



# CITY OF OAKLAND

## CREEK PROTECTION PERMIT APPLICATION

250 Frank H. Ogawa Plaza, Suite 2114, Oakland, CA 94612-2031  
Phone: 510-238-3911 Fax: 510-238-4730  
Intake Appointment Phone: 510-238-3940

PERMIT NO. <b>CP</b> _____
CATEGORY _____
FEE PAID: _____
RECEIPT NO: _____
RELATED PERMITS _____
_____

Pursuant to the *Creek Protection, Storm Water Management and Discharge Control Ordinance*, (Chapter 13.16 of the Oakland Municipal Code), a Creek Protection Permit is required for any proposed construction activity occurring on a Creekside property. The extent to which your development will be regulated by the Creek Protection Ordinance depends upon the location and type of proposed work.

### 1. GENERAL DATA REQUIRED

A. PROPERTY ADDRESS: \_\_\_\_\_

B. ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

C. OWNER: _____
MAILING ADDRESS _____
CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ OTHER _____

**TO BE COMPLETED ONLY IF APPLICANT IS NOT THE PROPERTY OWNER:**

*I authorize the applicant indicated below to submit the application on my behalf.* \_\_\_\_\_  
*Signature of Property Owner*

D. APPLICANT'S NAME/COMPANY: _____
MAILING ADDRESS _____
CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ OTHER _____

E. SITE PLAN PREPARED BY (FOR CATEGORY II, III, IV): _____
MAILING ADDRESS _____
CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ OTHER _____

F. CREEK PROTECTION PLAN PREPARED BY (FOR CATEGORY III, IV): _____
MAILING ADDRESS _____
CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ OTHER _____

G. HYDROLOGY REPORT PREPARED BY (FOR CATEGORY IV): _____
MAILING ADDRESS _____
CITY/STATE _____ ZIP _____
PHONE _____ FAX _____ OTHER _____

## 2. SUPPLEMENTAL PROJECT INFORMATION

**H. DESCRIPTION OF WORK** (include additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I. EROSION CONTROL MEASURES TO BE USED** (include additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**J. CREEK PROTECTION TO BE USED** (include additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. GENERAL PLAN LAND USE CLASSIFICATION:** \_\_\_\_\_ (TO BE CONFIRMED BY STAFF)

**G. ZONING :** \_\_\_\_\_ (TO BE CONFIRMED BY STAFF)

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This permit is issued pursuant to all provisions of City of Oakland Ordinance Nos. 12005 and 12024 C.M.S., "Creek Protection Ordinance". This permit is granted upon the express condition that the permittee shall be responsible for all claims and liabilities arising out of work performed under this permit or arising out of permittee's failure to perform the obligations with respect to this permit. The permittee shall, and by acceptance of this permit agrees to defend, indemnify, save and hold harmless the City, its officers and employees, from and against any and all suits, claims or actions brought by any reason for or on account of any bodily injuries, disease or illness or damage to persons and/or property sustained or arising in the construction of the work performed under this permit or in consequence of permittee's failure to perform the obligations with respect to this permit. Violations of the provisions of the Creek Protection Ordinance are subject to fines and penalties specified under Section 20-3.030 of the Ordinance.

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### APPROVALS (TO BE COMPLETED BY STAFF)

PLANNING AND ZONING \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEERING SERVICES \_\_\_\_\_ DATE: \_\_\_\_\_

ENVIRONMENTAL SERVICES \_\_\_\_\_ DATE: \_\_\_\_\_

CHIEF OF BUILDING SERVICES \_\_\_\_\_ DATE: \_\_\_\_\_

### 3. SUBMITTAL REQUIREMENTS: WHAT TO SUBMIT

The following project information and drawings must be included in the submittal package for your Creek Permit application. City of Oakland staff reserves the right to require additional information as needed (including CEQA), for certain development proposals.

(1) **Creek Protection Permit Application**

This application form signed and completed. Original signatures or clear & legible copies are required.

(2) **Assessor's Parcel Map**

Available at the City of Oakland Engineering Services or Zoning counters, or County Assessor's Office, 1221 Oak St.

(3) **Photographs**

Photographs must be placed in a secure envelope or mounted on a board folded to a size no larger than 9" x 12".

Labeled color photographs showing the existing creek corridor, and the area(s) of new construction and/or grading.

(4) **Site Plan** (see supplemental requirements for Category III and IV Creek Permit applications).

- **Three (3)** stapled and folded sets of full-sized plans are required for all submitted Creek Permit applications.
- **One (1)** additional set of reduced plans (8½" x 11" or 11" x 17") is required for all creek permit applications reviewed by the Creek Permit Processing Committee.
- Fold plans to 9" x 12" maximum size. Plans must be on sheets no greater than 24" x 36".
- Include north arrow, date prepared and scale. Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
- Include the name and phone number of person preparing the plan(s).

Site Plans must include the following:

- Location of creek banks, any associated riparian corridor, and all existing and proposed building footprints;
- Location of all exterior work, including earthwork involving more than three (3) cubic yards of material;
- Setback dimensions between top of creek bank and all existing and proposed development or work;
- Location of all existing trees, and indication of any trees to be removed;
- Existing and proposed topographic contours extending over entire site and related creek channel;
- Location and dimensions of existing and proposed site paving;
- Location and height of existing and proposed walls and fences;
- Location of existing and proposed storm drain and sanitary sewer infrastructure; and
- Vicinity map indicating site in relationship to major streets.

(5) **Fees** (all fees are due at the time of application submittal)

- Additional fees may be required if the project changes or based on staff's environmental determination.

#### Supplemental Requirements for Category III and IV Creek Permit Applications

(a) **Landscape Plan** (Required for all development-related Category III or IV Creek Permits).

- Show new planting areas and proposed plant palette. Indicate type, size and location of landscaping to be installed, existing riparian vegetation to be retained, and any existing trees and/or riparian vegetation that is to be removed.
- Include a description of proposed method of irrigation.
- Include all existing and proposed groundcovers, driveways, walkways, patios, and other surface treatments.

(b) **Creek Protection Plan** (Required for all Category III or IV Creek Permits – may be combined with Site Plan).

Creek Protection Plans must include the following:

- Measures to limit debris, control dust, prevent pollution, and generally protect the creek, its banks, riparian vegetation, wildlife, surrounding habitat, and natural appearance;
- Location of temporary fencing to be installed limiting and defining the area of construction;
- Measures to be implemented to control sediment and erosion both during construction and ongoing;
- Method of on-site water velocity control- resulting in no-flow change, erosion or increase of run-off into creek; and
- All other on-site measures to be implemented as part of a required Creek Protection Plan.

(c) **Hydrology Report** (For Category IV only – must be prepared by a licensed engineer with creek hydrology experience).

Hydrology Reports will be tailored to the specific project, but must include some or all of the following:

- Impact of proposed work on the existing and future direction and quantity of flow in the creek;
- Creek bank stability - before and after the project;
- Location of major drainage facilities (trash racks, culverts, discharge points, etc.), and
- Profiles of the stream, cross sections, and any proposed improvements to the creek.