



# Planning Application Intake Procedures During Shelter-in-Place Order

## Development Services Department

### Planning Division

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#### **Purpose.**

In accordance with the [County of Alameda Public Health Officer's Shelter-in-Place Order](#) for all residents to shelter in place to slow the spread of novel coronavirus (COVID-19), the Planning Division is taking measures to provide essential governmental functions consistent with the County's order. In this period, all services shall be provided in compliance with social distancing requirements as defined by the County's order. In an effort to maintain our customer service commitment, the City's Planning Division will accept new applications and resubmittals of existing planning applications pursuant to the process detailed below. For more information and updates related to City services, please visit: [www.hayward-ca.gov/covid-19](http://www.hayward-ca.gov/covid-19)

#### **Prior to New Application Submittal/Resubmittal:**

1. Applicants shall contact the Planning Division or your assigned project planner prior to any application submittal or resubmittal to verify minimum submittal requirements, deposit information (if applicable), and the assignment of application number (if applicable). E-mail: [planning.division@hayward-ca.gov](mailto:planning.division@hayward-ca.gov) or call (510) 583-4216.
2. Applicant shall e-mail the appropriate Planning staff contact an electronic copy of the complete submittal or resubmittal and shall include a signed copy of the Development Permit Application and Checklist. Electronic submittals shall be via e-mail or a large file sharing service such as DropBox, Box, OneDrive, etc.

#### **New Application Submittal/Resubmittal**

*Applicant shall complete and sign the Suspension of Land Use, Zoning, and Subdivision Deadlines Acknowledgement Form to be submitted with the full project application for new applications and resubmittals.*

#### **For Electronic Plan Submittal/Resubmittals:**

1. One electronic copy of the project plans, including the completed Development Permit Application and any supplemental documents are required per the Development Permit Application and Submittal Requirements
2. Initial or Additional Deposits. Applicants have two payment options available during the closure:
  - Physically drop off a check payment (clearly noting the Application Number, or invoice # if applicable) in the outside dropbox, located on the east side of City Hall (facing Watkins Street), where the rotunda doors/windows meet the exterior cement wall. Checks shall be made payable to the City of Hayward; or
  - Pay-by-phone option via credit card (a 3% processing fee will be applied). To use this method, please contact Forrest Nylander at 510-583-4622 or [forrest.nylander@hayward-ca.gov](mailto:forrest.nylander@hayward-ca.gov).

Upon receipt of application and verification of all submittal requirements, Planning Division staff will e-mail the applicant a copy of the application receipt with assigned application number.

#### **For Hard Copy Submittal/Resubmittals:**

1. Three (3) hardcopies of the project plans (11"x17" printed to scale, or as otherwise recommended by staff), including the completed Development Permit Application and any supplemental documents required per the Development Permit Application Submittal Checklist.
2. One (1) electronic copy including the project plans and any supplemental documents are required per the Submittal Requirement Checklist. Electronic submittals shall be submitted on a USB drive with the hard copies or may be submitted via e-mail or via large file sharing service.
3. Initial or Additional Deposits. Applicants have two payment options available during the closure:
  - Physically drop off a check payment (indicating application or invoice #, if applicable) in the outside dropbox, located on the east side of the City Hall building (facing Watkins Street), where the rotunda doors/windows meet the exterior cement wall. Checks should be made payable to the City of Hayward; or,
  - Pay-by-phone option via credit card (a 3% fee will be applied). Please contact Forrest Nylander at (510) 583-4622 or [forrest.nylander@hayward-ca.gov](mailto:forrest.nylander@hayward-ca.gov) for more information and payment processing.

Planning submittals/resubmittals can be made in-person at City Hall, 777 B Street. Upon arrival, all applicants shall check-in at the Guard Station and utilize the Planning Drop Box to drop off plans with initial deposit (checks or credit card payments). Checks and credit card receipts should include project address and/or application number, if available. Please note that all submittals and payments shall include reference to the application number.