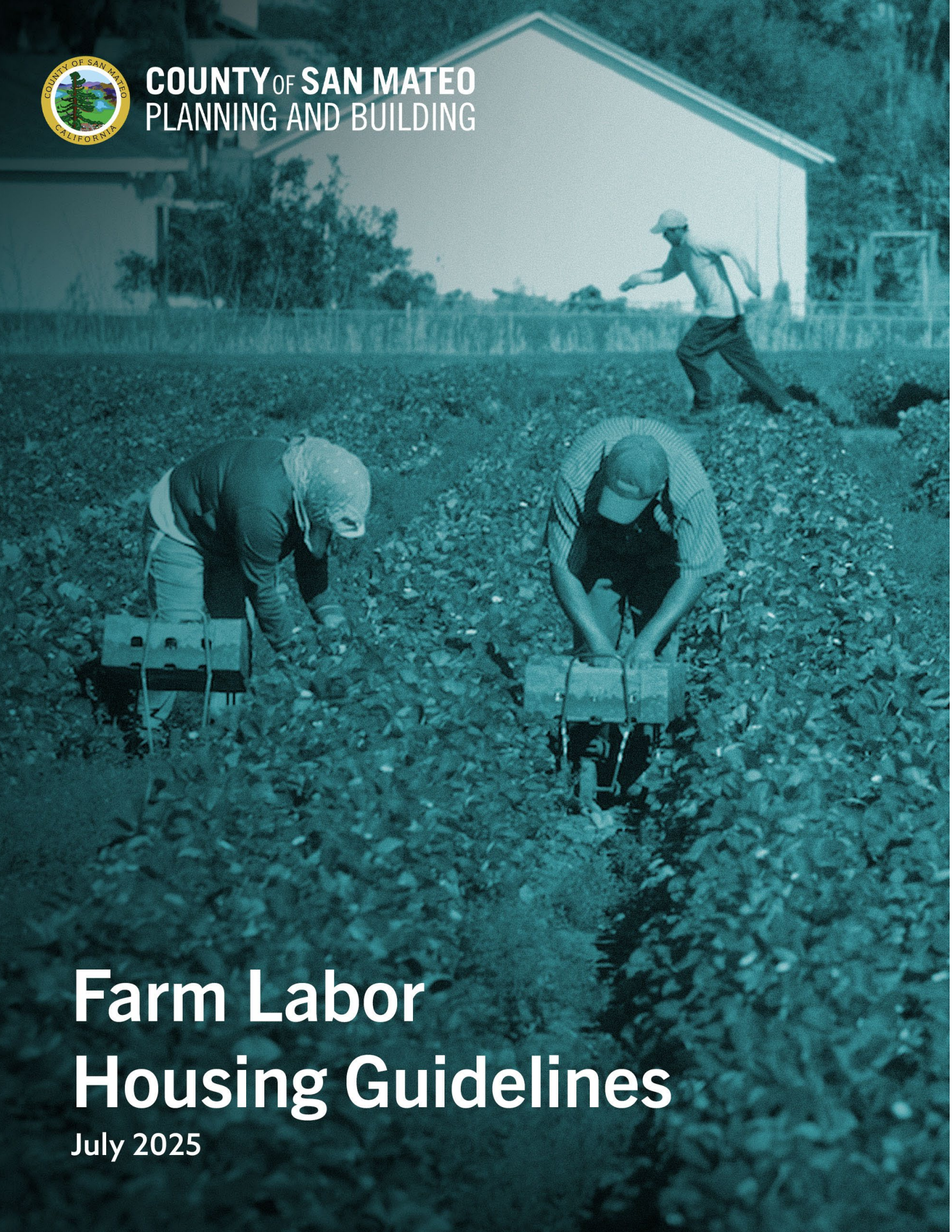


COUNTY OF SAN MATEO
PLANNING AND BUILDING

Farm Labor Housing Guidelines

July 2025

FARM LABOR HOUSING

Agriculture in San Mateo County has a rich and diverse history that includes the cultivation and sale of indoor and outdoor floral and nursery crops; vegetables; fruit and nut crops; livestock and apiary products; and field crops, among others. Farm laborers have historically been and continue to be an integral part of San Mateo County's agricultural community and its success.

The County has prioritized and placed an emphasis on supporting agriculture and the agricultural community through adoption of land use regulations preserving and encouraging agriculture, community agricultural workshops, continued participation in the California Land Conservation (Williamson) Act, and adoption of a revised Farm Labor Housing policy that eliminated Planning and Building Department fees, removed redundant requirements, and extended permit renewal time frames.

The purpose of this guidebook is to provide an outline of permit requirements, time frames, and contact information in order to assist landowners considering farm labor housing development.

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DEFINITIONS AND TERMS

Farm Laborer: A farm laborer is a person who derives more than 20 hours per week average employment from on- or off-site agricultural operations within San Mateo County and earns at least half their income from agriculturally-related work.

Farm Labor Housing (FLH): Housing units that can only be occupied by farm laborers and their immediate family members.

Farm Labor Housing Unit: A self-contained unit with a sanitary toilet, shower, lavatory facilities, heating and electrical, and a kitchen that shall include a refrigerator, sink, and stove. Farm Labor Housing Units shall be maintained to meet basic California Housing Code and Health & Safety Code requirements. For operations providing housing for five (5) or more employees, which qualify as employee housing regulated by the State of California, "Employee housing residential accommodations may be of any type, as long as they meet the requirements of the applicable laws and regulations. The owner may provide an area or park for mobile homes, manufactured homes, or recreational vehicles (RVs). The housing accommodations may be single-family homes, apartments, dormitories, or other structures. The units may be open only part of the year (seasonal) or for the entire year (year-round)." (Health and Safety Code Section 17008). Please see page 18 for more information regarding the requirements to use recreational vehicles or trailers for Farm Labor Housing.

Farm Labor Housing Permit:

1. A specific FLH permit from the Planning and Building Department is required to build farm labor housing. FLH permits are renewable permits that must be renewed prior to their expiration.
    - FLH permits for four (4) or fewer employees are valid for three (3) to five (5) years (upon recommendation of the Agricultural Advisory Committee).
    - FLH permits for five (5) or more employees are valid for 10 years.

2. In addition to Planning and Building Department permit requirements, an Environmental Health Services (EHS)-specific operating permit is required each year an operation provides housing for five (5) or more agriculture employees.
    - An application (provided by EHS) must be submitted annually.
    - If an operator opts out of housing agricultural employees in a given year, an application must be submitted attesting to that fact.

Coastal Zone (California Coastal Act): The Coastal Zone is the land and water area of the State of California from the Oregon border to the border of the Republic of Mexico extending seaward to the state's outer limit of jurisdiction, including all offshore islands, and extending inland generally 1,000 yards from the mean high tide line of the sea. In significant coast estuarine, habitat, and recreational areas it extends inland to the first major ridgeline paralleling the sea or five miles from the mean high tide line of the sea, whichever is less, and in developed urban areas the zone generally extends inland less than 1,000 yards (California Coastal Act). San Mateo County has further defined the Coastal Zone and regulates development and activities in this area through the County's Local Coastal Program (LCP).

Coastal Development Permit (CDP): A land use permit that is required for development in the County's Coastal Zone in conformance with the County's Local Coastal Program (LCP). The County's LCP implements the California Coastal Act. Development in the Coastal Zone requires either a CDP or a Coastal Development Exemption (CDX). Authority to issue permits or exemptions are granted to the County through its adopted LCP, although the California Coastal Commission (CCC) retains the right to appeal certain permits. The CCC also retains original permit jurisdiction over certain specified lands (tidelands and public trust lands).

Planned Agricultural District (PAD), Resource Management (RM), Resource Management-Coastal Zone (RM-CZ): Land use zoning districts which preserve and foster existing and potential agricultural operations (Zoning Regulations PAD Section 6350); and fulfill the requirements for Open Space and Conservation Elements of the County's General Plan (Zoning Regulations RM Section 6310; RM-CZ Section 6900).

FARM LABOR HOUSING ELIGIBILITY

You may be eligible to develop your land for farm labor housing if your parcel is confirmed to be located in one of the following zoning districts:

- Planned Agricultural District/Coastal Development (PAD/CD);
- Resource Management District-Coastal Zone/Coastal Development (RM-CZ/CD);
- Resource Management District (RM)

FLH housing units require a domestic water source and wastewater system. FLH units and utilities may only be approved on a legal parcel. The Planning Department will review your parcel for legality and, if necessary, process the applicable legalization permits as part of your proposal.

FLH proposals typically follow these steps:



The review of these applications entails analyses of parcel legality, zoning, and building code compliance, water supply/onsite wastewater treatment systems, seismic/soil stability, drainage and grading, fire safety/access, and potential environmental impacts.

The following departments may review your project: Planning, Building (including Geotechnical Section), Environmental Health Services, Public Works, the applicable Fire Authority, and the Agricultural Commissioner.

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Step 1 | Pre-Application Meeting: Before formal Planning Permit application submittal, landowners should schedule a Pre-Application Meeting to assess the feasibility of farm labor housing development on their property. These meetings typically include an in-person meeting at the Planning Counter and may include a site visit by the following agencies: Planning, Building, EHS, Public Works, Fire Authority, and the Agricultural Ombudsman. The purpose of the meeting is to help the landowner understand permit requirements, processing times, and any constraints of the property for FLH development. To schedule a Pre-Application Meeting, please contact the Planning Counter at (650) 363-1825 or planningprojects@smcgov.org.

In the event that permits are being sought to legalize a FLH unit that was not established with the proper permits, applicants are encouraged to obtain a pre-application inspection, so that the feasibility and required scope of the legalization process can be determined. Such pre-application inspections can be scheduled by contacting the Building Division at plngbldg@smcgov.org or (650) 599-7311.

For general questions on Farm Labor Housing process, please contact Summer Burlison, Senior Planner at sburlison@smcgov.org.

Step 2 | Planning Permit - Application Requirements: Farm Labor Housing Permit applications must be submitted online through the Online Permit Center. The application submittal shall include the following:

- □ Coastal Development Permit Application unless located outside of the coastal zone
- □ Planned Agricultural District Permit Application, if the project site is located in the PAD
- □ Use Permit Application, if located in the Resource Management District outside of the coastal zone
- □ Grading Permit Application, if located in the coastal zone and the total amount of cut and fill combined equals 250 cubic yards, or if located in the Skyline Scenic Corridor and the total amount of cut and fill combined equals 25 cubic yards.
- □ C3.C6 Development Review Checklist (stormwater)
- □ List of proposed colors and materials
- □ Proof of Ownership (copy of deed or tax bill) or Owner's Concurrence (authorization letter or owner's signature on application forms)
- □ Well pump test and water quality results, if applicable, or water system will-serve letter
- □ Full size (24"x 36") digital copy of plans including:
  - □ A scaled site plan depicting elements such as: parcel boundaries; easements, all existing and proposed structures including access, driveways, water lines, water treatment facilities, storage tanks, septic tanks and leach fields; location and type of existing agriculture

- □ Location of all trees within the vicinity of the proposed development, identification of those that will be removed and those that will be retained, and an accompanying arborist report describing the basis for any proposed removal of significant trees (as defined by the Protected Tree Ordinance and the methods that should be used to protect the trees to remain.
- □ Dimensioned/scaled FLH unit floor plans, elevations, and sections drawings.
- □ Boundary survey, if required
- □ Utility Plan, including conceptual on-site wastewater treatment system design based on completed soil percolation testing (plotted on grading and drainage base)
- □ Grading and Drainage Plan
- □ Erosion Control Plan (Requirements for Erosion and Sediment Control)
- □ Driveway/Access Plan and Road Profile
- □ Topographic Survey, if required
- □ Photographs of existing structures, agricultural fields, grazing areas, above ground infrastructure, and other support facilities.

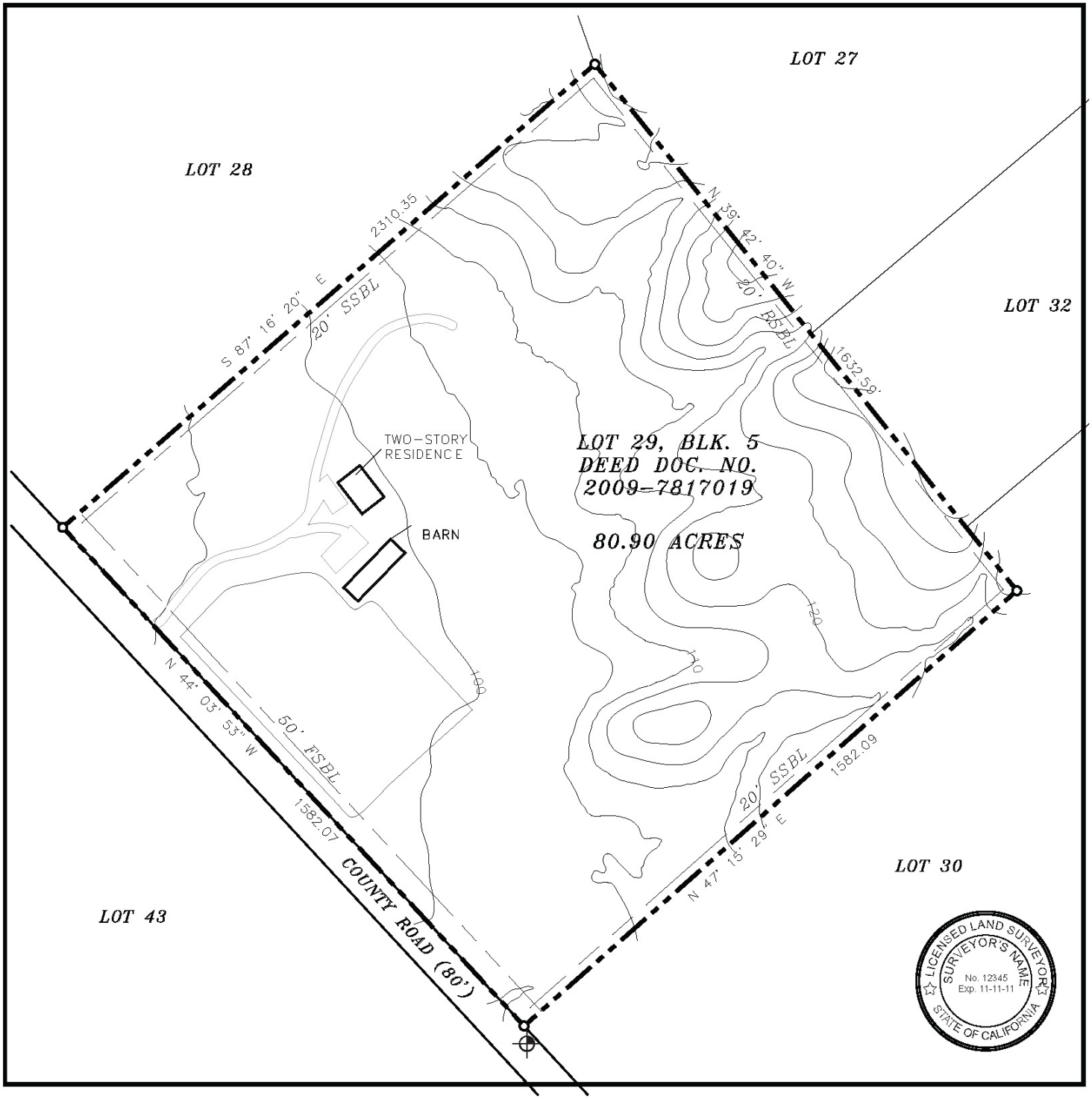
□ Fees: Planning and Building Department and EHS fees are waived by resolution of the Board of Supervisors; other departments' fees may apply.

For more information about how to submit a FLH Planning Permit, please see the Apply for a Permit page.

To check on the status of a planning or building permit application, please visit the Planning and Building Department's Online Permit Center.

Plan Requirements

The following sample site survey and project plans provide an example of the type of plans and their level of detail that will need to accompany planning permit applications. More detailed construction and drainage plans will be required for the subsequent building permit application.



PROJECT SITE
12345 COUNTY ROAD
ANYWHERE, CA 94000

APN
100-010-001

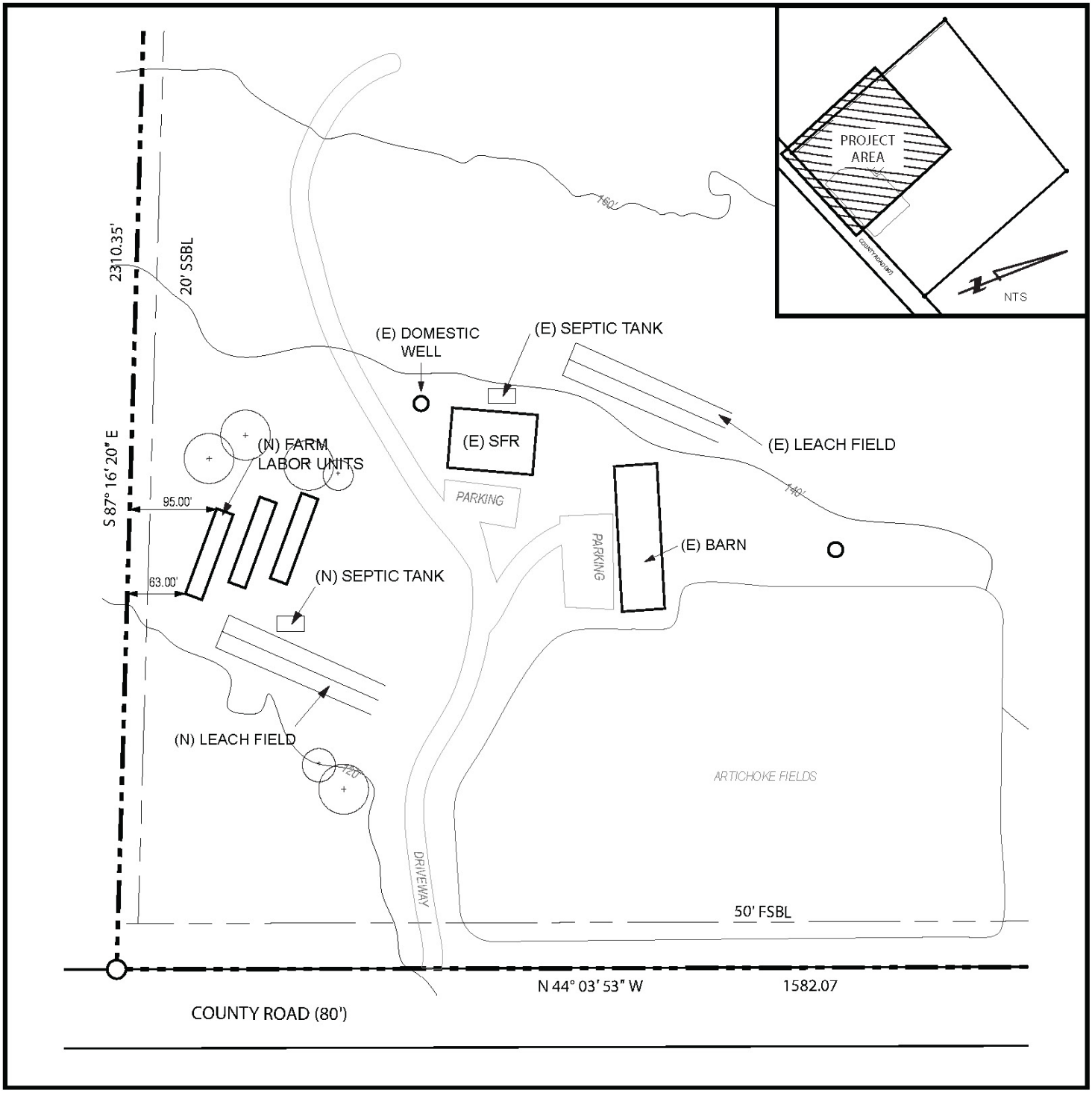
SITE BENCHMARK
MAG NAIL SET IN ASPHALT
ELEVATION = 100.00

LEGEND AND NOTES

FSBL	FRONT SETBACK LINE
SSBL	SIDE SETBACK LINE
RSBL	REAR SETBACK LINE

0' 150' 450'
(IN FEET)

SAMPLE SURVEY



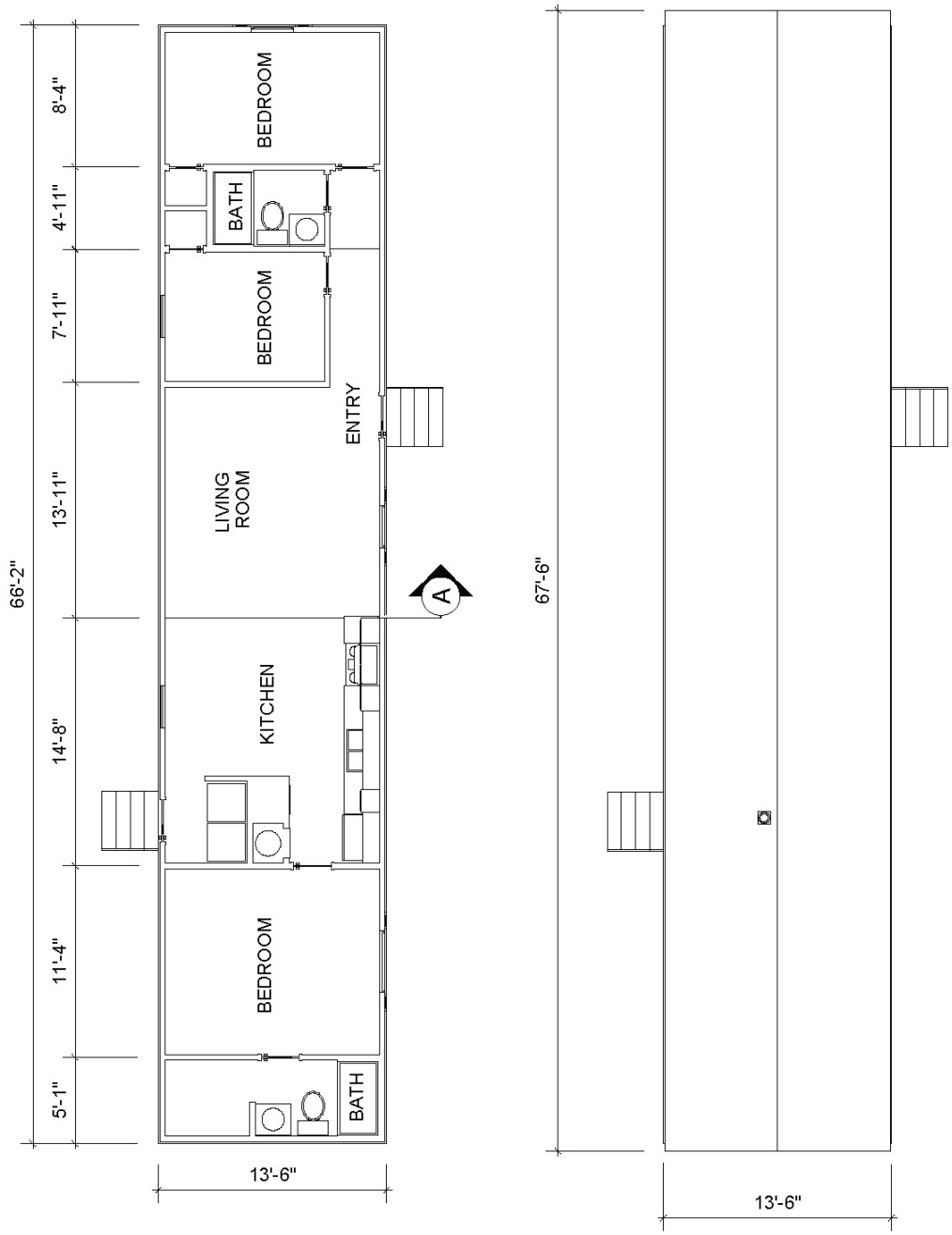
PROJECT SITE
12345 COUNTY ROAD
ANYWHERE, CA 94000

APN
100-010-001

LEGEND AND NOTES
FSBL FRONT SETBACK LINE
SSBL SIDE SETBACK LINE
RSBL REAR SETBACK LINE

0' 100' 400'
(IN FEET)
SCALE: 1" = 100'

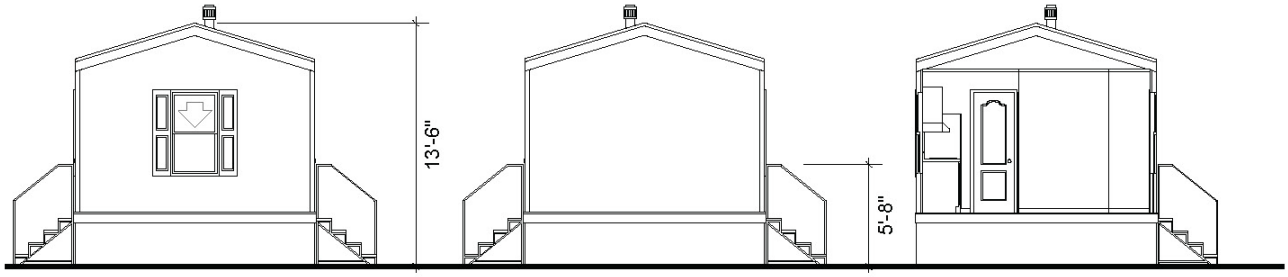
SAMPLE SITE PLAN



FLOOR PLAN
Scale: 1" = 10'

ROOF PLAN
Scale: 1" = 10'

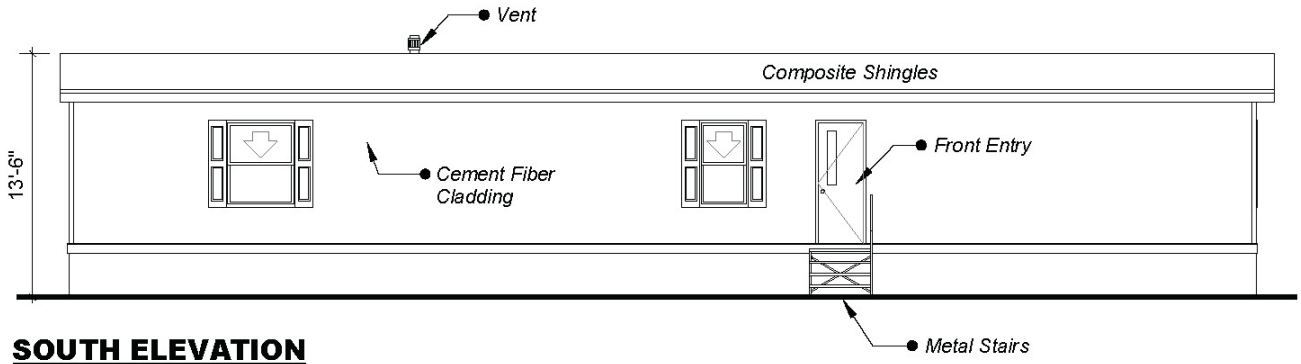
SAMPLE FLOOR PLAN/ROOF PLAN



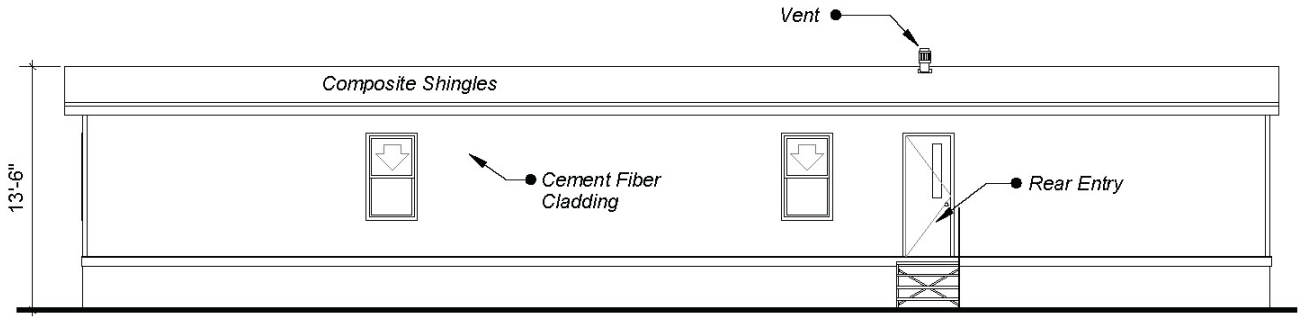
EAST ELEVATION
Scale: 1" = 10'

WEST ELEVATION
Scale: 1" = 10'

SECTION-A
Scale: 1" = 10'

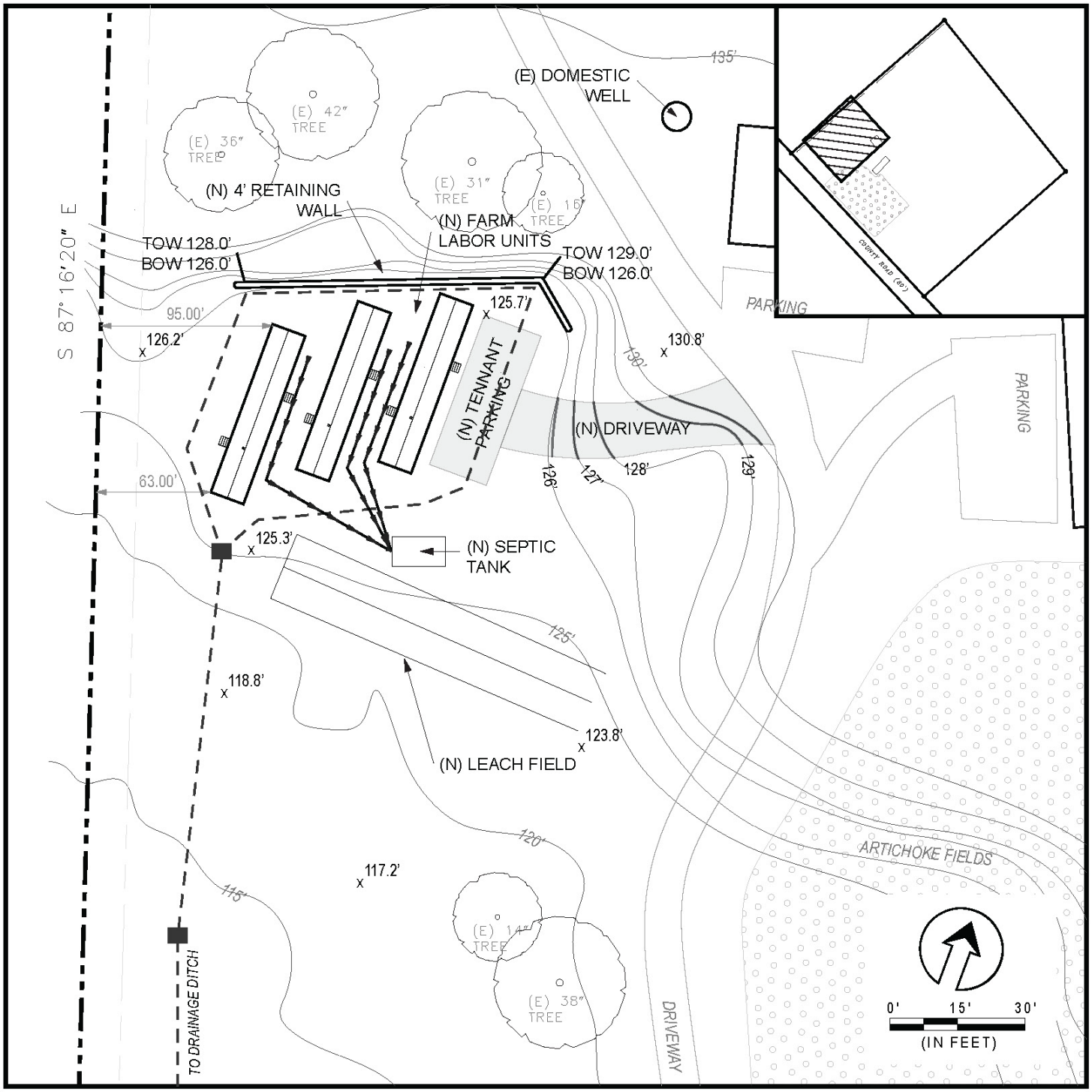


SOUTH ELEVATION
Scale: 1" = 10'



NORTH ELEVATION
Scale: 1" = 10'

SAMPLE ELEVATIONS & SECTION



PROJECT SITE
12345 COUNTY ROAD
ANYWHERE, CA 90000

APN
100-010-001

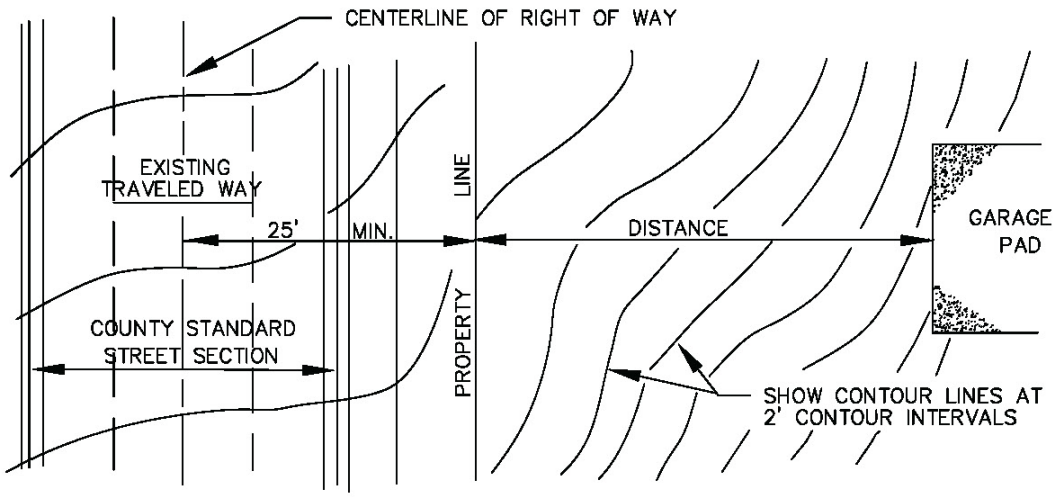
SCALE: 1" = 30'

EARTWORK QUANTITIES

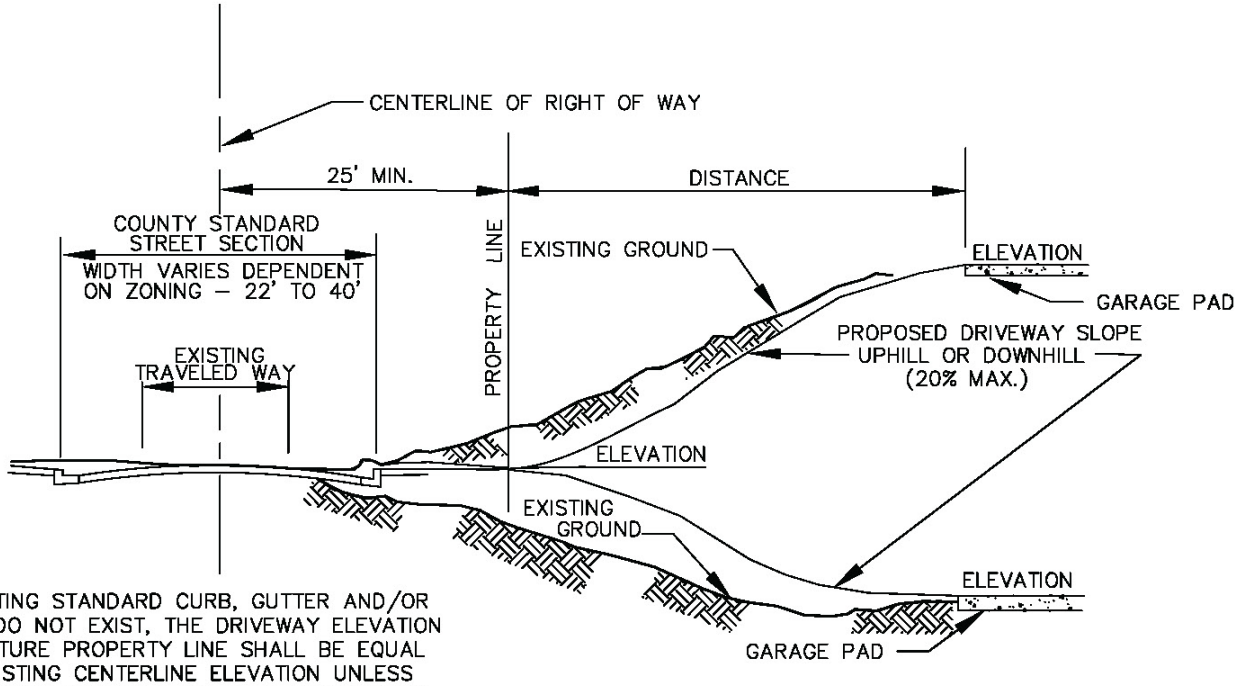
Location	Cut (CY)	Fill (CY)
Parking	10	10
Driveway	20	30
Total	30	40

SAMPLE GRADING/DRAINAGE PLAN

SAN MATEO COUNTY DEPARTMENT
OF
PUBLIC WORKS



DRIVEWAY PLAN VIEW



NOTE:

WHEN EXISTING STANDARD CURB, GUTTER AND/OR SIDEWALK DO NOT EXIST, THE DRIVEWAY ELEVATION AT THE FUTURE PROPERTY LINE SHALL BE EQUAL TO THE EXISTING CENTERLINE ELEVATION UNLESS FUTURE STREET GRADES HAVE BEEN ESTABLISHED BY THE COUNTY.

DRIVEWAY PROFILE VIEW

SAMPLE DRIVEWAY PROFILE

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Step 2 | Planning Permit - Processing Your Permit: Once your permit application has been received, the Planning Division will review your proposal for zoning compliance and route your plans to the applicable agencies (Building, EHS, Public Works, Fire Authority, and Agricultural Commissioner). Within 30 calendar days of application submittal, agencies may request additional information. Within 180 days of the application being determined to be complete, the reviewing agencies will make a recommendation to the decision-making body to approve your proposal as submitted or grant conditional approval. Conditions of approval attached to the planning permit must be addressed as part of the subsequent building permit application.

Environmental Health Services (EHS) Review

Water Supply: In review of the Planning Application, EHS must evaluate your project for adequate and appropriate water supply. If the project is supplied by a permitted Water System, EHS will require confirmation of adequate quantity and quality from the Water System regulator. If you will be relying on an existing domestic supply well, EHS may require a pump test and water quality testing of the well. If you will rely on a NEW domestic supply well or conversion of an existing well from irrigation to domestic use, the well must be drilled and tested for quantity and quality, under permit from EHS. However, assuming your project is within the Coastal Zone, permitting and drilling of a new well or conversion of an existing well can only be initiated AFTER the Planning Application has been approved, as the Planning Permit will constitute the CDP required for the well drilling permit.

- Water Well Application Form and Checklist
- Fees: Pursuant to County Board of Supervisors' Resolution 54443, November 6, 1990, one-time fees for wells and septic systems permits serving farm labor housing units, issued by EHS, are waived.

Sewage Disposal: In review of the Planning Application, EHS must evaluate your project for adequate sewage disposal capacity. Unless your project will be served by a sanitary sewer system, you will be required to install or connect to an appropriately sized onsite wastewater treatment system (OWTS; septic system). In that case, your planning application must include a conceptual OWTS design based on soil percolation tests permitted through EHS. If this has not already been completed, you will be notified of this requirement within the 30-day review period. You may perform the percolation testing while the Planning Division is processing your FLH Planning permit.

- Septic Application Form and Checklist
- Fees: Pursuant to County Board of Supervisors' Resolution 54443, November 6, 1990, one-time fees for wells and septic systems permits serving farm labor housing units, issued by EHS, are waived.

After all reviewing agencies have approved or conditionally approved your proposal, the Planning Division will prepare and process any required environmental documents to ensure your project complies with the California Environmental Quality Act (CEQA). In some instances, projects may be exempt from CEQA. This determination depends on your project scope and location of proposed development (e.g., sensitive habitats, hazards, scenic highways, cumulative impacts, etc.). If your project is not exempt, the Planning Division will prepare an environmental document (may take 2 months) and release it for a public review period of up to 30 days. Once this is completed, the Planning Division will then prepare staff report(s) and schedule your project for the required public hearing(s).

PERMIT STEPS AND PROCESSING DETAILS | PLANNING

Noticing and Hearings: Since your project may require multiple public hearings, the Planning Division will prepare staff reports and mail the required public hearing notice prior to each scheduled public hearing date. The first public hearing will be before the Agricultural Advisory Committee for a recommendation on your project (approve or deny). Following the Agricultural Advisory Committee's recommendation, the Planning Division will prepare the next staff report and schedule your project for the next public hearing before the Planning Commission (if your project requires a Planned Agricultural District Permit) or the Zoning Hearing Officer (if your project requires a Use Permit). The permit decision (approve, conditionally approve, deny) will be made by the Planning Commission or Zoning Hearing Officer. Following the public hearing, you will receive by mail a letter of the decision within 10 days of the decision.

Appeals: FLH permits are appealable permits and, therefore, the permit decision by the Planning Commission or Zoning Hearing Officer to approve or deny the project may be appealed to the next decision maker (the hierarchy is Zoning Hearing Officer → Planning Commission → Board of Supervisors → California Coastal Commission (for appeals)). Appeals must be filed on or before the tenth working day following the decision. If your project is appealed, the Planning Division must prepare another staff report and schedule the subsequent hearing. Once your project is approved and all appeals resolved, you may then submit an application for the required building permit.

PERMIT STEPS AND PROCESSING DETAILS | BUILDING

Step 3 | Building Permit - Application Requirements: Once you have received your Planning permit decision letter, review it for any conditions of approval that must be included in your building permit application and plans. Building permit applications must be submitted online through the Online Permit Center. The building permit application includes the following:

Development plans as outlined in the Building Plan Requirements and including:

- □ Plot Plan
- □ Foundation Plan
- □ Floor Plan
- □ Complete Exterior Elevations and Complete Interior Cross Section Elevations
- □ Tree Protection Plan identifying the trees to remain on site and those that will be removed, including measures that will be installed to ensure that the trees to remain will not be damaged during construction
- □ complete on-site wastewater treatment system design, if applicable
- □ C3.C6 Development Review Checklist (stormwater)
- □ Fees: Planning and Building Department fees are waived; other departments' fees may be required.

Did you know that you can track the status of your permit application online? Visit the Online Permit Center to track your permits as they are reviewed.

PERMIT STEPS AND PROCESSING DETAILS | BUILDING

Step 3 | Building Permit - Processing Your Permit: Once your building permit application is submitted, Building will route your plans to the applicable agencies for review (Building plan check, Planning, geotechnical, drainage, Environmental Health Services, Public Works, and Fire). Within 30 calendar days, agencies may request additional information, require resubmittal, or may approve your application. All revised plans or documents requested by these agencies must be submitted to the Building Division for routing.

Once all agencies have approved your plans and any applicable fees have been paid, your building permit may then be issued.

DEVELOPMENT CONSIDERATIONS

Carbon Monoxide/Smoke Detectors. Carbon monoxide detectors and smoke detectors are required in each living unit.

Employee Housing Permit. If proposing housing for five (5) or more farm laborers, during building permit processing, you must apply for an Employee Housing Permit with EHS at smchealth.org/housing.

Erosion and Sediment Control and/or Tree Protection. You may be required to install erosion and sediment control and/or tree protection prior to beginning construction particularly if you are building during the wet season (October 1 - April 30). If this is the case, the photographic evidence that the approved erosion control/tree protection plan has been properly installed must be submitted to the project planner prior to issuance of the Building Permit.

Floodplain Development. Check FEMA's flood maps to determine if your proposed project is or may be in a floodplain. If your proposed project is in a floodplain, development will be very challenging, and may be impossible.

Mobilehomes. If the FLH project proposes *modification* to an existing mobilehome, it will require a permit from the California Department of Housing and Community Development. If the FLH project proposes *installation* or *relocation* of a mobilehome, the County of San Mateo Planning and Building Department is the permitting agency.

Recreational Vehicles/Trailers. Recreational vehicles and trailers may only be used for FLH if the unit is on a site that has five (5) or more employees living on the site and permitted for employee housing by EHS. The owner/operator of the site must provide potable water from a permitted domestic water source and a hook-up for proper disposal of wastewater to a permitted septic system or municipal sewer. All recreational vehicles and trailers used for this purpose must meet ANSI standards, determined by the Building Official.

Sprinklers. New modular State-certified units are not required to be sprinklered. A conversion of existing housing to FLH, if it does not increase the number of dwelling units, *may* not need to be sprinklered. All other FLH units must be sprinklered.

OTHER CONSIDERATIONS

FLH Permit Validity and Permit Renewal

- Issued FLH permits for four (4) or fewer employees are valid for three (3) to five (5) years (upon recommendation of the Agricultural Advisory Committee).
- Issued FLH permits for five (5) or more laborers are valid for 10 years.
- EHS-issued FLH (Employee Housing) operating permits must be renewed annually.

Six months prior to the expiration date of your Planning and Building-issued FLH permit, you must submit an application for renewal. If no physical changes are proposed with the renewal, complete and submit a Farm Labor Housing Application for renewal: Farm Labor Housing Renewal Application.

Amending your FLH Permit(s)

Suppose you propose to enlarge or significantly alter your FLH operation or unit(s). In that case, you will be required to notify the Planning and Building Department prior to the modifications, and prepare a proposed scope of work for the Department to review (this may include a written document and/or plans). Based on the information provided, the Planning and Building Department will determine if your proposal is a minor or major FLH permit amendment. Minor permit amendments may be considered by the Director of Planning and Building without a public hearing. Major permit amendments will require additional document submittal (documents outlined in *Step 2 / Planning Permit Application*) and may require review by the Agricultural Advisory Committee and Planning Commission at a public hearing(s). Permit amendments may also require additional review and permits from other agencies (e.g., Fire Authority, Public Works, Building, and Environmental Health).

Terminating your Permit(s)

It is the responsibility of the landowner to notify the Planning Division when terminating the FLH use/structures. The landowner will need to submit a plan, as described in *Step 2 /Planning Permit Application*, identifying the owner's intent to either remove the FLH units and associated infrastructure or otherwise convert such improvements as allowed under the zoning district for the property. Review by Building and EHS, and associated permits, will be required.

Multiple Unit Plan (Master Plan)

Your FLH permit may include one unit or multiple units. If you are proposing multiple units, you may apply for a FLH permit for the approval of the multiple units to be constructed in phases. Application requirements for this option are the same as for single units, however, plans must indicate which units and infrastructure will be constructed during each phase. Individual Building Permit applications must be submitted for each structure to be installed/constructed. You must keep your FLH permit valid and renewed to take advantage of the phased approach. A sperate building permit application is required for each structure to be constructed or installed.

Other Concurrent Development

If you are applying for Planning permits for other related development on your property in addition to a FLH permit, Planning will process the related development permit and the separate FLH permit concurrently. Since the FLH permit must be renewed, it will be processed under a separate permit number.

RESOURCES AND DOCUMENTS

San Mateo County Agriculture Update Newsletter
https://www.sanmateorcd.org/announcements/newsletters/

Planning and Building Department Information and Application Forms

Farm Labor Housing Policy
https://www.smcgov.org/planning/farm-labor-housing-policy

Farm Labor Housing Guidelines
https://www.smcgov.org/planning/farm-labor-housing-permit

Planning Permit Application Form and Checklist
https://www.smcgov.org/planning/planning-permit-application-form

Application for Farm Labor Housing
https://www.smcgov.org/planning/farm-labor-housing-application

Coastal Development Permit Form
https://www.smcgov.org/planning/coastal-development-permit-application-companion-page

Planned Agricultural District Form
https://www.smcgov.org/planning/planned-agricultural-district-permit-application-companion-page

Use Permit Form
https://www.smcgov.org/planning/use-permit-application-companion-page

Grading Permit Application
https://www.smcgov.org/planning/grading-permit-application-companion-page

Environmental Information Disclosure Form
https://www.smcgov.org/planning/environmental-information-disclosure-form

C3.C6 Development Review Checklist (Stormwater)
https://www.smcgov.org/planning/c3-and-c6-development-review-checklist

San Mateo County Zoning Regulations
https://www.smcgov.org/planning/zoning-regulations

Erosion and Sediment Control
https://www.smcgov.org/planning/erosion-and-sediment-control

San Mateo County Local Coastal Program
https://www.smcgov.org/planning/local-coastal-program

Environmental Health Information and Application Forms

Wells and OWTS Information and Applications
https://www.smchealth.org/landuse

Water Well Application and Septic Application Forms and Checklists
https://www.smchealth.org/landuse

Federal Emergency Management Agency (FEMA)

FEMA Map Service Center
https://msc.fema.gov/portal/

Agency	Responsibility	Address	Email	Telephone	Website
County of San Mateo Planning and Building Department	Zoning permits	455 County Center, 2nd Floor Redwood City, CA 94063	**Planning Permits:** planningprojects@smcgov.org **Building Permits:** buildingcounter@smcgov.org **Drainage:** drainage@smcgov.org **FLH Liaison:** sburlison@smcgov.org (Summer Burlison, Senior Planner)	**Planning:** (650) 363-1825 **Building:** (650) 599-7310	www.smcgov.org/planning
County of San Mateo Environmental Health Services	Wells, OWTS (septic systems), and Farmworker Housing Annual Operating Permit if housing 5 or more employees	2000 Alameda de las Pulgas Suite 100 San Mateo, CA 94403	**Wells and septic:** landuse@smcgov.org **Employee Housing Permit:** ehshousing@smcgov.org	(650) 372-6200	www.smchealth.org/water-protection-land-use smchealth.org/housing
San Mateo County Fire (CalFire)	Fire access, hydrants, sprinklers, etc.	320 Paul Scannell Dr San Mateo, CA 94402	smcfdfiremarshal@fire.ca.gov	(650) 363-1841	www.smcgov.org/san-mateo-county-fire
Agricultural Ombudsman	Landowner/County coordination		eliza@sanmateorcd.org (Eliza Milio)	(650) 712-7765 x122	smcagombudsman.com
California Water Service (Bear Gulch)	Water lines, flow rates, connections (within the district)	3525 Alameda de las Pulgas Suite A Menlo Park, CA 94025	infoBG@calwater.com (Services)	(650) 561-9709	www.calwater.com
Coastside Fire Protection District	Fire access, hydrants, sprinklers, etc.	1191 Main Street, Half Moon Bay, CA 94019	gary.silva@fire.ca.gov (Gary Silva, Fire Marshal)	(650) 726-5213	www.coastsidefire.org/office-of-the-fire-marshal
Coastside County Water District	Water lines, flow rates, connections (within the district)	766 Main Street Half Moon Bay, CA 94019	customerservice@coastsidewater.org (Services)	(650) 726-4405	coastsidewater.org
California Coastal Commission (North Central Coast District)	General State Coastal Act information	455 Market Street, Suite 300 San Francisco, CA 94105	NorthCentralCoast@coastal.ca.gov (Coastal Program Analyst)	(415) 904-5200	www.coastal.ca.gov