



Planning & Building Department

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976

www.ci.lafayette.ca.us

EMERGENCY SHELTER PERMIT INSTRUCTIONS

GENERAL

A permit is required to establish an emergency shelter in the C-1 zoning district. An emergency shelter is defined as housing with minimal supportive services that is designed for and occupied by homeless persons for no more than six-months in a consecutive 12-month period.

PROCEDURES

Pre-application: Prior to submitting an application for an emergency shelter permit, the applicants should discuss their plans with Planning & Building Department staff to discuss the process and standards for establishing an emergency shelter.

Filing the Application: The applicant should carefully complete the attached application and be sure that all submittal requirements and fees are provided. The application must be signed by the current property owner. A staff planner will check the application for completeness and prepare a file within 30 days of project submittal.

Permit Process: Within 10 days of deeming an application complete, a notice of pending application is sent to all property owners within 300 feet of the subject property. Within 30 days of deeming an application complete, the Zoning Administrator will ministerially approve or deny the application without discretionary review or public hearing. An application will be approved if the emergency shelter meets the development and management standards listed below and contained in the handout entitled, *Application for Emergency Shelter Permit – Submittal Requirements*.

Development Standards applying to an emergency shelter.

- (1) Proximity to Other Shelters. No emergency shelter shall be closer than three hundred (300) feet to another emergency shelter.
- (2) Vehicle Parking. An emergency shelter shall provide one parking space for every four beds and one parking space for every employee.
- (3) Bicycle Parking. An emergency shelter shall provide at least one bicycle space for every five beds.
- (4) Shelter Capacity. No emergency shelter shall contain more than 30 beds. The City Council may establish a maximum number of beds to be allowed in all emergency

shelters in the city by resolution. The maximum number of beds in all emergency shelters in the city shall not be less than the number of unsheltered homeless persons in Lafayette as determined in the bi-annual homeless count conducted by the Contra Costa Homeless Program.

- (5) Length of Stay. The length of stay per individual in an emergency shelter shall not exceed six (6) months in a consecutive 12-month period.
- (6) Screening of Outdoor Uses. An emergency shelter shall not allow or include any of the following to occur in front of an emergency shelter or in any other location incidental to the shelter that is visible from adjoining properties or the public right-of-way, unless the same is entirely screened from public view:
 - (a) designated outdoor smoking area;
 - (b) outdoor waiting and client intake area;
 - (c) outdoor public telephones; and
 - (d) outdoor refuse area.
- (7) Exterior Lighting. Lighting in or on an emergency shelter shall be stationary, directed away from adjacent properties and public rights-of-way, and of an intensity that is consistent with existing lighting in the neighborhood in which the shelter is located.
- (8) Laundry Facilities. An emergency shelter shall provide laundry facilities to serve the number of residents.
- (9) Personal Property Storage. An emergency shelter shall provide secure areas for temporary storage of personal property of the persons residing in the emergency shelter.

Management Standards applying to an emergency shelter.

- (1) Emergency Shelter Management Plan. The operator of an emergency shelter shall prepare and submit a management plan to the Zoning Administrator that includes, as applicable, the following: established staff training program to meet the needs of emergency shelter residents; adequate security measures to protect emergency shelter residents and the neighboring land uses; a list of services provided to assist emergency shelter residents with obtaining permanent shelter and income; and a method of screening emergency shelter residents to ensure compatibility with services provided at or through the emergency shelter prior to admittance to the shelter.
- (2) On-Site Management and Security Plan. Security measures shall be sufficient to protect clients and neighboring land uses. On-site management and on-site security shall be provided during the hours when the emergency shelter is in operation and at all times that clients are present on-site. An on-site staff person shall be designated as a neighborhood liaison to respond to, and address, any questions or concerns from surrounding residents regarding facility operations. Clients shall be screened for compatibility with shelter resources and for compliance with applicable State and Federal laws prior to admittance to the emergency shelter.

If a discretionary application is requested, such as a tree permit, variance permit, or design review permit, the application for the emergency shelter shall not be considered until after a decision is made on the discretionary application.

Appeal of Decision: A person may appeal the determination of the Zoning Administrator by submitting a [standard application form](#), letter of appeal, and filing fee to the City Clerk within 14-days after the date of determination. The City Council will consider the appeal within 60 days after the notice is filed. The City Council will limit its consideration of the appeal to whether the emergency shelter meets the required development and management standards.

PERMIT EXPIRATION

The emergency shelter permit is valid for 12 months from the date of approval unless a longer period is stated in the permit. If the applicant does not begin the work authorized by the permit by the expiration date, the permit shall expire.

Emergency Shelter Permit – Instructions

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EMERGENCY SHELTER PERMIT DEVELOPMENT & MANAGEMENT STANDARDS CHECKLIST

The following is a list of standards that must be complied with for ministerial review and approval of the application. Attached is a list of submittal requirements which must accompany the application. Additional materials may be required at the discretion of the Planning staff.

PART I – DEVELOPMENT STANDARDS

Part I contains a list of the development standards by which all emergency shelters are evaluated. Check each box affirming that your proposed emergency shelter meets these required development standards. If your proposed emergency shelter does not meet them, then it may not be able to be approved.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Emergency shelter is not closer than three hundred (300) feet to another emergency shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Emergency shelter provides one parking space for every four beds and one parking space for every employee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Emergency shelter provides at least one bicycle space for every five beds. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Emergency shelter does not contain more than 30 beds or as established by the City Council by resolution. The maximum number of beds in all emergency shelters in the city shall not be less than the number of unsheltered homeless persons in Lafayette as determined in the bi-annual homeless count conducted by the Contra Costa Homeless Program. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The length of stay per individual in an emergency shelter does not exceed six (6) months in a consecutive 12-month period. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Emergency shelter precludes any of the following to occur within its frontage or in any other location incidental to the shelter that is visible from adjoining properties or the public right-of-way, unless the same is entirely screened from public view:
(a) designated outdoor smoking area;
(b) outdoor waiting and client intake area;
(c) outdoor public telephones; and
(d) outdoor refuse area. |

- 7. Emergency shelter provides stationary lighting, which is directed away from adjacent properties and public rights-of-way, and of an intensity that is consistent with existing lighting in the neighborhood in which the shelter is located.
- 8. Emergency shelter provides laundry facilities to serve the number of residents.
- 9. Emergency shelter provides secure areas for temporary storage of personal property of the persons residing in the emergency shelter.

PART II – MANAGEMENT STANDARDS

Part II contains the management standards by which all emergency shelters are evaluated. Check each box affirming that your proposed emergency shelter meets these required management standards. If your proposed emergency shelter does not meet them, then it may not be able to be approved.

YES NO

- 1. Emergency Shelter Management Plan includes, as applicable, the following:
 - (a) established staff training program to meet the needs of emergency shelter residents;
 - (b) adequate security measures to protect emergency shelter residents and the neighboring land uses;
 - (c) a list of services provided to assist emergency shelter residents with obtaining permanent shelter and income; and
 - (d) a method of screening emergency shelter residents to ensure compatibility with services provided at or through the emergency shelter prior to admittance to the shelter.
- 2. On-Site Management and Security Plan includes, as applicable, the following:
 - (a) security measures sufficient to protect clients and neighboring land uses;
 - (b) on-site management and security during the hours when the emergency shelter is in operation and at all times that clients are present on-site;
 - (c) on-site staff person designated as a neighborhood liaison to respond to, and address, any questions or concerns from surrounding residents regarding facility operations; and
 - (d) screening procedure to ensure that clients are compatible with shelter resources and with applicable State and Federal laws prior to admittance to the emergency shelter.

SIGNATURE OF PREPARER: _____ DATE: _____

PRINT FULL NAME: _____

Emergency Shelter Permit – Checklist

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EMERGENCY SHELTER SUBMITTAL REQUIREMENTS

This checklist is intended to cover all types of development, large and small. Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.¹ The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document; however, they are also available on the City's website, www.lovelafayette.org, or at the City offices.

GENERAL SUBMITTAL REQUIREMENTS

YES N/A

1. APPLICATION FORMS

- a. Standard application form
- b. Development and management standards checklist
- c. Brief description of the scope of work
- d. Submittal requirement checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s)
- e. Agreement to Pay for City Services, completed and signed
- f. Processing fee(s): credit card (Visa/MasterCard) or check (payable to City of Lafayette)

2. PRELIMINARY TITLE REPORT

One (1) copy of report

- a. Not more than six (6) months old
- b. Listing all recorded easements and restrictions
- c. Providing legal description of the property

3. PHOTO AND VISUAL ANALYSIS

- a. Site and neighborhood photos affixed to 8.5" x 11" cardstock, foam core, or cardboard²

4. MANAGEMENT PLANS

- a. Emergency Shelter Management Plan, including:
 - I. established staff training program
 - II. adequate security measures to protect emergency shelter residents and the

¹ Monday through Friday between 12 p.m. and 5 p.m. No appointment necessary.

² Loose photos will be rejected.

YES N/A

- neighboring land uses
- III. list of services provided to assist emergency shelter residents with obtaining permanent shelter and income
- IV. method of screening emergency shelter residents to ensure compatibility with services provided at or through the emergency shelter prior to admittance to the shelter
- b. On-Site Management and Security Plan, including:
 - I. security measures sufficient to protect clients and neighboring land uses
 - II. on-site management and security during the hours when the emergency shelter is in operation and at all times that clients are present on-site
 - III. on-site staff person designated as a neighborhood liaison to respond to, and address, any questions or concerns from surrounding residents regarding facility operations
 - IV. screening procedure to ensure that clients are compatible with shelter resources and with applicable State and Federal laws prior to admittance to the emergency shelter

PLAN SET SUBMITTAL REQUIREMENTS ³

YES N/A

5. NUMBER OF PLAN SETS

Initial submittal for 30-day completeness review:

- One (1) full-size (24" x 36")⁴
- One (1) reduced-size (11" x 17")
- One (1) electronic (PDF) on a cd or by email

6. LAYOUT

All sheets shall be the same size, oriented in the same direction, and include the following:

- a. North arrow
- b. Scale
- c. Graphic (bar) scale
- d. Date of preparation
- e. Revision date(s)
- f. Changes or modifications clearly identified
- g. Title block including:
 - i. Site address
 - ii. Assessor's parcel number (APN) or name of subdivision and lot number

7. MAPS

Sheet Number(s) _____

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette
- b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood⁵
 - i. Show and label the following:⁶

³ [Example Submittals](#) are available online.

⁴ Larger sized plans will be rejected. Fold bound plan sets to 9" x 12" dimensions with title block visible.

⁵ An aerial can be used to create the context map; however, it does not replace the context map.

⁶ Show buildings outlined in black, background in white, and vegetation/trees in gray.

1. All parcels immediately adjacent to and around the site
2. Footprints of all structures
3. Distance of the building to structures on adjacent lots
4. Vacant parcels or open space
5. Property ownership(s) or business name(s)
6. Property address
7. Street names
8. Circulation (vehicular, bike, pedestrian)
9. Parking (on and off-site)
10. Significant landscaping
11. Significant topographic or man-made landforms and features

8. SITE PLAN

Sheet Number(s) _____

- a. Property and zoning information, including:
 - i. Property lines, dimensioned
 - ii. Setbacks (front, side, and rear), dashed
 - iii. Sewage disposal and public utilities
 - iv. Recorded easements (utility, drainage, access, etc.), labeled
 - v. Total and net ⁷ parcel square footage
- b. Building site(s) and footprint(s)
 - i. Existing and proposed structures with dimensions to property lines
 - ii. Changes or additions to existing structures shown as hatched, shaded or otherwise highlighted
- c. Parking and circulation
 - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities ⁸
 1. Provide a parking plan with the following information:
 - Number each parking space
 - Comply with ADA standards (ramps, path of access, van/standard spaces, etc.)
 - Comply with parking ordinance standards pertaining to dimensions, landscaping, siting, lighting, etc.
 - Comply with emergency standards pertaining to quantity of vehicular and bicycle parking
 2. Incorporate individually mounted Swerve bike racks for visitors, equal to 5% of parking (2 minimum) within 200' of the visitors' entrance and readily visible to passers-by
 3. Incorporate bike lockers for employees, equal to 5% of parking (1 minimum) when there are over 10 "tenant-occupants" that will occupy the building. Acceptable facilities shall be convenient from the street and may include:
 - Covered, lockable enclosures with permanently anchored bike racks;
 - Lockable rooms with permanently anchored bike racks; and
 - Lockable, permanently anchored bike lockers.
 - ii. Circulation plans for each vehicular and pedestrian way

⁷ Excludes the area within vehicular rights-of-way and vehicular easements

⁸ Parking space minimum dimensions are 8.5' by 18' per space

- iii. Fire District turnarounds (such as the shunt, t-turn, or circle), road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans
- d. Impervious surface, existing and proposed
 - i. Include a table calculating the square footage, including building footprint, driveway, patios, walkways, pools, etc.
 - ii. Shade or hatch changes and additions
- e. Structures - existing and proposed fences and retaining walls
 - i. Label top-of-wall (TW) and bottom of wall (BW) spot elevations
 - ii. Shade or hatch changes and additions
- f. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at base of trunk
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- g. Trails - general location of each hiking, riding and bicycle trail and recreational facility



9. FLOOR PLANS

Sheet Number(s) _____

- a. Scale – drawn at the largest architectural scale that can fill the sheet (1/8"=1' or larger)
- b. Gross floor area –Table calculating existing and proposed⁹
 - i. Include all existing and proposed structures having three walls and a roof, such as attached/detached accessory structures, garages, carports, basements, second stories, and area capable of being developed as habitable space
- c. Rooms - label all existing and proposed rooms for each floor level including:
 - i. All usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.)
 - ii. All decks, balconies, porches, garages/carports, etc.
 - iii. Exterior and interior building dimensions
 - iv. Existing and proposed square footage of all usable or potentially usable areas
 - v. Doors, windows, bay windows, chimneys, stairways, other architectural features.
 - vi. Quantity and location of beds
 - vii. Waiting and client intake area
 - viii. Laundry facilities
 - ix. Storage facilities for clients
- d. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- e. Existing and proposed floor plans shown with (2) two separate plan view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same floor plan, labeled accordingly "existing lower floor" "proposed lower floor"

⁹ Total horizontal area in sq. ft. of each floor level within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls

- f. Lighting (exterior):¹⁰
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

10. ELEVATIONS *

Sheet Number(s) _____

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8"=1' or larger)
- b. Dimensions
- c. [Building height](#) (§6-313 LMC)
- d. Finished grade indicating existing and proposed
- e. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- f. Existing elevations with dashed lines over proposed elevations
- g. Existing and proposed elevations shown with two separate plan view drawings, done at the same scale and shown on the same sheet
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same elevation, labeled accordingly "existing west elevation", "proposed west elevation"
- h. Indicate roof, doors, windows, trim, down spouts, and all other architectural features
 - i. Call out manufacturers' specifications for exterior walls, trim, and roofing
- i. Retaining wall and fence elevations/profiles indicating heights, colors, and materials
- j. Perspective, colored elevations to indicate shadow and visual relief. Renderings shall include site development, accurate topography, and vegetation*

11. GRADING AND DRAINAGE PLANS ¹¹ *

Sheet Number(s) _____

- a. Contours, existing and proposed
 - i. 2' contour intervals in the area to be developed
 - ii. Extend contours a minimum of 50' beyond property lines
- b. Calculate the amount of cut, fill, import, and export in cubic yards
- c. [Drainage facilities](#) - existing and proposed drainage facilities within and adjacent to the site, including but not limited to:
 - i. Swales
 - ii. Creeks
 - iii. Drainage ditches
 - iv. Discharge facilities
 - v. Catch basins
 - vi. Subsurface drainage pipes (closed and open)
- d. Sanitary sewers and storm drain facilities, existing and proposed
- e. Incorporate appropriate pollutant source control and design measures,¹² to treat runoff
- f. Existing trees - show all trees ≥ 4" in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk at chest height
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)

¹⁰ Lighting should be directed away from adjacent properties and the public right-of-way, and of a consistent intensity with existing lighting in the surrounding area.

¹¹ Required if project involves ≥ 500 sq. ft. of new or replacement impervious surface or ≥ 50 cubic yards of grading.

YES N/A

- v. Tree identification number, provided by the arborist
- vi. Trees proposed to be removed with a prominent "X"
- g. Open space - areas of natural open space that will remain upon completion of development
 - i. Designate a development boundary line that limits the area of development
- h. Roof plan – elevation of each roof ridge above established datum shall be noted
 - i. Changes or additions to existing structures shall be hatched, shaded, or otherwise highlighted
- i. Prepare a [Stormwater Control Plan](#) if:
 - i. Your project creates $\geq 10,000$ sq. ft. of impervious surface; OR
 - ii. Your project results in addition or replacement, which combined, total $\geq 10,000$ sq. ft. of impervious surface

12. LANDSCAPE AND IRRIGATION PLANS *

Sheet Number(s) _____

- a. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight
- b. Existing trees - show all trees $\geq 4"$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- c. Plant list table – list proposed planting as follows:
 - i. Trees – species (common and botanical name), quantity, size to be planted, and whether species is native
 - ii. Shrubs - species, quantity, size to be planted, and whether species is native
 - iii. Groundcover - species, size and spacing, and whether species is native
 - iv. All other plants may be shown and referred to in general terms
 - v. Only list those plants shown in the plan
- d. Irrigation - submit a preliminary plan showing:
 - i. Watering zones (drip/spray) with corresponding legend and table ¹³
- e. Lighting (landscape):
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

PLEASE NOTE: There may be additional requirements after initial review by the city landscape consultant, city staff or the hearing authority.

SIGNATURE OF PREPARER: _____

DATE: _____

PRINT FULL NAME: _____

Rev. 2015-01-05

¹³ No spray irrigation or lawn shall be within 15' of oak trees (existing or proposed)

BEYOND THE REQUIREMENTS – SUGGESTIONS FOR SUCCESS!

PRESENTATION

Presentation can greatly affect the success of your project. **Clear** and **concise** plans can be processed faster and more effectively. The City provides [examples](#) online and at the City Offices of **clear** and **concise** submittals to emulate. Below are some tips on how your plans can read better!

Light Line Weights:

- Existing topography
- Existing trees (**X** for trees to be removed)
- Existing structures (to be maintained)

Shaded, Hatched

- Proposed additions
- Proposed impervious surface
- Proposed native trees and plants

Dashed Lines:

- Existing topography
- Existing structures (to be removed)
- Existing elevations (superimposed over proposed)

Dark/Heavy Line Weights:

- Proposed topography
- Proposed trees

DESIGN

Development should be sensitively designed to work with the site's constraints and natural features, and to reduce its impacts (visually and physically) to the site, the neighborhood, and the public at large. A successful project substantially complies with the [Downtown Design Guidelines](#) and follows the city's [Tips for Success](#). Here are some additional tips!

Colors and materials:

- Dark, natural, and mixed colors and materials decrease visibility and reduce the apparent massing of a residence or structure. These are encouraged.
- Light, bright, or high contrasting trim and windows increase visibility. These are discouraged.

Landscape/Hardscape:

- Grading and landscaping should appear natural and semi-rural, especially as it reaches property lines, open space, or public views.
- New or replacement vegetation in areas within or abutting open space and natural areas should be native to the surrounding area. The goal of the planting should be a seamless blending with the natural vegetation.
- Small gardens, ornamental plantings, and lawn areas should be clustered near the home and not visible from public places listed in the viewing evaluation map.
- Terracing or padding of the lot should be avoided and is discouraged.
- Off-haul excess soil rather than balance onsite to maintain natural grades.
- Walls and retaining walls should be kept at a minimum. Where needed, they should be naturally designed, low in height, and organically configured with dark colors/materials and landscape mitigation.
- Pervious surfaces should be used in lieu of impervious surfaces for hardscape.
- Native, drought tolerant, deer resistant plantings are encouraged.

Lights:

- To reduce a project's offsite visibility at night and to reduce impacts to neighbors, exterior light fixtures (residential and landscaping) should be shielded, low wattage, and directed downward.
- Shielded means the light source (bulb) is not visible. Opaque, seeded, or colored glass does not meet this requirement.
- Consider using recessed can lights where feasible and reducing the overall quantity of fixtures.

Emergency Shelter Permit – Submittal Requirements

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