



Acknowledgement Form for the Suspension of Automatic Deemed Complete and Approval Deadlines for Planning Division Applications Development Services Department

PURPOSE.

On March 16, 2020, the [County of Alameda Public Health Officer](#) issued an Order in response to the novel (new) coronavirus ("COVID-19") directing individuals living in the County to shelter-in-place unless they are required to engage in certain essential activities, work for essential business, or provide essential governmental services. The Order further directs all businesses and government agencies to cease non-essential operations at physical locations in the County and prohibits all non-essential gatherings of any number of individuals until the order is lifted.

On March 17, 2020, the City Council adopted [Resolution No. 20-036](#) proclaiming a local emergency within the City of Hayward (www.hayward-ca.gov/covid-19). Given these directives, the City of Hayward cannot process land use applications within normal time limits imposed by federal, state, and local laws as City staff is required to work remotely. In addition, given the restrictions on meetings and gatherings, it is difficult to conduct required public hearings in a manner allowing for adequate public participation and input. Due to the above-referenced restrictions, all automatic "deemed complete" and "deemed approved" deadlines for all land use, subdivision, and zoning applications will be suspended until the City of Hayward functions can be restored at the conclusion of the local emergency to ensure the immediate preservation of the public peace, healthy, and safety.

For questions, please contact the Planning Division at (510) 583-4216 or planning.division@hayward-ca.gov.

ACKNOWLEDGEMENTS OF UNDERSTANDING.

By signing below, the project proponent(s) acknowledges and accepts the following statements for the duration of local, county, and state emergencies as related to the COVID-19 pandemic:

1. All provisions of laws, ordinances, regulations, resolutions, rules, and statutes, including, but not limited to, provisions contained in the California Permit Streamlining Act, the California Environmental Quality Act (CEQA), the California Planning and Zoning Law, the California Subdivision Map Act, and the City of Hayward Planning, Zoning, and Subdivision Regulations, establishing deemed complete deadlines, review deadlines and authorizing automatic approvals, are suspended for the duration of the existing emergency.
2. For application review and automatic approval deadline purposes, all land use, subdivision, and zoning applications that were either on file with the City of Hayward on the date the local emergency was first declared or that were filed with the City during the period of the local emergency, shall be considered filed on the first working day following expiration of the emergency.
3. Applicants shall be responsible for meeting the minimum submittal requirements (i.e. Development Permit Application Submittal Requirements Checklist) for the applicable permit type(s).

PROJECT INFORMATION:

Check One Box Only: New Application Resubmission

For Project Resubmissions Only:

Application # _____ Project Location: _____

Project Planner: _____ Type of Application(s): _____

REQUIRED SIGNATURES:

Signatures below shall match the applicant and property owner information on the Development Permit Application.

Applicant Name (Printed): _____ Signature: _____ Date: _____

Property Owner (Printed): _____ Signature: _____ Date: _____

CITY STAFF USE ONLY: *(to be completed by Planning Division)*

Date Filed: _____ Received By: _____ Assigned Project Planner: _____

Hard Copies: _____ Electronic Submission: _____ Date Routed: _____ Application # _____