

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LEANDRO  
ADDING CHAPTER 8 TO TITLE 5 OF THE CITY OF SAN LEANDRO  
ADMINISTRATIVE CODE RELATED TO PROVIDING AN OPTION FOR CITY  
ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES TO HAVE THEIR  
COMMUNITY DEVELOPMENT DEPARTMENT APPLICATIONS REVIEWED BY  
AN INDEPENDENT THIRD PARTY**

**NOW THEREFORE**, the City Council of the City of San Leandro hereby **RESOLVES** that:

1. The addition of Chapter 8 to Title 5 of the San Leandro Administrative Code attached hereto as Exhibit A, and made a part of this resolution, is approved; and
2. The City Council declares that the aforementioned addition of Chapter 8 to Title 5 of the San Leandro Administrative Code shall take effect immediately.

**APPROVED** by the City Council of the City of San Leandro at a regular meeting duly held on the \_\_\_\_ day of \_\_\_\_\_, by the following vote:

**AYES:** COUNCIL MEMBERS:

**NOES:** COUNCIL MEMBERS:

**ABSTAIN:** COUNCIL MEMBERS:

**ABSENT:** COUNCIL MEMBERS:

\_\_\_\_\_  
**Pauline Russo Cutter**, The Honorable Mayor

**ATTEST:**

\_\_\_\_\_  
**Leticia Miguel**, City Clerk

## **EXHIBIT A**

### **Addition of Chapter 8 to Title 5 of the Administrative Code**

#### **8.5.100 INDEPENDENT THIRD PARTY PLAN REVIEW AND CHECK**

Independent third party plan review, including but not limited to a recommendation to a City approving body, for all Community Development Department permits shall be available as an option to any and all current City of San Leandro elected official, appointed official, or employee only. This procedure does not apply to any other Community Development Department permit applicant. The City shall make available to interested applicants the approved list of third party plan reviewers.

#### **8.5.105 SUBMITTAL**

A permit application must be submitted and associated City fees paid and/or City accounts opened prior to sending the plans and supporting documentation to the independent third party plan reviewer. Please note that the approved third party plan reviewer will not accept plans that have not been stamped received by the City of San Leandro and do not have a San Leandro Community Development Department Permit application number.

#### **8.5.110 FEES**

The applicant is responsible for paying all fees charged by the third party plan reviewer. The applicant must pay the City or replenish its City account, which shall pass through the payment paid by the applicant directly to the third party plan reviewer.

#### **8.5.115 REVIEW AND RECOMMENDATION**

The review of the application, including any proposed development, shall be in accordance with all of the City's Codes by the third party plan reviewer. Proposed development applications not compliant with City Codes shall be revised to meet the requirements and reviewed by the third party plan reviewer.

A concurrent review by the City of San Leandro's departments and/or consultants for application or proposed development may be required. The comments and requirements from the departments or consultants will be sent to the third party plan reviewer and are to be incorporated into the plans.

The City of San Leandro's Planning Manager, Building Official, or Zoning Enforcement Official will provide all code interpretations. The Alameda County Fire Department Fire Marshal or designee may require submittal for a permit and plan review.

#### **8.5.120 ISSUANCE**

The plans will be sent directly to the City from the third party plan reviewer once all comments and requirements from all reviewing parties have been addressed and approved. City staff will

prepare the plans and supporting documents for issuance and notify applicant when a permit is ready to be issued. A permit will not be issued until the ACFD, the Community Development Department, and the Engineering Department Division have approved the project if their review is required.

DRAFT