

AGRICULTURAL (BUILDING) EXEMPTION (AE)

The following is a list of documentation required by the Planning Office in order to process your application for Agricultural (Building) Exemption. Your application will **not** be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials; additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700.

Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted.** All plans must be legibly drawn to an appropriate scale.

- Site Plans, Floor Plans, and Elevations** (showing at least 2 sides with the building height clearly indicated).
Submitted site plan must clearly indicate the following proposed or existing improvements:

Planning

- Relationship of new construction to property lines and existing structures (for setback purposes)
- All existing and proposed structures (including square footage and use)
- Grading quantities (cut and fill amounts)
- FEMA Flood Zone

DEH

- Location of septic tank and drainfield as proposed or constructed
- Wells (if any)

Roads and Airports

- Access to structure from the road
- Driveway approach

Fire Marshal

- Construction material type, total square footage, occupancy type to determine water tank size
- Label NFPA 13 fire sprinkler system
- Provide information about water source (name of water provider or on-site well)
- Existing and proposed above-ground water tanks
- Hydrants: Show type (wharf or standard), location of closest available or proposed hydrant(s), and fire flow
- Driveway/access roads (width, vertical clearance, surface type, load-bearing capacity, turning radii, grade, turnarounds, and turnouts).
- Label if the parcel is within the State Response Area (SRA) or the Wildland Urban Interface (WUI).

Other

- North Arrow
- Owner's name
- Date of preparation

Note: All parcels located within the WUI are to meet Chapter 7A of the CBC. All parcels located within the SRA, or within the Local Response Area (LRA) and the Very High Fire Hazard Severity Zones (VHFHSZ) are to meet PRC-4290.

- Completed Agricultural (Building) Exemption Clearance Form**

- Septic System Plan** field checked and signed by Department of Environmental Health (DEH) field office.

If a septic system is existing or proposed, each site must be evaluated by DEH. One copy of the site plan should be field checked, stamped, and signed by DEH field office and then submitted. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.

Note that septic system clearance is required prior to submittal of this application.

- Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center).

- Williamson Act Compatible Use Determination**

If the subject property is restricted by a Williamson Act contract, submit the information required per the handout "Williamson Act Compatible Use Determination."

- Santa Clara Valley Habitat Plan-Coverage Screening Form**

If the subject property is located within the Habitat Plan Permit Area, submit a completed Coverage Screening Form. The Coverage Screening Form will assist in determining if the proposed project is classified as a "covered project" under the Plan. Projects in certain Private Development Areas will require calculations of the permanently disturbed or impervious surface areas. If the project is identified as a "covered project" per the Screening Form, submit the **Fees and Conditions Worksheet** with the application.

- Acknowledgements and Agreements Form**, signed by owner or authorized representative.