


Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager 

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: October 10, 2019

SUBJECT: Resolution authorizing the General Manager to execute a Memorandum of Understanding with the City of Livermore for LARPD participation in a Safe Parking Program

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, authorizing the General Manager to enter into a Memorandum of Understanding with the City of Livermore for LARPD participation in a Safe Parking Program.

BACKGROUND: The City of Livermore Subcommittee on Homelessness, Human Services Department, Public Works, Library Department, Livermore Police Department, Livermore Valley Joint Unified School District, CityServe of the Tri-Valley, the Faith Community, and Livermore Area Recreation and Park District will partner to provide respite and resources for local unsheltered families or persons, living in cars with the goal of developing a plan for self-sufficiency. (See Attachment A – City of Livermore Safe Parking Pilot Program Description)

The pilot program will be hosted at daily rotating sites; will provide overnight restroom and a night time attendant. In order to meet the State and County funding requirements, clients will be required to complete an initial enrollment intake with CityServe of the Tri-Valley and periodic parking renewals. The number of parking spaces and additional amenities may vary for each site. Program partners will work closely with the Human Services staff and LPD Homeless Liaisons to review the program periodically for potential modifications for program improvements and an evaluation for effectiveness. The Safe Parking Program outlines specific rules and standards of behavior in a “Program Participant Agreement”. (See Attachment B) The City of Livermore is requesting that each of the partner agencies sign a Memorandum of Understanding, to ensure consistency in providing the Safe Parking Program at various sites. (See Attachment C)

FISCAL IMPACT: There are no direct costs to LARPD associated with the Safe Parking Program. This pilot program receives State grant funding and is administered by the City of Livermore.

ATTACHMENTS:

- A. City of Livermore Safe Parking Pilot Program Description
- B. Program Participant Agreement/Safe Overnight Parking Rules & Standards of Behavior
- C. Draft Memorandum of Understanding (MOU) Among and Between the City of Livermore and Livermore Area Recreation and Park District for the City of Livermore Safe Parking Program



City of Livermore

Safe Parking Pilot Program Description

Purpose:

The City of Livermore Council Subcommittee on Homelessness, Human Services Department, Public Works Department, Library Department, Livermore Police Department (LPD), Livermore Area Recreation and Park District (LARPD), CityServe of the Tri-Valley and the Faith Community will partner to provide respite and resources for local unsheltered families or persons, living in cars with the goal of developing a plan for self-sufficiency.

Scope:

The pilot program is scheduled for a soft launch on 10/15/19. The program will be hosted at daily rotating sites, will provide overnight restroom and a night time attendant. In order to meet the State and County funding requirements, clients will be required to complete an initial enrollment intake with CityServe of the Tri-Valley and periodical parking renewals. In addition, all clients will be highly encouraged to work with CityServe to develop an ongoing individual plan to obtain self-sufficiency. The number of parking spaces and additional amenities may vary for each site. Program partners will work closely with the Human Services staff and LPD Homeless Liaisons to review the program periodically for potential modifications for program improvements and an evaluation for effectiveness.

Basic Program Elements:

1. Participants:

Program participants of the Safe Parking Program will be required to enroll with CityServe of the Tri-Valley. Cars will need to be in compliance with updated registration (Assistance will be available to ensure registration is up to date). If there is multiple individuals living in a car, each individual will be required to complete an intake with CityServe and will be identified and listed as an occupant of the car. Block by Block will contract with the City to provide an overnight attendant and cleaning ambassadors for the program site locations.



The night time attendant will be provided with a list of the car permits, car description and names of the individual occupants for each car. If an individual has not completed an intake and/or is not identified as an occupant, they will not be allowed to stay.

2. Program Services Provider:

CityServe will gather required participant data, provide rotating schedule, issue a parking program permit, and discuss program expectations, parking location rules requirements, and standards of behaviors with registered program participants. In addition, CityServe will have a dedicated Crisis Intervention Specialist that will provide initial enrollment, ongoing support to develop a plan for self-sufficiency and provide resources/referrals to all safe parking participants.

3. Site Services:

All sites will have overnight restroom access and an overnight attendant. Specific sites will require the City to provide a portable restroom that will remain on the premises and serviced weekly. The portables will be locked on the days that the program is not on site. The overnight attendant will coordinate maintenance of the site and notify cleaning ambassadors if additional clean-up is necessary. Trash bins and smoking receptacles will be made available in designated areas at each site.

4. Hours of Operation:

The safe parking site locations will rotate daily and may be varied hours of operations according to site availability. The hours will generally be 7:30 p.m. to 7 a.m. daily.

5. Overnight attendant:

The City is contracting with Block by Block for the overnight attendant. All safe parking sites will have an overnight attendant that will coordinate with LPD for all emergency health and safety needs. In addition, the attendant will coordinate with CityServe to connect occupants to support services and to deal with any mechanical issues as needed.



6. Support Services:

All participants will work with CityServe of the Tri-Valley to enroll in the program and provide required funding data. CityServe will assess client needs and customize direct services, referrals and development of individual plans to obtain self-sufficiency. Direct services may include, but is not limited to, assistance with vehicle registration, license renewals, gas cards, mechanical repairs, access to medical/food/employment services and other direct support services.

7. Participants Responsibilities:

Participants will be asked to sign a program agreement outlining the rules and standards of behavior of the clients while on site. No alcohol/drug use and or weapons will be allowed and violators will be removed from the program. Participants will be highly encouraged to work with CityServe on a plan for self-sufficiency and to maintain the cleanliness of their parking space.

8. Plan for Self-Sufficiency:

The City will not make a determination of any individual plan. Each participant will be work with CityServe to identify various milestones needed to progress and ultimately obtain self-sufficiency. This may look different for each individual (i.e. obtaining access to physical/dental/mental health programs, employment/increase income, completing education or vocational program, housing access, access to eligible social service programs).

9. Program Management:

Program planning is coordinated by the Human Services Department, Livermore Police Department (LPD), Livermore Area Recreation and Park District (LARPD), CityServe of the Tri-Valley and the Faith Community. Partners will execute a Memorandum of Understanding and/or agreement that will require ongoing assessment of the program to identify challenges and improvement opportunities. Partners will meet to discuss and modify the program on a monthly basis during the program start-up phase.



The program is expected to begin with approximately ten (10) parking spots and the number of available spaces will be increased based on the property availability, consumer demand, and ability for the evening attendant to monitor the parking area. This will be assessed with each partner monthly to determine any adjustments to the program.

The Overnight attendant will report incidents and program challenges at each location to the Human Services Program Manager. This information will be shared with each location to assist with program and/or property challenges and determining program adjustments at each site.



Program Participation Agreement

Safe Overnight Parking Rules & Standards of Behavior

Please note: Safe overnight parking is permitted at specific locations and days only. See schedule for details.

We must be considerate and respectful of all who use the parking lot as well as our neighbors who live in the surrounding homes. With that in mind anyone who wishes to use the parking lot for overnight parking must agree to the following rules:

- Please respect the neighborhood around us, no loud noises and/or music. Music and loud noises must be turned off at 10:00 pm. No exceptions.
- Parking lots, buildings, and restrooms are available as of **7:00 pm.**, unless otherwise specifically stated for a location on the schedule. Please do not show up before the assigned time. You may be asked to leave the premises if you arrived before **7:00 pm.**
- A list of the cooling and winter shelters will be provided to all participants upon enrollment to provide alternative options during heat waves and winter seasons.
- Minors and pets must be supervised by their parents and/or guardian at all times. Attendees are not responsible for your children and/or pets. Pet owners are required to have a pet on a leash at all time, vaccinated and must pick up after their pets.
- No alcohol, smoking, vaping, or drug use is allowed in parking lots.
- Smoking may be allowed in safe parking designated area. Participants are required to follow the City smoking Ordinance 8.10, which requires a 20 foot distance, and/or any policies per the requirements of the individual parking location. Requirements will be noted on the schedule. Any violation of smoking policy may result in participant being expelled from the program.
- Although Marijuana is legal, it is not legal to smoke it at any of our locations.
- No weapons of any kind are allowed in the parking lots. This includes but is not limited to any firearms, air guns, bows, crossbows, knives, swords, machetes, or any other dangerous weapons. Any other items deemed dangerous by staff will be immediately removed from the property. Any refusal to remove the item may be grounds for being dismissed from participating in the program.
- Participants must be appropriately dressed. This means having clothes on all through the night. No exceptions.
- Follow specific rules and hours of operation while inside the parking lot and buildings (Bathrooms, Showers, Laundry, etc.).
- Violet behavior of any kind (verbal and physical) towards yourself, family, other participants, or staff, will not be tolerated. Violation of this rule may result in immediate expulsion from the program.



- Vehicles must be functional. Disabled vehicles may be removed at the owner's expense.
- If a vehicle becomes unresponsive and will not start or operate while it is in one of the safe parking properties, the vehicle may be towed at the owner's expense. Owner may contact CityServe to access any available support services that may provide mechanical assistance.
- No mechanical work or auto repair will be allowed on the property.
- Vehicles must be owner occupied. Only the people enrolled/registered can occupy the vehicle. Any unauthorized occupants will be asked to leave along with the owner. Violators will be removed from the program. If you wish to add anyone to your parking permit, please see CityServe.
- You agree to place the placard assigned to you in a visible location to staff.
- Keep your space clean and free of trash. Please pick up after yourself. DO NOT LEAVE TRASH OUTSIDE. Violators of this rule will be cited. Please throw away your trash in trash bins. If trash bins are filled, please see attendant.
- Vehicle must be moved from the property every morning at 7:00 a.m. unless there is services being offered at the location in which a participant would be welcome and encouraged to access (i.e., food, shower, laundry services).
- Please have the provided placard clearly visible on your dash window each night.
- You may only park in the parking lots assigned on the assigned nights. Please do not park in the parking lots on the un-attended nights. Violators may be asked to leave.
- Violators of any of these rules will be cited. An accumulation of three (3) of these citations will result in suspension from the program or expelled permanently.
- This form will be shared with all of the participating facilities and attendants.
- Due to the operating requirements of recreation vehicles and limitations at participating sites, recreation vehicles that require sewage waste disposal, grey water disposal, or are longer than 19 feet long and 6 feet high, are not eligible to participate in the Safe Parking Pilot Program.

STANDARDS OF BEHAVIOR: For the enjoyment and safety of everyone, the City and Safe Parking Partners expect all of the participants to treat the others and facilities connected with the program with respect and to abide by all rules and direction from the staff. The City of Livermore reserves the right to refuse service to anyone from failure to abide by these standards.



By signing below, participants hereby understand and acknowledge that they have read the City of Livermore's Safe Parking Program rules and standards of behavior, and participants will abide as required.

Vehicle Safe Parking Placard #		
Participant(s) Name (Printed)	Signature	Date

MEMORANDUM OF UNDERSTANDING (MOU)
AMONG AND BETWEEN
THE CITY OF LIVERMORE
AND
Livermore Area Recreation and Park District (LARPD)
FOR
THE CITY OF LIVERMORE SAFE PARKING PROGRAM

This Memorandum of Understanding (MOU) is entered between the City of Livermore ("City") and Livermore Area Recreation and Park District (LARPD) ("Provider").

RECITALS

- a. The City of Livermore is committed to providing assistance to the City's homeless population. The Livermore City Council approved an agreement with Alameda County on July 29, 2019, to receive Homeless Emergency Aid Program (HEAP) Funds to create pilot programs to provide such assistance.
- b. Citizens throughout the City are occasionally transitionally homeless and may spend evenings within their vehicles for a brief period of time.
- c. One such pilot program the City created is a safe parking program. Through this program the City will make available safe parking locations for individuals who sleep in their vehicles.
- d. The City is partnering with CityServe of the Tri-Valley to provide program enrollment, case management and ongoing support services for participants of the safe parking program. The City is partnering with Block by Block to provide an overnight attendant at the parking locations.
- e. Provider would like to participate in the City's safe parking program by making its parking lot available for individuals to park their cars overnight on designated days.
- f. City and Provider desire to enter into this MOU to clarify their roles and responsibilities in administering the safe parking program.

AGREEMENT

NOW, THEREFORE, in consideration of the promises herein, the parties agree as follows:

1. The City of Livermore has created a safe parking pilot program where there will be rotating sites seven (7) days a week, an overnight attendant to manage program, overnight restroom access and maintenance, program enrollment services and the option for participants to enroll with CityServe of the Tri-Valley to obtain support services and develop a plan for self-sufficiency ("Safe Parking Program").
2. Provider desires to participate in the Safe Parking Program and has a parking lot that it will make available. The parking lot is located at 5800 Patterson Pass Road, Livermore, CA 94550 ("Parking Lot"). Exhibit A is a map of the Parking Lot location for reference. Provider agrees to maintain the Parking Lot in good condition for the duration of its participation in the Safe Parking Program.
3. Provider will make the Parking Lot available on Wednesday, once a week, during the hours of 7:00 p.m. through 7 a.m. The day is subject to change if Provider identifies challenges during program. If Provider requests to change the day of the week the Parking Lot will be provided, Provider and City will meet to assess and determine if a different day is compatible with the overall program schedule.
4. Provider shall make parking spaces available for a minimum of 10 vehicles, up to a maximum of 30 vehicles. The Safe Parking Program shall begin with 10 vehicles permitted overnight in the Parking Lot. Provider and City will periodically assess and may increase the number of permitted vehicles up to the maximum authorized number of vehicles, while ensuring program safety, participant privacy and the ability of the overnight attendant to manage the dedicated Parking Lot footprint.
5. The City has created rules and standards of behaviors to participate in the Safe Parking Program. Those requirements are attached hereto as Exhibit B. Participants in the Safe Parking Program will be required to follow the program rules and standards of behavior and may be disqualified from future participation if they are in violation of the program rules.

6. Safe Parking Program participants will be required to complete an enrollment process with CityServe of the Tri Valley for the program in advance of utilizing a program parking lot.
7. City will provide an overnight attendant at the Parking Lot during the hours the lot is available for the Safe Parking Program. The overnight attendant will be responsible for checking in parking guests, enforcing program rules, ensuring parking guests have left the premises by the designated time, and reporting incidents and program status to the City.
8. Provider shall obtain a Temporary Use Permit from the City. The fee will be waived for partners participating in the City Safe Parking program.
9. Provider may not require or encourage Safe Parking Program participants to engage in inherently religious activities while using the Parking Lot.
10. City shall provide, through Block by Block, portable restroom facilities, which will be located in the approximate location designated on Exhibit A. Portable restroom facilities shall remain on Provider's property for the duration of time that Provider participates in the Safe Parking Program, or until City and Provider mutually agree to use an existing facility on site and remove the portable restroom. City shall ensure portable restrooms are maintained and serviced weekly.
11. This MOU shall be effective on October 15, 2019 and remain in effect until April 30, 2020, unless earlier terminated pursuant to Section 12.
12. City shall indemnify, defend, and hold harmless Provider, Provider's officers, employees, and volunteers from and against any claims, losses, or damages to Provider's property caused by City's performance of this MOU or oversight of the Safe Parking Program. City shall consider Provider to be an agent of the City for the purposes of agreements between the City and independent contractors retained to implement the Safe Parking Program.
13. City will provide certificates or other evidence of insurance coverage throughout the term of this MOU. City shall maintain in full force and effect Liability Insurance with a limit of not less than \$500,000 per occurrence and provide a Certificate of Insurance naming the Provider as additional insured for activities identified in this MOU.

14. Either party may terminate this MOU upon 15 days' notice by providing written notice to the other party at the address provided in Section 15.
15. Notices under this MOU must be delivered to the addresses below by deposit in the United States mail or by overnight delivery service, with postage prepaid and delivery confirmation:

TO CITY: Attention: Claudia Young
 City of Livermore
 1052 S Livermore Avenue
 Livermore, California 94550

TO PROVIDER: Attention: David Weisgerber
 Livermore Area Recreation and Park District
 4444 East Avenue
 Livermore, CA 94550

16. This MOU may be executed in counterpart by delivery of a facsimile or secure electronic copy of the MOU to the other parties, followed by delivery of the original documents bearing the original signatures. However, failure to deliver the original documents does not affect the enforceability of the MOU.
17. Each person whose signature appears on this MOU affirmatively represents and warrants that he or she has been duly authorized, or is otherwise qualified, and has full authority to execute the MOU on behalf of the party on whose behalf this MOU is executed.

Signatures and Attachment List on the Next Page

In concurrence and witness whereof, and in recognition of the mutual consideration provided therefore, the parties have executed this Memorandum of Understanding, effective on the date first written above.

PROVIDER:

Dated:

By: Matthew Fuzie
Title: General Manager

CITY OF LIVERMORE:

Dated:

Paul Spence
Community Development Director

APPROVED AS TO FORM:

Assistant/City Attorney

Exhibit A – Parking Lot depiction

Exhibit B – Safe Parking Program Rules and Standards of Behavior

Exhibit A

Site Depiction

William Payne Sports Park (LARPD)
5800 Patterson Pass Rd, Livermore





Program Participation Agreement

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1. Please respect the neighborhood around us, no loud noises and/or music. Music and loud noises must be turned off at 10:00 pm. No exceptions.
2. Parking lots, buildings, and restrooms are available as of **7:00 pm.**, unless otherwise specifically stated for a location on the schedule. Please do not show up before the assigned time. You may be asked to leave the premises if you arrived before **7:00 pm.**
3. A list of the cooling and winter shelters will be provided to all participants upon enrollment to provide alternative options during heat waves and winter seasons.
4. Minors and pets must be supervised by their parents and/or guardian at all times. Attendees are not responsible for your children and/or pets. Pet owners are required to have a pet on a leash at all time, vaccinated and must pick up after their pets.
5. No alcohol, smoking, vaping, or drug use is allowed in parking lots.
6. Smoking may be allowed in safe parking designated area. Participants are required to follow the City smoking Ordinance 8.10, which requires a 20 foot distance, and/or any policies per the requirements of the individual parking location. Requirements will be noted on the schedule. Any violation of smoking policy may result in participant being expelled from the program.
7. Although Marijuana is legal, it is not permitted at any of our locations.
8. No weapons of any kind are allowed in the parking lots. This includes but is not limited to any firearms, air guns, bows, crossbows, knives, swords, machetes, or any other dangerous weapons. Any other items deemed dangerous by staff will be immediately removed from the property. Any refusal to remove the item may be grounds for being dismissed from participating in the program.
9. No open flames and/or cooking on grills (gas/charcoal) allowed on the premises.
10. No hammocks or tents are allowed. Participants may not set up sleeping quarters outside of the vehicles.
11. Participants must be appropriately dressed. This means having clothes on all through the night. No exceptions.



12. Participants must follow specific rules and hours of operation while inside the parking lot and buildings (Bathrooms, Showers, Laundry, etc.).
13. To ensure that participants are respecting the private property, participants must stay within the identified parameters of the safe parking program. Walking and wondering around the premises will not be allowed during the safe parking program hours. Some locations may have a community room available for use and it will be identified on the location schedule for participants to utilize.
14. Violent behavior of any kind (verbal and physical) towards yourself, family, other participants, or staff, will not be tolerated. Violation of this rule may result in immediate expulsion from the program.
15. Vehicles must be functional. Disabled vehicles may be removed at the owner's expense.
16. If a vehicle becomes unresponsive and will not start or operate while it is in one of the safe parking properties, the vehicle may be towed at the owner's expense. Owner may contact CityServe to access any available support services that may provide mechanical assistance.
17. No mechanical work or auto repair will be allowed on the property.
18. Vehicles must be owner occupied. Only the people enrolled/registered can occupy the vehicle. Any unauthorized occupants will be asked to leave along with the owner. Violators will be removed from the program. If you wish to add anyone to your parking permit, please see CityServe.
19. Keep your space clean and free of trash. Please pick up after yourself. DO NOT LEAVE TRASH OUTSIDE. Violators of this rule will be cited. Please throw away your trash in trash bins. If trash bins are filled, please see attendant.
20. Vehicle must be moved from the property every morning at 7:00 a.m. unless there is services being offered at the location in which a participant would be welcome and encouraged to access (i.e., food, shower, laundry services).
21. Please have the provided placard clearly visible on your dash window each night.
22. You may only park in the parking lots assigned on the assigned nights. Please do not park in the parking lots on the un-attended nights. Violators may be asked to leave.
23. Violators of any of these rules will be cited. An accumulation of three (3) of these citations will result in suspension from the program or expelled permanently. Participant may submit a written appeal request to the Human Services Program Manager. The participant will meet with the Human Services Manager for reconsideration, a decision will be made within 72 hours and the decision will be final.
24. This form will be shared with all of the participating facilities and attendants.



25. Due to the operating requirements of recreation vehicles and limitations at participating sites, recreation vehicles that require sewage waste disposal, grey water disposal, or are longer than 19 feet long and 6 feet high, are not eligible to participate in the Safe Parking Pilot Program.

STANDARDS OF BEHAVIOR: For the enjoyment and safety of everyone, the City and Safe Parking Partners expect all of the participants to treat the others and facilities connected with the program with respect and to abide by all rules and direction from the staff. The City of Livermore reserves the right to refuse service to anyone from failure to abide by these standards.

By signing below, participants hereby understand and acknowledge that they have read the City of Livermore's Safe Parking Program rules and standards of behavior, and participants will abide as required.

Vehicle Safe Parking Placard #		
Participant(s) Name (PRINTED)	Signature	Date

LIVERMORE

CALIFORNIA

General Application

Project Address/Location 5800 Patterson Pass Road		APN: 99A-1400-29	
Project Name City Safe Parking Pilot Program		General Plan Designation	Zoning District
Applicant Name Livermore Area Recreation & Park District (LARPD)		Phone 925-373-5765	Fax
Applicant Address 4444 East Avenue		City Livermore	State CA Zip 94550
Applicant E-Mail Address dweisgerber@larpd.org			
Property Owner Name Livermore Area Recreation & Park District		Phone 925-373-5765	Fax
Property Owner address 4444 East Avenue, Livermore		State CA	Zip 94550 City
Property Owner E-Mail Address dweisgerber@larpd.org			
Representative Name David Weisgerber		Phone 925-373-5765	Fax
<input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input checked="" type="checkbox"/> Other			
Representative Address 5800 Patterson Pass Road, Livermore		State CA	Zip 94550 City
Representative E-Mail Address dweisgerber@larpd.org			

PROJECT INFORMATION

Existing Use		Proposed Use	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Vacant		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Vacant	
Parcel size(s)	Existing Floor Area	Existing Foot Print Area	Landscape Sq. Ft.
#of Buildings	Proposed Floor Area	Proposed Footprint Area	#of Parking Spaces
Detailed Project Description (Attach additional pages if necessary): SEE Program Documents: Program Description, Rules & Regulations, Site Map			

OWNER/AGENT STATEMENT

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

The project applicant agrees to defend, indemnify and hold harmless the City, its City Council, its officers, boards, commissions, employees and agents from and against any claim, action, or proceeding brought by a third party to attack, set aside, or void the project approval or any permit authorized for the project, including reimbursing the City its attorneys fees and costs incurred in defense of the project.

X

DATE

Mathew Fuzie, General Manager

The Livermore Development Code allows up to 30 days for the assigned planner to deem an application complete. An application must be deemed complete before proceeding to a hearing or staff level decision. If your project does go to hearing, you will be notified by mail in advance of the hearing date. If you would like to check meeting agendas, please go to our website: <http://www.cityoflivermore.net/citygov/clerk/comms/pc/default.asp>

APPLICATION REFERRAL – STAFF USE ONLY

The attached project plans and application materials are hereby forwarded to your agency for review and comment. Your suggestions and applicable requirements/regulations are needed by the date shown below. Please do not return plan sets.

Staff Planner:		Application No(s):	
Date Sent:	Please Return By:	Project Review Date:	
<input type="checkbox"/> Building Division	<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Historic Preservation	
<input type="checkbox"/> Engineering Division	<input type="checkbox"/> Redevelopment Agency	<input type="checkbox"/> Public Services Director	
<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Alameda County Health	<input type="checkbox"/> Alameda County Zone 7	
<input type="checkbox"/> Police Department	<input type="checkbox"/> Alameda County Planning	<input type="checkbox"/> Livermore School District	
<input type="checkbox"/> Water Resources Division	<input type="checkbox"/> Bay Area Air Quality Mgmt District	<input type="checkbox"/> Livermore Sanitation	
<input type="checkbox"/> Other:	<input type="checkbox"/> L.A.V.T.A. (Wheels)	<input type="checkbox"/> A.L.U.C. Form \$250 Fee/ 60 Day	
Referral Response:	<input type="checkbox"/> Comment Attached	<input type="checkbox"/> No Comment	
Name/Agency:		Date:	

APPLICATION TYPE – STAFF USE ONLY

Conditional Use Permit	CUP _____	Annexation/Pre-Zoning	ZMA _____	Planned Development	PD _____
Amendment to CUP	CUPM _____	Cert. of Appropriateness	COA _____	Planned Unit Development	PUD _____
Downtown Design Review	DDR _____	Development Agreement	DA _____	Secondary Dwelling Unit	SDU _____
Site Plan Design Review	SPDR _____	Amendment to DA	DAAM _____	Subdivision	SUB _____
Amendment to SPDR	SPAM _____	Development Code Am.	DCA _____	<input type="checkbox"/> TPM <input type="checkbox"/> VTPM <input type="checkbox"/> PMW	
Zoning Use Permit	ZUP _____	Housing Implementation	HOP _____	<input type="checkbox"/> TTM <input type="checkbox"/> VTTM	
<input type="checkbox"/> Seasonal Sales Lot		Large Day Care Center	ZUP _____	Map Number: _____	
Temporary Use Permit	TUP _____	Lot Line Adjustment	LLA _____	Tree Removal Permit	TREE _____
<input type="checkbox"/> Model Home Complex (to be routed)		Out of Area Svc. Agreement	OASA _____	Move Permit	MOVE _____
<input type="checkbox"/> Construction Office, Tract Sales Office and Residence (to be routed)		Outdoor Dining/Display	ODP _____	Variance	VAR _____
<input type="checkbox"/> Rallies, Circuses & Carnivals (to be routed)		Other _____			
		Other _____			

APPLICATION FEES – STAFF USE ONLY

	Base Fee:	\$ _____
	Multiple Applications (Less 10% of Base Fee):	\$ _____
Date Received:	Environmental Filing Fee:	\$ _____ +50.00 =
Received By:	Design Review Fee:	\$ _____
Receipt Number:	Total Fees Due:	\$ _____
CEQA:	Total Fees Paid:	\$ _____
	Balance Owed:	\$ _____

SUBMITTAL CHECKLIST – STAFF USE ONLY

Item	Received	Item	Received
Application		Plan Sets	
Fee		Landscape Plan	
Project Description/Proposal		Tentative Tract/Parcel Map	
Reduction (8.5" x 11")		Plot Plan	
Transparency		Legal Description	
Site Photographs		Title Report	
Colors/Materials Board		Geotechnical Report for TTM/PM	
Environmental Assessment Form		Scenic Corridor/School Mitigation Info.	
Project Justification Letter		SLVSP Project Info.	
Impervious Service Worksheet (For projects with any amount of new or replaced impervious surface)			

INTAKE HISTORY NOTES – STAFF USE ONLY

Planner's Name:	Date:
Notes:	