

INSTRUCTIONS FOR FILING
STAND-BY OR BACKUP POWER GENERATION FACILITIES
ADMINISTRATIVE PERMIT

DEFINITIONS

“*Stand-By or Backup Electrical Power Generation Facility*” means an electrical power generation facility that is operated only during interruptions of electrical service from the distribution system or transmission grid due to circumstances beyond the operator’s control. Electrical generation facilities operating where an interruptible service contract has been executed are not considered Stand-By or Backup Electrical Power Generation Facilities.

ADMINISTRATIVE PERMIT REQUIRED

An Administrative Permit is required for the following facilities:

Type of Facility	Zoning District
Stand-by or backup electrical power generation that do not exceed noise and air standards	CO, CP, CN Commercial Districts

Stand-by or backup electrical power generation facilities not mentioned above and/or located in other districts have different permit requirements. Please contact the Department of Planning, Building, and Code Enforcement for the current zoning regulations and permit requirements.

An applicant for an Administrative Permit to allow the placement, construction or operation of a Temporary Stand-By or Backup Electrical Power Generation Facility shall, in addition to all other Administrative Permit requirements, declare under penalty of perjury that the Temporary Stand-By or Backup Electrical Power Generation Facility sought for use subject to an Administrative Permit will at all times be maintained in full conformance with each and every one of the criteria and standards set.

CRITERIA

An Administrative Permit to allow any Stand-By or Backup Electrical Power Generation Facility or Temporary Stand-By or Backup Electrical Power Generation Facility shall not be issued unless the Director of Planning determines that all of the applicable criteria and standards listed below are met:

- Maximum noise levels, based upon a noise analysis by an acoustical engineer, will not exceed the applicable noise standards set forth in this Title.
- Emissions and Health risks associated with the generators will not exceed the thresholds as established by the Director of Planning.
- Operation of a Temporary Stand-By or Backup Power Generation Facility, by definition, shall not exceed a maximum time period of four (4) consecutive months in any twelve (12) month period.

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NOISE STANDARDS

The sound pressure level generated by any use or combination of uses on a property shall not exceed the decibel levels indicated in Table 20-105 at any property line.

All Commercial Zoning Districts

a) **Table 20-105
Noise Standards**

	Maximum Noise Level in Decibels at Property Line
Commercial use adjacent to a property used or zoned for residential purposes	55
Commercial use adjacent to a property used or zoned for commercial or other non-residential purposes	60

AIR QUALITY STANDARDS

The emissions and health risks generated by the use must meet the thresholds as established by the Director of Planning in conjunction with the Bay Area Air Quality Management District (BAAQMD). These are shown below:

(a) Emissions

Pollutant	Ton / Year	Pounds / Day
Nitrogen Oxide (NOx)	15	80
Fine Particulate Matter (PM ₁₀)	15	80

(b) Health Risk

The annual emissions associated with the project would result in an incremental cancer risk less than 1.0E-05 (ten in a million), were the exposure to continue for 70 years; and (2) TBACT has been applied to permitted sources

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Stormwater Control Plan:

(A Stormwater Control Plan is required for all projects creating, replacing or expanding impervious surface by 10,000 square feet or more)

- a. Complete the Pervious and Impervious Surfaces Comparison Table located below.
- b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
- c. Specify soil type(s).
- d. Specify depth to groundwater.
- e. 100-year flood elevation.
- f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
- g. Separate drainage areas depending on complexity of drainage network.
- h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.
- i. Show location, size, and identification (including description), of Source Control Measures (SCMs) and Water Quality Treatment Control Measures (TCMs) such as swales, detention basins, infiltration trenches, etc.
- j. Details of all proposed water quality treatment control measures.
- k. Location, size and identification of proposed landscaping/plant material.
- l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
- m. Supplemental Report :
 - 1. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.
 - 2. Name and location of receiving water body.
 - 3. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
 - 4. Water quality Treatment Control Measure maintenance requirements.
 - 5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.

Please include this table on the stormwater/grading plan.

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON TABLE			
		Project Phase Number	
Total Site (acres):		Total Area of Site Disturbed (acres):	
Impervious Surfaces	Existing Condition of Site Area Disturbed (square feet)	Proposed Condition of Site Area Disturbed (square feet)	
		Replaced ¹	New ²
Roof Area(s)			
Parking			
Sidewalks, Patios, Paths, etc			
Streets (public)			
Streets (private)			
Total Impervious Surfaces:			
Pervious Surfaces			
Landscaped Areas			
Pervious Paving			
Other Pervious Surfaces (green roof, etc.)			
Total Pervious Surfaces:			
		Total Proposed Replaced + New Impervious Surfaces:	
		Total Proposed Replaced + New Pervious Surfaces:	

Regulated Project: Any project that creates new and/or replaces (individually or collectively) 10,000 square feet or more of impervious surface area. Additional data verifying the percent replacement of impervious surface area may be requested for any Regulated Project that appears to be subject to Provisions C.3.b.ii.(1)(c) or C.3.b.ii.(1)(d) (commonly known as "the 50% Rule").

Footnotes:

¹**Proposed Replaced Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing impervious surface.

²**Proposed New Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing pervious surface.

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ADMINISTRATIVE PERMIT APPLICATION

(Stand-by or Backup Electrical Power Generation Facilities)

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER <b style="font-size: 1.2em;">AP	RECEIPT # _____		
PROPERTY LOCATION	DATE _____		
ZONING	PD ZONING FILE #	AMOUNT _____	
QUAD #	PERMIT FILE#	BY _____	
SUBJECT TO CONDITIONS	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE	BY

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)	
PROPERTY LOCATION	
ASSESSOR'S PARCEL NUMBER(S)	

In addition to the completed application, the following items are required:

<ul style="list-style-type: none"> <input type="checkbox"/> FILING FEE (see fee schedule). <input type="checkbox"/> ASSESSOR'S PARCEL MAP marked with the project location. <input type="checkbox"/> PHOTOGRAPHS of existing building or subject area. <input type="checkbox"/> SEVEN (7) COPIES of the development plans that include: <ul style="list-style-type: none"> a. A site plan* drawn to scale showing the location of the proposed change on the subject property, and b. A drawing to scale of the proposed change (elevations, floor plans, construction details, as appropriate). <input type="checkbox"/> ENVIRONMENTAL CLEARANCE APPLICATION** including Noise Report and Air Quality Analysis. <input type="checkbox"/> SPECIFICATIONS of all proposed generators. <input type="checkbox"/> PUBLIC NOTICING 	<div style="margin-bottom: 10px;"><input type="checkbox"/></div> <p>LEGAL DESCRIPTION of the property.</p> <p>* A Site Plan should contain the following basic information:</p> <ul style="list-style-type: none"> • Dimensions of subject property, lot lines, and existing and proposed driveways. • Streets and use information for properties adjoining the subject property. • Existing and proposed buildings and structures, including proposed building removal. • Dimensions of existing and proposed setbacks. • Existing and proposed off-street parking, loading, and circulation areas. • Existing and proposed landscape areas and on-site drainage. <p>** Use the Standby Engine Generator Clearance form. See the categories for environmental clearance/ exemption on page 2.</p>
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ADMINISTRATIVE PERMIT APPLICATION

FILE NUMBER AP
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APPLICANT			
PRINT NAME OF APPLICANT BUSINESS	DAYTIME TELEPHONE # ()		
PRINT NAME OF CONTACT PERSON	FAX # ()		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			DATE
PROPERTY OWNER			
PRINT NAME OF PROPERTY OWNER	DAYTIME TELEPHONE # ()		
	FAX # ()		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			DATE

CATEGORIES FOR ENVIRONMENTAL CLEARANCE/EXEMPTION			
	Under 50 hp	Over 50 hp – Natural Gas	Over 50 hp – Diesel
Temporary:	Exemption with (1)	Exemption with (1)	Exemption with (2)
Permanent:	Exemption with (1)	Clearance Application	Clearance Application
(1) Need to provide Noise Specifications on Generator or a report from a Noise Consultant. (2) Need to provide all information included in Clearance Application			

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Project Information Worksheet: Standby Engine Generator(s)

This information can be used for environmental exemption or clearance. Use of this application as environmental clearance will require compliance with the City's Public Outreach Policy.

Business Name:	Contact Name:
Site Address:	Daytime Phone Number:
File Number:	E-mail Address:

Engine braking Horsepower:	Manufacturer, Model and Rated Capacity of Equipment:	
Number of engines:	Hours of Operation (per generator) Testing: _____ hours per month max. Annual Hrs:	
Emission Rates: (Attach emissions specifications from manufacturer)	g/bhp-hr (grams/brake horsepower-hour)	
Nitrogen oxides		
Particulate matter		
Organics		
Sulfur oxides		
Carbon monoxide		
What is the stack height?		feet or meters (circle one)
What is the combined stack height and building height (if applicable)		feet or meters (circle one)
What is the stack diameter?		feet or meters (circle one)
What is the stack spacing for multiple generators?		feet or meters (circle one)
What is the stack gas exit temperature?		degrees (Fahrenheit or centigrade)
What is the stack exhaust gas flow rate?		cubic feet per minute
Noise rating in decibels		at _____ feet

Site Plan and Elevations: *(The following information needs to be clearly shown on attached sheets)*

1. Site boundary and location of buildings and engine-generator
2. The dimensions (length x width x height) of the engine-generator and the location and height of the exhaust stack relative to the engine-generator.
3. The dimensions (length x width x height) of buildings and other features on the site.

STAFF USE ONLY

Information Outstanding:

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