



Planning and Building Department
 250 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612
 INFO: (510) 238-3911

APPLICATION FOR VEHICULAR RESIDENTIAL FACILITIES

PLEASE SUBMIT ALL APPLICATIONS PLANS ELECTRONICALLY TO THE ONLINE PERMIT CENTER: <https://aca-prod.accela.com/OAKLAND/Default.aspx>

GENERAL INFORMATION

For information concerning Vehicular Residential Facilities, please refer to the handout "Guide to Vehicular Residential Facilities."

APPLICANT'S NAME/COMPANY: _____

PROPERTY ADDRESS: _____

DESCRIPTION OF PROPOSAL: _____

SELECT TYPE OF APPLICATION (CHECK ONE):

- DESIGN REVIEW EXEMPTION:** Projects involving 1-4 Vehicular Residential Facilities
- REGULAR DESIGN REVIEW:** Projects involving 5 or more Vehicular Residential Facilities

PROJECT INFORMATION					
	EXISTING PRE-PROJECT	DEMOLITION	NEW PROPOSED	TOTAL POST-PROJECT	% CHANGE (EXISTING/TOTAL)
TOTAL LOT AREA (SQ. FT.)		N/A	N/A	N/A	N/A
NUMBER OF VEHICULAR RESIDENTIAL FACILITIES					
NUMBER OF DWELLING UNITS IN BUILDINGS (NOT INCLUDING VEHICULAR RESIDENTIAL FACILITIES)					
NUMBER OF ON-SITE PARKING SPACES					

STATE PERMITTING INFORMATION

Two or more Vehicular Residential Facilities on a site may be considered a "Special Occupancy Park" under California State law and must comply with the State recreational vehicle (RV) park rules contained in the Special Occupancy Parks Act and the Special Occupancy Park Regulations. Under State law, new parks must obtain a permit from the State to construct and operate after obtaining zoning approval from the City of Oakland. More information about State RV park rules can be found at: <https://www.hcd.ca.gov/manufactured-mobile-home/mobile-home-parks/laws-and-regulations.shtml>.

SELECT APPLICABILITY OF STATE RV PARK RULES (CHECK ONE):

- EXEMPT FROM STATE RV PARK RULES (CHECK ALL THAT APPLY):**
 - Project involves no more than 1 Vehicular Residential Facility.
 - Project involves 2 or more Vehicular Residential Facilities and facilities will not be held out for rent or lease (including monetary or other consideration in exchange for the use and/or occupancy of the facility). Notice of Limitation will be recorded (see below).
 - Project involves 2 or more Vehicular Residential Facilities and the park is owned, operated, and maintained by a nonprofit entity. This exemption only applies if the nonprofit entity is a registered 501(c)(3) organization based in Alameda County and the park is not owned, operated, or managed by a limited liability corporation with a for-profit partner. Notice of Limitation will be recorded (see below).

Projects with 2 or more Vehicular Residential Facilities exempt from State RV park rules will be required to record a Notice of Limitation with the Alameda County Recorder after approval stating that these State law requirements will apply in the event rent is later charged or the park is no longer owned, operated, and maintained by a nonprofit entity.
- STATE RV PARK RULES APPLY:** None of the above exemptions apply.

PROPERTY OWNER & APPLICANT INFORMATION

Owner: _____
Owner Mailing Address: _____
City/State: _____ Zip: _____
Phone No.: _____ Fax No.: _____ E-mail: _____

To be completed only if Applicant is not the Property Owner:

I authorize the Applicant indicated below to submit the application on my behalf. _____
Signature of Property Owner

Applicant (Authorized Agent), if different from Owner: _____
Applicant Mailing Address: _____
City/State: _____ **Zip:** _____
Phone No.: _____ **Fax No.:** _____ **E-mail:** _____

I understand that approval of this application does not constitute approval for any administrative review, Conditional Use Permit, Variance, or exception from any other City regulations that are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions appurtenant to the property. I understand that the Applicant and/or Owner phone number listed above will be included on any public notice for the project.

I certify that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the Owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the Owner to make this submission, as indicated by the Owner's signature above.

I understand that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, it may be necessary for the City to request clarifying information and/or materials after my application has been submitted and reviewed by City staff. I understand that any failure to submit the clarifying information and/or materials in a timely manner may render the application inactive and that periods of inactivity on the Applicant's part do not count towards statutory time limits applicable to the processing of this application.

I understand that the proposed project and/or property may be subject to other laws, codes, regulations, guidelines, restrictions, agreements, or other requirements of other public agencies within or outside of the City of Oakland, and that the project and/or property may also be subject to requirements enforced by private parties. I am aware that the City recommends that I become fully aware of any other potential requirements before I submit this application and that I must comply with all necessary requirements prior to commencing the proposed project.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE READ THE ABOVE AND THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

Signature of Owner or Authorized Agent

Date

ZONING APPROVAL SUBMITTAL REQUIREMENTS

- COLOR PHOTOGRAPHS OF PROPERTY AND ADJACENT PROPERTIES**
- PROOF OF NONPROFIT STATUS** (required only for projects involving two or more Vehicular Residential Facilities and the owner/applicant is seeking an exemption under State RV park rules for nonprofits [see page 1 of this application]).
- (2) PLAN SETS FOR ZONING APPROVAL**
 - Include north arrow, date prepared and scale.
 - Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'.
 - Include the name, email and phone number of a person preparing the plan.
 - Show all encroachments over the public Right-of-Way.
 - Space for zoning stamp.
- (a) LINE AND/OR TOPOGRAPHICAL SURVEY** (required only for projects involving new or replacement buildings, not including Vehicular Residential Facilities)
Required for any building or building addition with new or replacement footprint within 3 feet of a property line:
 - Applicable line survey with field-verifiable monuments set or found by the surveyor.
 - Location, dimensions, & dimensions to property line of existing and proposed buildings & similar structures within 3 feet of the relevant property line(s).Required for any building or building addition with new or replacement footprint located on a lot with a slope of 20% or more:
 - Site topography for all areas of proposed work.
 - Must be no more than 3 years old from the time of submittal – date of survey must be included.
 - Must be prepared by a California State Licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
 - **Include the wet stamp and signature** of the Land Surveyor or Civil Engineer who prepared the survey.
 - Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
 - In addition to paper copies, the survey must also be submitted in digital format.
- (b) SITE PLAN**
 - Two site plans (one labeled "Existing Site Plan" and one labeled "Proposed SitePlan")
 - Location and dimensions of all property boundaries, and distances from Vehicular Residential Facilities, buildings, and structures to property lines.
 - Location and dimensions of all existing and proposed Vehicular Residential Facilities, buildings, decks, stairs, and patios.
 - Dimensions of all existing and proposed separation between multiple Vehicular Residential Facilities on the property and between Vehicular Residential Facilities and buildings located on the same property and adjacent properties.
 - Location, dimensions, and paving materials of all existing and proposed adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
 - Location, dimensions, and paving materials of all existing and proposed walkways and surfacing under proposed Vehicular Residential Facilities.
 - Location and dimension of all existing and proposed driveways, garages, carports, vehicle parking spaces, bicycle parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
 - Location, height, and building materials of all existing and proposed fencing and walls.
 - Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
 - Location and size (dbh) of all existing trees and indication of any trees to be removed, include trees on neighboring properties that are within 10 feet of construction.

- Location of drainage ways, creeks, and wetlands.
 - For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
 - Show any building to be demolished both historic and non-historic.
 - Location and size of storage area for recycling containers
- (c) **FLOOR PLAN** (required only for projects involving new or replacement buildings, not including Vehicular Residential Facilities)
- Include complete floor plan for any proposed buildings.
 - Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
 - Show locations of all existing and proposed doors, walls, and windows, including any window schedule (recess, sash and trim material, manufacture).
 - Location of and distance to all adjacent property boundaries.
- (d) **ELEVATIONS** (required only for projects involving new or replacement buildings, not including Vehicular Residential Facilities)
- Show all structure elevations (front, sides, and rear) that will be affected by the proposed project.
 - For additions/alterations: label existing and new construction, as well as items to be removed.
 - Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
 - Show any exterior mechanical, duct work, and/or utility boxes.
 - Include dimensions for building height (from grade to pitch) and wall length.
- (e) **CROSS SECTIONS** (required only for projects involving new or replacement buildings, not including Vehicular Residential Facilities, located on a lot with a slope of 20% or more)
- Include all critical cross sections, including at least one passing through the tallest portion of the building.
 - Include floor plate and roof plate elevation heights.
 - Location of and distance to all adjacent property boundaries.
 - Label the location of the cross-sections on the site plan.
- (f) **TREE SURVEY** (required only for projects which involve a Tree Preservation/Removal Permit)
- Include north arrow, date prepared, and scale (should be drawn to the same scale as the Site Plan).
 - Include the name & phone number of person preparing the plan(s). As appropriate or required, include the stamp & "wet signature" of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
 - Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether the protected trees are included on any tree preservation/removal permit application.
 - Label all protected trees that are located within 10 feet of construction (including trees located on neighbor's properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application (see page 8 of this application).
- (g) **GRADING PLAN** (required only if the project proposes any site grading)
- Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
 - Include an erosion & sedimentation control plan.
 - Include a summary table of all proposed excavation, fill, and off-haul volumes.
- (h) **UTILITIES PLAN**
- Show proposed utility connections for potable water, wastewater disposal, and power supply for each Vehicular Residential Facility and all associated buildings (if proposed).
 - Show location and number of all proposed kitchens and bathrooms.

ZONING APPROVAL CHECKLIST

Vehicular Residential Facilities may be approved only if the applicant can check “Yes” or “N/A” to EACH of the following, as applicable:

1. LOCATION

Yes No N/A The property is in a zone where Vehicular Residential Facilities are allowed.

2. SITE DESIGN

Yes No N/A The number of Vehicular Residential Facilities proposed is allowed by the zone in which the site is located.

Yes No N/A Each Vehicular Residential Facility will be located at least six feet from other Vehicular Residential Facilities and from buildings located on the same property or adjacent properties.

Yes No N/A If located within the normally required front yard setback, the Vehicular Residential Facility will be located on an existing driveway and not extend over the property line or adjacent sidewalk.

Yes No N/A If located in a commercial zone or special district with special site design restrictions for Vehicular Residential Facilities, each Vehicular Residential Facility will be located at least 30 feet from the street or behind a building. (Special site design restrictions are specified within the regulations for each zone.)

Yes No N/A An all-weather ground surface (e.g., asphalt, concrete, pavers, decomposed granite, gravel) will be installed under each Vehicular Residential Facility and on pedestrian pathways.

Yes No N/A The project provides the minimum number off-street parking spaces required by the zoning regulations.

Yes No N/A The project is exempt from off-street parking requirements because (check all that apply):
 The Vehicular Residential Facilities are self-propelled (e.g., motorhomes); and/or
 The property is located within (a) ½ mile of a public transit stop, (b) an Area of Primary Importance (API) or Area of Secondary Importance (ASI) as defined by the Historic Preservation Element of the General Plan, or (c) one block of a car share parking space.

3. HABITABILITY

Yes No N/A Each Vehicular Residential Facility will comply with all applicable State and local habitability and tenantability standards including, but not limited to, standards contained in [California Civil Code Section 1941.1](#) and the [Oakland Building Maintenance Code](#).

Yes No N/A Each Vehicular Residential Facility will contain provisions for living and sleeping and provide adequate heating and lighting.

Yes No N/A All Vehicular Residential Facility occupants will have 24-hour on-site access to hot and cold potable water, a kitchen, a toilet, bathing facilities, and lavatory sink under the occupants' control.

Yes No N/A For projects subject to State RV park rules (see page 1), potable water, kitchens, toilets, bathing facilities, and lavatory sinks will be provided within each unit.

Yes No N/A For projects exempt from State RV park rules (see page 1), potable water, kitchens, toilets, bathing facilities, and lavatory sinks will be provided (check all that apply):
 Within the Vehicular Residential Facility; and/or
 Outside of the Vehicular Residential Facility with at least one toilet, one bathing facility, and one lavatory sink provided in (check all that apply):
 An existing on-site building; and/or
 A new proposed on-site building.

4. UTILITY CONNECTIONS

- Yes No N/A All plumbing facilities contained within Vehicular Residential Facilities and elsewhere on the property are connected to the public water supply system.
- Yes No N/A All plumbing facilities contained within Vehicular Residential Facilities and elsewhere on the property are connected to the public sewer system.
- Yes No N/A If a graywater discharge system is proposed for landscape irrigation, only bathtubs, showers, bathroom sinks, or laundry washing machines are connected, not toilets, kitchen sinks, or dishwashers, pursuant to State and City regulations.
- Yes No N/A Adequate power is provided to the property and Vehicular Residential Facilities to meet the energy demand of each unit and all connected loads at all times. The following type(s) of power will be provided (check all that apply):
- Grid power;
 - On-site solar power;
 - On-site wind power;
 - On-site propane tank(s); and/or
 - Other power source: _____

5. HEALTH AND SAFETY

- Yes No N/A Each Vehicular Residential Facility will comply with the following health and safety standards contained in State law (Health and Safety Code Section 18027.3) (check all that apply):
- Units manufactured before July 14, 2005: American National Standards Institute (ANSI) A119.2 standards;
 - Units manufactured on or after July 14, 2005: National Fire Protection Association (NFPA) 1192 standards; and/or
 - Units manufactured as “park trailers” under State law: American National Standards Institute (ANSI) A119.5 standards.
- Yes No N/A Each Vehicular Residential Facility will bear a label or insignia certifying compliance with the above applicable health and safety standards. The source of the label or insignia will be (check all that apply):
- Vehicular Residential Facility originally constructed in a certified factory and purchased from a dealer or on the re-sale market; and/or
 - Vehicular Residential Facility constructed outside of a certified factory and certified by the following third-party certifier: _____
- Yes No N/A All heating and liquid propane gas storage and delivery systems will be maintained in accordance with manufacturer’s requirements.
- Yes No N/A The sleeping areas and hallways of each Vehicular Residential Facility will contain smoke detectors.
- Yes No N/A Street address number(s) visible from the street will be posted to identify the property address(es).

5. SANITATION

- Yes No N/A Adequate refuse service will be provided.

RENTAL OF VEHICULAR RESIDENTIAL FACILITIES

If the Owner intends on offering Vehicular Residential Facilities for rent or lease, it is the Owner’s obligation to know and comply with all applicable state and local laws, including Oakland’s Rent Adjustment Ordinance (OMC 8.22.010 et seq.), Just Cause for Eviction Ordinance (OMC 8.22.300 et seq.), and Tenant Protection Ordinance (OMC 8.22.600 et seq.). The Rent Adjustment Ordinance applies whether rent is paid for the recreational vehicle and the lot upon which it is located, or rent is paid for the lot alone. More information about the Rent Adjustment Program can be found at: <https://www.oaklandca.gov/topics/rent-adjustment-program>

The following section must be completed by the Owner and may not be completed by an Agent.

I, THE OWNER, ATTEST THAT: *(initial next to each line)*

_____ I understand that if rent is collected for the use or occupancy of a Vehicular Residential Facility, the agreement for rent or lease is subject to the Rent Adjustment Ordinance and other laws governing tenancies in Oakland.

_____ I understand that residential rentals in Oakland are strictly regulated and that it is my obligation to know and comply with all relevant laws. I understand that information is available through Oakland’s Rent Adjustment Program and that the City strongly recommends reviewing RAP’s Property Owner Information Packet prior to renting or leasing.

_____ I acknowledge that an annual Rent Adjustment Program fee is due for every Vehicular Residential Facility that is rented or offered for rent (OMC 8.22.500).

_____ I understand that short-term rentals of Vehicular Residential Facilities are prohibited (OPC 17.103.050).



_____ Date

_____ Owner Signature

TREE PRESERVATION ORDINANCE

Pursuant to the Tree Preservation Ordinance (§12.36 O.M.C.) a Tree Preservation/Removal Permit is required for any proposed construction activity within 10 feet of a Protected Tree, even if such trees are not being removed or if they are located on a neighbor's property or in the public right-of-way (e.g., sidewalk).

The following are "Protected Trees" under the Tree Preservation Ordinance:

- a. Any Coast Live Oak tree that is larger than 4 inches in diameter at breast height (dbh)
- b. Any tree (except Eucalyptus or Monterey Pine) that is larger than 9 inches dbh*
- c. Any tree of any size located in the public right-of-way (including street trees)



I, THE APPLICANT/OWNER, ATTEST THAT: *(check one)*

- (1) There are no existing Protected Trees anywhere on the subject property or within 10 feet of the proposed construction activities (including neighbor's properties or the adjacent public right-of-way).
- (2) There are Protected Trees on the subject property or within 10 feet of the proposed construction activities, and their location is indicated on the site plan and landscape plan **and** *(check one)*;
 - (a) No Protected Trees are to be removed *and* No construction activity will occur within 10 feet of any Protected Tree.
 - (b) No Protected Trees are to be removed *and* Construction activity will occur within 10 feet of any Protected Tree.
 - (c) Protected Trees will be removed.

☛ If you checked (2b) or (2c), a Tree Preservation/Removal Permit is required. Please complete the section below.

DESCRIPTION OF TREES: (Identification numbers and letters must be consistent with the Tree Survey – See submittal requirements.)

<u>Trees proposed for removal</u>			<u>Trees not proposed for removal but located within 10 feet of Construction Activity</u>		
#	Species	dbh*	#	Species	dbh*
1			A		
2			B		
3			C		
4			D		
5			E		

Reason(s) for removal/impacting of trees: _____

* **dbh:** "diameter at breast height" is determined by measuring the trunk at 4'-6" from the ground. Multi-trunked trees are measured by combining the diameters of all trunks at 4'-6" from the ground.

CREEK PROTECTION ORDINANCE

Pursuant to the Creek Protection, Storm Water Management and Discharge Control Ordinance (§13.16 O.M.C.) a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

I, THE APPLICANT/OWNER, ATTEST THAT: *(check one)*

- (1) **I do not know whether there is a Creek on or near the proposed project site.** I have submitted a request for a Creek Determination by the City of Oakland (separate form and fee required).
- (2) **No Creek exists on or near the project site;** *(check one)*
 - (a) Based on my review of the characteristics of the project site, as well as all relevant maps and plans; or
 - (b) Based on the attached report prepared by a relevant licensed professional.

However, if the City determines that a Creek exists on or near the project site, a Creek Protection Permit is required.
- (3) **A Creek DOES exist on or near the project site and** *(check one)*
 - (a) The proposed project only entails interior construction, and therefore requires a **Category 1 Creek Permit** (this is a no fee permit and only requires distribution of educational materials); or
 - (b) The proposed project entails exterior work that does not include earthwork and is located more than 100 feet from the centerline of the Creek, and therefore requires a **Category 2 Creek Permit** (this permit requires a site plan and distribution of educational materials); or
 - (c) The proposed project entails (a) exterior work that is located between 20 feet from the top of the Creek bank and 100 feet from the centerline of the Creek, and/or (b) exterior work that includes earthwork involving more than three (3) cubic yards of material located beyond 20 feet from the top of the Creek bank, and therefore requires a **Category 3 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review); or
 - (d) The project entails exterior work conducted from the centerline of the Creek to within 20 feet from the top of the Creek bank, and therefore requires a **Category 4 Creek Permit** (this permit requires a site plan and creek protection plan and may require environmental review and a hydrology report).



GREEN BUILDING REQUIREMENTS

The Oakland Green Building Ordinance and the California Green Building Standards Code (CALGreen) require compliance with green building standards for certain residential construction. These requirements only apply to buildings; they do not apply to Vehicular Residential Facilities which are considered vehicles. Projects involving new or remodeled existing buildings in conjunction with Vehicular Residential Facilities may be subject to green building requirements. Please refer to the City's website for more information: <https://www.oaklandca.gov/topics/green-building>.

I, THE APPLICANT/OWNER, ATTEST THAT: *(check one)*

- (1) The project is exempt from green building requirements because: *(check all that apply)*
 - (a) The project does not involve new or remodeled buildings; and/or
 - (b) Other: _____
- (2) The project is subject to green building requirements and I am submitting the required forms, checklists, or plans with this application to demonstrate compliance.

SUMMARY OF GREEN BUILDING COMPLIANCE:
