnarounds.
- Note road material if other than natural and existing.
- The location, width and load capabilities of any bridges or crossings.

C. Buildings and Improvements. The list below of common improvements for equine facilities is provided for assistance. **Be sure to make numbers inserted here consistent with those on site plans** for easy identification. Include proposed changes, as indicated.

Residential Buildings	Size (sf) existing	Size (sf) proposed
_____ primary residence		
_____ residential accessory structure (<i>describe</i>)		
_____ secondary residence		
_____ secondary residential accessory structure (<i>describe</i>)		
_____ caretaker unit		
Total Area of residential Buildings: (Residential buildings may have an area of up to 12,000 square feet.)		
Agricultural and similar uses	Size (sf) existing	Size (sf) proposed
_____ hay storage		
_____ shavings storage		
_____ equipment storage		
_____ maintenance shop		
_____ horse stable, _____ No. stalls		
_____ horse stable, _____ No. stalls		
_____ covered arena		
_____ paddocks		
_____ turnouts		
_____ pastures		
_____ barn(s)		
_____ manure management area (<i>permanent storage and temporary pile locations</i>)		
_____ feed storage		
_____ animal wash rack, _____ related water disposal		
_____ uncovered arena		
_____ other:		
_____ other:		
_____ other:		
Miscellaneous, Non-residential	Size (sf) existing	Size (sf) proposed
_____ restrooms		
_____ office		
_____ other:		

_____ other:		
Miscellaneous, Non-residential (continued)	Size (sf) existing	Size (sf) proposed
_____ other:		
_____ other:		
_____ other:		
Area of non-residential Buildings:		
Subtract out any structures counted above without roofs:	(-)	(-)
Total Area of non- residential Buildings with roofs: Per "Measure D" and adopted in the East County Area Plan 2002, total area of non-residential, <i>roofed</i> buildings may not exceed 1% of total parcel area, or 20,000 sf., whichever is greater.		

D. Water, Power, Sanitary Systems

_____ well location

_____ Show location of streams or drainage channels,

_____ wetlands,

_____ other seasonal or perennial water features (*such as springs, vernal pools*).

_____ ponds,

_____ swimming pools

_____ water storage tanks,

_____ water connections (*"connections" to fire department equipment*)

_____ septic location (tank and leach field)

_____ utilities (indicate routes to each building)

_____ fuel tanks (*label as diesel, gas, propane, etc. and indicate size*)

Currently used domestic and irrigation/ animal care water supply (check all that apply):

well spring stream public or private water system

Other (explain):

Water storage volume:

E. Description of Land Uses and activities

Information about activities commonly part of equine facilities

The following activities may occur on properties with horse boarding and riding instruction. The application should describe the size and frequency of these activities so that they are incorporated of the permit. Some events may require separate temporary permits, especially if traffic congestion and/ or emergency access are issues. If you plan to increase the size and/ or frequency of events at the property, you are responsible for contacting the Planning Department to see if a modification to your permit or a temporary administrative permit is necessary.

	Max No. people at any time	Frequency (No. ___ events per day, week, or year --include in response)
Clinics ¹ (<i>if restricted to boarders only check here</i> <input type="checkbox"/>)		
Youth group visits		
Competitions		
Other large gatherings		

Operations and activities on this entire property:

	Existing	Proposed		Existing	Proposed
Livestock grazing	<input type="checkbox"/>	<input type="checkbox"/>	Cultivation	<input type="checkbox"/>	<input type="checkbox"/>
Livestock breeding	<input type="checkbox"/>	<input type="checkbox"/>	Bed and Breakfast or other hospitality	<input type="checkbox"/>	<input type="checkbox"/>
Horse training	<input type="checkbox"/>	<input type="checkbox"/>	Events (rodeos, competitions)	<input type="checkbox"/>	<input type="checkbox"/>
Horse boarding	<input type="checkbox"/>	<input type="checkbox"/>	Horse, rider clinics	<input type="checkbox"/>	<input type="checkbox"/>
Riding instruction	<input type="checkbox"/>	<input type="checkbox"/>	Youth Group Visits	<input type="checkbox"/>	<input type="checkbox"/>
Trail riding	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

Number of animals

	Existing	Existing Max	Proposed	Proposed Max
Average number of horses on site (monthly average, maximum at any one time)				
Average number of cattle on site (monthly average, maximum at any one time)				
Average number other livestock (monthly average, maximum at any one time)				

¹ "Clinics" refer to short term training sessions.

F. Permit History

The following are some examples of typical permits. Please check accordingly, if known, or add "other". (Building permits were not required by the County prior to 1946. Agricultural Buildings, 12,000 sq.ft. or less, on lots exceeding 20 acres, do not require building permits, but do require electric and plumbing permits, where applicable.)

	Completed Work/Permit No. and date approved	Work in Progress/ Permit No. and date approved
<input type="checkbox"/> Well		
<input type="checkbox"/> Septic		
<input type="checkbox"/> Home construction: <input type="checkbox"/> primary <input type="checkbox"/> secondary		
<input type="checkbox"/> Agricultural building construction		
<input type="checkbox"/> Grading		
<input type="checkbox"/> Agricultural Caretaker dwelling		
<input type="checkbox"/> Conditional Use		
<input type="checkbox"/> Stream Alteration (Cal. Department Fish and Game)		
<input type="checkbox"/> Fuel Tanks		
<input type="checkbox"/> Tents or Canopies		
<input type="checkbox"/> Covered Arena		
<input type="checkbox"/> Horse Boarding CUP (most recent permit)		
<input type="checkbox"/> Other		

G. Stormwater Protection Plan

Complete worksheet provided and attach.

Please note that all equine facilities must comply with the most recent requirements of the County's Clean Water Program, even if these requirements change over the life of the facility.

H. Traffic and Site visits/ visitors			
Maximum number of employees (number per day)			
	Existing		Proposed
Full time: Residing on site			
Residing off site			
Part time: Residing on site			
Residing off site			
Average number animal trailers arriving and departing Monday thru Friday.			
	Existing		Proposed
average number per week			
Average number delivery vehicles arriving and departing Monday thru Friday.			
	pickup or smaller	mid truck	semi
Existing - average per week			
Proposed - average per week			
Client vehicles expected weekdays and weekends			
Existing (average per day):		Proposed (average per day)	
Monday thru Friday	_____	Monday thru Friday	_____
Saturday	_____	Saturday	_____
Sunday	_____	Sunday	_____
Clinic/ Competition approximate dates			
List approximate dates or frequency: (for example: approx. Oct 1., June 15 first week of ...)			
Week day	Saturday		Sunday or Holiday

I. Identify land use on adjacent properties:

J. Signatures:	
Applicant:	Date:
Property Owner:	Date: