

ADDITIONAL INSTRUCTIONS FOR TEMPORARY OVERNIGHT SHELTERS IN CHURCHES

SPECIAL USE PERMIT

A Special Use Permit is required to provide temporary overnight shelter to homeless persons in any legal church. If you have either an existing Conditional Use Permit or Planned Development Permit, you must apply to amend your existing permit. You should understand and follow the instructions on the following pages if you are proposing to provide temporary overnight shelter.

1. **Duration of Use.** Church facilities may be used as temporary shelter once for a maximum of 35 days in any calendar year. Church facilities may provide temporary overnight shelter to no more than 15 persons in one 24 hour period.
2. **Limitations on Existing Buildings.** All persons receiving temporary shelter shall sleep and eat within church buildings. No person shall eat or be housed in tents, lean-tos or other temporary facilities. No church building or structure shall be erected, enlarged or modified for temporary shelter without an approved Development Permit as required by the Zoning Ordinance.
3. **Conformance With Local and State Laws.** A church providing temporary overnight shelter to homeless persons must be operated in conformance with all local and State laws. The City will conduct safety inspections to ensure that:
 - a. The number of persons sheltered in a church facility does not exceed the maximum square footage and occupancy standards contained in Title 17 of the Municipal Code; and,
 - b. The church facility has adequate egress and fire detection systems for life safety.
4. **Completed Application Forms.** A separate application shall be filed for each site. Each application must be signed by one of the following: (1) all owners of the real property included in the site, (2) a person having lawful power of attorney therefore, or (3) church pastor.
5. **Assessor's Parcel Number (APN).** The APN is required on the application form. The APN may be obtained from either (1) the property tax bill, or (2) the County Assessors Office at (408) 299-5500.
6. **Description of Subject Property.** A legal description is required which encompasses the site. It may consist of either (1) lot and tract numbers with a copy of the recorded tract map, or (2) a metes and bounds description prepared by a qualified professional. The legal description may be obtained with either an address or APN from the County Recorder, 70 W. Hedding St., East Wing, San Jose, CA 95110.
7. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
8. **Environmental Review.** A completed application is required for the appropriate environmental review.
9. **Site Plan.** An aerial photograph is required if you are applying for a Special Use Permit to provide temporary overnight shelter to homeless persons in an existing building involving no new construction or additional square footage as follows:

Nine copies of a 200-scale aerial photograph, 8 1/2" x 11", showing the site in the center of the photograph and the following information:

- a. Label the aerial photograph "Site Plan."
- b. Clearly outline and identify the site.
- c. Clearly outline the building where shelter activities will occur.
- d. Clearly label the building where shelter activities will occur as "Temporary Overnight Shelter."
- e. Name each surrounding street.
- f. Indicate north arrow and scale of the aerial photograph.

For information on purchasing an aerial photograph, please call the Department of Public Works at (408) 277-5297.

11. **Photographs.** Photographs are required of (1) the building where shelter activities will occur, and (2) the views from the building to the closest property lines. Label the photographs to indicate what is being viewed. Polaroid photographs are acceptable.
12. **Fees.** Application fees are required for the for Special Use Permit and environmental review applications. Associated Public Noticing Fees are also applicable. Please see the adopted fee schedule.
13. **Management Plan.** A Special Use Permit application for temporary overnight shelter in church facilities must contain a management plan which describes the physical and operational characteristics of the proposed use.

PROCESSING SCHEDULE

Planning Staff:

- Checks the application for completeness.
- Logs in application, assigns a File Number, and collects application fees.
- Reviews application with other City departments and obtains any pertinent information.
- Conducts a field inspection.
- Prepares a recommendation to the Director of Planning.

Director of Planning:

- Reviews the recommendation, and approves, conditionally approves, or denies the requested application.
- An approval, conditional approval, or denial of the Director may be appealed to the Planning Commission within ten (10) days of the decision.

Planning Commission:

- Will consider and act upon the appeal.
- If the appeal is denied, the decision of the Commission shall be final.

If the appeal is granted, the decision shall be effective immediately.

**SPECIAL USE PERMIT APPLICATION
 (TEMPORARY OVERNIGHT SHELTER)**

TO BE COMPLETED BY PLANNING STAFF				
FILE NUMBER SP	COUNCIL DISTRICT	QUAD #	ZONING #	RECEIPT #: _____
PROJECT LOCATION _____ _____ _____			AMOUNT: _____	
			DATE: _____	
			BY: _____	

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)
Pursuant to the Provisions of Part 7 of Chapter 20.100 of the San Jose Municipal Code, application is made to request a Special Use Permit for temporary overnight shelter for homeless persons.

FOR THE PROPERTY LOCATED AT:	
ASSESSOR'S PARCEL NUMBER(S) (APN)	GROSS ACREAGE
EXISTING USE OF PROPERTY	
PROPOSED USE OF PROPERTY	

SIGNATURE OF CHURCH PASTOR REQUIRED*

The undersigned hereby declare (1) the information provided herein is true and correct, (2) the City may enter the property from time to time for purposes of inspection of the use subject to the Special Use Permit, and (3) a legal description of subject property, Exhibit A, is attached hereto and made a part thereof by reference.

PRINT NAME OF CHURCH PASTOR	DAYTIME TELEPHONE #
ADDRESS	CITY STATE ZIP CODE
SIGNATURE * Xerox Copied or Facsimile Signatures will NOT be accepted. 	DATE

CONTACT PERSON

PRINT NAME			
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	

PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.

**TEMPORARY OVERNIGHT SHELTER
MANAGEMENT PLAN**

A Special Use Permit application for temporary overnight shelter in church facilities must contain a management plan which describes the physical and operational characteristics of the proposed use. Answers to the following questions constitute such a management plan. You may attach additional sheets if necessary.

Duration of Use

a. Will church facilities be used as temporary overnight shelter for homeless persons for a maximum of 35 days in any calendar year?

YES NO

b. Will church facilities provide temporary overnight shelter to homeless persons to no more than 15 persons in one 24-hour period?

YES NO

c. What dates will the temporary overnight shelter operate?

FROM: _____ TO: _____

Client Selection

d. How are clients selected for the shelter program?

e. What is your target group of clients?

f. What is your criteria to screen clients?

g. Are the clients required to sign a contract prior to acceptance into the shelter program?

YES NO

Client Supervision

h. Who will operate the shelter program?

Name _____

Phone (_____) _____

i. Who will supervise the shelter program?

Name _____

Phone (_____) _____

Name _____

Phone (_____) _____

Name _____

Phone (_____) _____

j. What are the minimum qualifications for shelter supervisors?

k. Will the clients be supervised at all times?

YES NO

l. Who will be contacted in the event of an emergency?

Name _____

Phone (_____) _____

Name _____

Phone (_____) _____

Name _____

Phone (_____) _____

m. How will clients who are denied access to the shelter be escorted from the premises?

Call contact listed under l. Call 911

Other _____

n. What are the rules of conduct for clients of the shelter program and how are they enforced?

o. Are the rules of the shelter program visibly posted in the shelter?

YES NO

Transportation

p. How are clients transported to and from the site?

q. How many cars will be parked at the site for clients, supervisors, and volunteers during the hours of shelter operation?

r. How many offstreet parking spaces are available?

s. Where will parking for clients, supervisors, and volunteers be located?

Shelter Operation

t. What are the hours of operation of the shelter?

FROM: _____ TO: _____

u. Where will shelter activities such as eating, sleeping, and smoking be located?

Eating: _____
Sleeping: _____
Smoking: _____
Other: _____

v. Will shelter activities be located in tents, lean-tos, or other temporary structures?

YES NO

Neighborhood Compatibility

w. What are the approximate distances in feet between the buildings housing shelter activities on the site and the property lines of adjacent residential uses?

NORTH _____ SOUTH _____

EAST _____ WEST _____

(If adjacent land uses are not residential, indicate "NR")

x. How will you notify the surrounding neighborhood to solicit input about the proposed shelter?

