



Alameda County Department of Environmental Health Local Oversight Program

1131 Harbor Bay Pkwy, Alameda, CA 94502

Phone: 510-567-6700 ♦ Fax: 510-337-9335 ♦ Web: <https://deh.acgov.org/landwater/lop.page>

Service Request Application – Soil Import/Export Characterization

OFFICE USE ONLY					
Date Rec'd:	Rec'd By:	Amt \$:	PE Code:	RO#:	GT ID#:

SERVICE REQUEST TYPE & MINIMUM FEE DEPOSIT (CHECK ALL THAT APPLY)								
SERVICE REQUEST TYPE	FEE	PE CODE	SERVICE CODE	SERVICE REQUEST TYPE	FEE	PE CODE	SERVICE CODE	
<input checked="" type="checkbox"/> APPLICATION PROCESSING FEE (1 HOUR)	\$174	5502	312	<input type="checkbox"/> FILL MATERIAL CHARACTERIZATION REPORT REVIEW (3 HOURS STAFF TIME)	\$522	5502	311	
<input checked="" type="checkbox"/> INTERAGENCY COORDINATION (2 HOURS STAFF TIME)	\$348	5502	311	<input type="checkbox"/> SOIL IMPORT MANAGEMENT PLAN REVIEW (3 HOURS STAFF TIME)	\$522	5502	311	
<input checked="" type="checkbox"/> CONSULTATION MEETING (TWO STAFF, 2 HR STAFF TIME)	\$696	5502	707	<input type="checkbox"/> SOIL EVALUATION/CLEARANCE LETTER (2 HOURS STAFF TIME)	\$348	5502	313	
<input type="checkbox"/> SITE VISIT (5 HOURS STAFF TIME)	\$870	5502	105	<input type="checkbox"/> SOIL EVALUATION/CLEARANCE LETTER (2 HOURS STAFF TIME)	\$348	5502	313	
TOTAL MINIMUM FEES:	\$1,218.00			<input type="checkbox"/> LEGAL DOCUMENT PREPARATION	\$174/HR	5502	232	

Minimum fees are checked. Additional fees may be required to complete review.

Indicated fees are due upon application submittal. Fees can be paid via cash, credit card, check or money order.

Please return this application to ACDEH in person, or by mail at 1131 Harbor Bay Parkway, Ste 111, Alameda CA, 94502.

FILL DESTINATION SITE ADDRESS

Alameda County Assessor's Parcel Number (APN): _____

Street: _____ City: _____ State: _____ Zip Code: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address (same as property address)

Street: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

OWNER'S REPRESENTATIVE N/A

Name: _____ Relationship to Property Owner: _____

Mailing Address

Street: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

AFFIDAVIT

I attest under penalty of perjury to the truth and correction of all the facts, exhibits, reports, and attachments presented with and made a part of this request.

Responsible Party and Current Property Owner represent that the Responsible Party has the authority to make this request for Soil Import/Export Clearance.

I agree to pay all fees and costs associated with receiving the necessary approvals for my project.

Property Owner Signature: _____ Date: _____

Owner's Representative Signature: _____ Date: _____

OFFICE USE ONLY			
Application Completeness Review:	LOP Staff Signature: _____	Date: _____	
Refund Amount: \$ _____	LOP PM Signature: _____	Date: _____	



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Initiating Action for Service Request (CHECK APPLICABLE BOX)

OWNER INITIATED SERVICE REQUEST N/A

- Existing Soil Import Clearance Evaluation
- Proposed Soil Import Clearance Evaluation

REGULATORY AGENCY INITIATED SERVICE REQUEST N/A

Note: This section should only be filled out if you have been contacted by ACDEH regarding one the categories below.

- Alameda County Public Works Agency (PWA) Referral to ACDEH – Violation of AC Grading Ordinance – Stop Work Order
- Alameda County Community Development Agency (CDA) Referral to ACDEH
- CDA Referral to ACDEH – Soil Import Clearance (Proposed & Existing Soil)
- CDA Referral to ACDEH - Site Development Review
- Other Regulatory Agency Referral to ACDEH

Project Description

Provide a brief project description: *Include purpose, quantity, location, and dimensions of soil to be imported and/or location of existing imported soil.*



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Site Description

Existing Site Description: *Describe current site conditions, including current land use, topography, existence of ecological receptors (e.g. streams, creeks, lakes, etc.). and existence of structures or proposed structures. Attach Site Map with Application.*



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Application Instructions

Please note, all project applications are subject to a 10-business day processing period before being placed in ACDEH's permitting queue.

To initiate regulatory oversight on a project, complete and submit **pages one through three** of this Service Request Application. Fill in all blanks. If a particular item does not apply to your project, check the not applicable box.

Submit the completed application form and send it to:

Paresh Khatri
Alameda County Department of Environmental Health
1131 Harbor Bay Parkway
Alameda, CA 94502
(email preferred: paresh.khatri@acgov.org).

Submit the associated fees to:

Alameda County Department of Environmental Health
c/o Finance Department
1131 Harbor Bay Parkway
Alameda, CA 94502-6577.
(Fees can be paid via cash, credit card, check or money order in-person)

This deposit will be applied towards work performed for opening an account, preliminary site review time by ACDEH staff, inter-agency coordination, and an in-person meeting with you and your environmental professional. Additional fees may be required to complete the evaluation and provide clearance for fill import, as listed in the Service Request Type / Minimum Fee Deposit Schedule listed on Page 1 of this application. If it is determined that contaminated fill has been brought to the site, you will be required to enter into a Voluntary Remedial Action Agreement (VRAA) under ACDEH's Site Cleanup Program (SCP) for further site characterization, remediation, and/or mitigation.

Once the application has been accepted, a Case Number will be established in the State Water Board's GeoTracker website (<http://geotracker.waterboards.ca.gov/>). All technical reports/submittals must be uploaded in pdf format to GeoTracker.

An application processing fee of \$174 will be charged for processing each Service Request Application. Incomplete applications (missing key information and/or supporting documents) will be rejected by ACDEH and may be assessed an additional re-submittal processing fee of \$174.00.