



APPLICATIONS INVOLVING HAZARDOUS MATERIALS

The City of Menlo Park has adopted a policy for reviewing the use of hazardous materials by a business. The City coordinates its review process with the Menlo Park Fire Protection District, the County of San Mateo Environmental Health Services Division, the West Bay Sanitary District, and the City of Menlo Park Building Division.

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I. Policy for Applications Involving Hazardous Materials

- 1. The City of Menlo Park has a Use Permit process for the use of hazardous materials. The Planning Division relies on the Menlo Park Fire Protection District to determine whether a Use Permit is required for a project. The Fire District has established threshold levels to define the maximum amount of hazardous materials that would be allowed before a Use Permit is required. The threshold amounts were developed from the Uniform Fire Code, 1988 edition. Please refer to the chart on page 3 that shows the exempt amounts of hazardous materials.
- 2. All applicants must contact the Fire District and describe the type and amount of hazardous materials they will have on-site at the start of their operations. The Fire District is responsible for notifying the Planning Department, in writing, whether a Use Permit is required for the project.
- 3. A "finding" included with Planning Commission approvals for a Use Permit will state that the Building Official, Fire District, San Mateo County Environmental Health and West Bay Sanitary District (if needed) have reviewed the application and that any conditions recommended by these entities are included in the approval. These conditions will be explicitly stated in the approval. Should any such conditions not be attached to the approval, a statement will be made explaining why.

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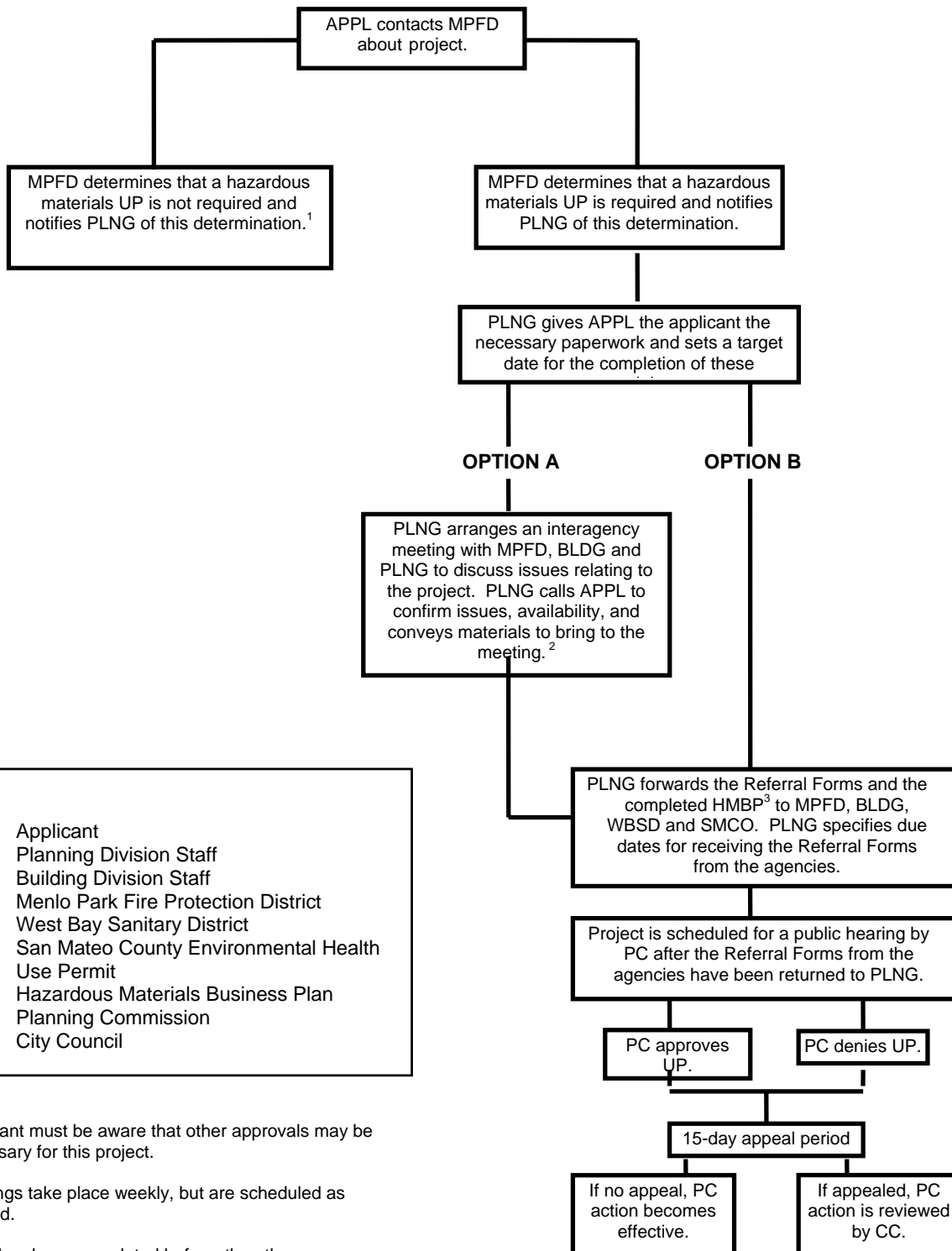
I. Policy for Applications Involving Hazardous Materials (cont'd.)

4. The Planning Commission appreciates the fact that the Fire District and County Environmental Health Department monitor users who have obtained a Use Permit to use hazardous materials. The Planning Commission requests that the Fire District and County Environmental Health Department inform the City of any situations for Planning Commission rehearing. The Fire District's annual visits to users could reveal situations where the type or volume of materials has changed enough to warrant rehearing of a Planning Commission approval. Inspections by the County Environmental Health Department could reveal similar situations. The applicant is responsible for dealing directly with the County Environmental Health Department if there are any revisions to the Hazardous Materials Business Plan [HMBP].

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II. FLOW CHART

APPLICATION PROCEDURE FOR PROJECTS INVOLVING HAZARDOUS MATERIALS



KEY:

APPL	Applicant
PLNG	Planning Division Staff
BLDG	Building Division Staff
MPFD	Menlo Park Fire Protection District
WBSD	West Bay Sanitary District
SMCO	San Mateo County Environmental Health
UP	Use Permit
HMBP	Hazardous Materials Business Plan
PC	Planning Commission
CC	City Council

¹ Applicant must be aware that other approvals may be necessary for this project.
² Meetings take place weekly, but are scheduled as needed.
³ If this has been completed before, then the same one may be used throughout the approval process.

III. Procedure for Applications Involving Hazardous Materials

An application involving the use of hazardous materials will follow either one of the three procedures described below.

Procedure 1 (no Use Permit required):

Step 1: The applicant contacts the Fire District and describes in writing the types and quantities of hazardous materials proposed for use. The Fire District determines that a hazardous materials Use Permit is not required and notifies the Planning Division, in writing, of this determination. The applicant must be aware that other approvals may be required for the project.

Procedure 2 - Option A (Use Permit required):

Step 1: The applicant contacts the Fire District and describes in writing the types and quantities of hazardous materials proposed to be used. The Fire District determines that a hazardous materials Use Permit is required and notifies the Planning Division, in writing, of this determination.

Step 2: The Planning Division gives the applicant the following items and sets a due date for their completion. The due date is based upon the targeted Planning Commission meeting date.

- Zoning District Summary
- Data Sheet
- Development Permit Application
- Planning Division Application Submittal Guidelines
- County of San Mateo Information Packet
- Hazardous Chemicals/Materials Use Information Form

In addition, the applicant is required to list the type and amount of hazardous materials on-site at the start of operations and an estimate of the type and amount of materials in five (5) years. The list shall be organized by hazard category. The list should also include:

- The cumulative total of such materials that will be in the entire building that the proposed use will occupy, if the application is approved. This requirement refers to both single tenant and multi-tenant buildings that have more than one hazardous materials user.
- The applicants need to explain in writing what carcinogens they use, the potential hazards of the carcinogens and how they will be managed.
- Applicants must provide a written examination of alternative chemicals, if any, that could be used in their processes that would be less harmful than those proposed, even if those alternative chemicals would slow the process or increase costs. If there are none, they need to explain why
- The applicant shall provide five (5) copies of the list with the Use Permit application.

III. Procedure for Applications Involving Hazardous Materials

Procedure 2 - Option A (Use Permit required):

The complete application submittal to the Planning Division should include the following:

- Development Permit Application
- Plans, prepared in accordance with the City's Application Submittal Guidelines
- Appropriate Use Permit application fee
- City of Menlo Park Data Sheet
- Completed Hazardous Materials/Chemicals Use Information Form
- Hazardous Materials Business Plan (5 copies)
- List and Summary of hazardous materials as specified above (5 copies)

Step 3: At the request of the applicant, the Planning Division can arrange for an interagency meeting with the Fire District, Building Division, and Planning Division. Interagency meetings take place weekly, but may be scheduled as needed. Interagency meetings give the applicant the opportunity to ask questions pertaining to submittal requirements or to discuss any other issues related to the project.

Step 4: The Planning Division Staff forwards the HMBP and the Information and Referral Forms to the Fire District, Building Division, San Mateo County Environmental Health and the West Bay Sanitary District (if needed) and requests them to forward their response at least two weeks prior to the scheduled Planning Commission meeting. Agencies may submit comments, conditions, and suggestions to the Planning Division to be included in the report to the Planning Commission.

Step 5: The Use Permit is scheduled for consideration by the Planning Commission after the completed Information and Referral Forms have been returned to the Planning Division by the referring agencies.

Step 6: The Planning Commission may approve or deny the hazardous materials Use Permit. The 15-day appeal period begins once the Planning Commission has made its decision. If there is no appeal, the approved Use Permit will become effective after the 15-day appeal period has expired. If the Use Permit is denied by the Planning Commission, then the applicant or any other party may appeal the decision to the City Council.

III. Procedure for Applications Involving Hazardous Materials

Procedure 2 - Option B (Use Permit required):

Step 1: Same as Step 1 of Procedure 2 - Option A.

Step 2: Same as Step 2 of Procedure 2 - Option A.

Step 3: Same as Step 4 of Procedure 2 - Option A.

Step 4: Same as Step 5 of Procedure 2 - Option A.

Step 5: Same as Step 6 of Procedure 2 - Option A.

NOTE: The applicant should be aware that the Fire Protection District's annual visits to users could reveal situations where the type or volume of materials has changed enough to warrant a revision of the Use Permit. Inspections by County Environmental Health may reveal similar situations. The applicant is responsible for dealing directly with County Environmental Health if there are any revisions to the HMBP. The Planning Commission has requested that the Fire Protection District and the County Environmental Health Department inform the City of any changes that may require Planning Commission review.



DEVELOPMENT SERVICES PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-5403

HAZARDOUS MATERIALS/CHEMICALS USE INFORMATION FORM

Applicant shall provide the following information (please print or type):

Applicant
Applicant's Address
Telephone/FAX
Contact Person

Business Name
Type of Business
Project Address

Are you the only tenant in the building? If "no", how many other tenants are there?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
A detailed list of hazardous materials/chemicals, amounts to be stored or used on the premises is attached. If "no", please explain.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will the amount of materials on the list increase in the future? If "yes", estimate by how much?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

COMMENTS:



**DEVELOPMENT SERVICES
PLANNING DIVISION
(650) 330-6702**

APPLICATIONS INVOLVING HAZARDOUS MATERIALS

INTERAGENCY APPLICATION REVIEW CONTACT PERSONS

CITY OF MENLO PARK

Meeting Information: (650) 330-6717
Beverly Beasley, Planning Division

Building Division: (650) 330-6723
Ron La France, Building Official

MENLO PARK FIRE PROTECTION DISTRICT (650) 688-8425
Ron Keefer, Hazardous Materials Specialist

WEST BAY SANITARY DISTRICT (650) 321-0384
John Simmonetti

SAN MATEO COUNTY ENVIRONMENTAL HEALTH (650) 363-4730
Lindsay Gipe, Hazardous Materials Section