

Architectural and Site Approval (ASA)

The following is a list of documentation required by the Planning Office in order to process your application for Architectural and Site Approval. 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 Plan** (See “Sample Site Plan” and for items that are required to be shown on the site plan.)
- Exterior Elevations** (Elevations and floor plans must be submitted for all
- Floor Plans** proposed structures on site.)
- Sign Program** (if applicable)
- Project Description**
- Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center)
- Copy of Current Recorded Grant Deed**
- Evidence showing legal creation of lot** (see handout enclosed with application packet)
- Grading Quantities**
Provide a table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvement (e.g. building pad, driveway, access road, accessory structures, landscaping and other improvements etc.) and the total amount of cut and fill. The maximum height and depth of cut and fill must also be included on the site plans. If no grading is proposed, state “no grading is proposed” under the scope of work
- Petition for Exemption from Environmental Assessment Form & Applicable Fee**
Your project **may** qualify for a Categorical Exemption from the required environmental review process. See list of Categorical Exemptions. If your petition for a categorical exemption is not approved, you will be required to apply for an environmental assessment and pay the applicable fee.
- Completed Well Information Questionnaire** (enclosed with application packet)
- Hazardous Sites Questionnaire** (enclosed with application packet)
- 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. 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.

For Staff Internal Use Only

- Early Notification and Outreach Policy**
Certain types of projects as referenced under Section 5.20 of the Zoning Ordinance are subject to the Department of Planning Early Notification and Outreach Policy based on project scope. Planner to research and inform the applicant regarding the Early Notification and Outreach Policy, and whether certain notification tools will be required, such as signs, mailing notices and community meetings.

Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your ASA. **Please consult staff to make an accurate determination.**

- General Plan Conformance / Contiguity Statement**
Applicants proposing Architectural and Site Approval within a City’s urban service area and under County jurisdiction must **first** file this form initiating annexation if the property is directly adjacent to city boundary, across the street from city boundary, or within 300 feet from the city boundary along a public road. Note: This form must be completed by the applicant, the County Planning Office, and the involved city before the application can be accepted.

*****Turn page for additional requirements*****

❑ Environmental Information Forms including photos of project site.

An environmental assessment may be required for your project unless it is determined that your project qualifies for an exemption from environmental assessment.

❑ Geologic Reports & Applicable Fee

A geologic report may be required, depending on the project and location. If a geologic report is required, submit two (2) original wet signed paper copies and one (1) electronic copy (PDF on thumb drive). Contact County Geologist at (408) 299-5774.

❑ 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. The evaluation entails a site assessment, a soil profile trench and a percolation test prior to Architecture and Site Approval. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.

❑ Preliminary Landscape Plan

Landscape plan should include any existing and all proposed on-site landscaping, including any fencing and/or screening. All trees at least 12” in diameter should be shown, indicating any which are to be removed.

❑ Williamson Act Compatible Use Determination

If the subject property is restricted by a Williamson Act contract, file for and obtain a Compatible Use Determination prior to filing the application for ASA. Refer to the Williamson Act Compatible Use Determination checklist for more details.

❑ Identification of Potential Historic Resources (Part I and Part II forms)

If the project includes demolition of structures 50 years or older, submit a completed and signed *Identification of Properties for Potential Historic Significance* forms, a copy of the Santa Clara County Residential Unit Property Record (available from the County Assessor’s Office, 5th Floor) for the subject property and photographs of each elevation of the subject structure and any related structures or associated features. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant.

❑ Fire Protection Information

- Total square footage of proposed structure(s), proposed occupancy type per California Building Code, and type of building construction to determine size of water tanks per CMFO-W2.
- Label NFPA 13 fire sprinkler system as a deferred submittal.
- Provide water source (name of water provider or on-site well). If water connection is proposed, provide a will serve letter for source of potable water.
- If the source of water is on-site well, show the location and capacity of existing or proposed aboveground water tank(s) and means of delivering water at required pressure (e.g., fire pump or gravity).
- All fire hydrants are to be shown and labeled as standard fire hydrants.
- Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts and bridges for all private access roads and driveways,
- Label if parcel is within the State Response Area (SRA) or the Wildland Urban Interface (WUI).

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.

❑ Clean Water Program (CWP) Questionnaire

Pursuant to the Federal Clean Water Act, the NPDES Municipal Storm Water Discharge Permit issued by the Regional Water Quality Control Board and County Nonpoint Source Pollution Ordinance, the County requires storm water treatment measures and pesticide use reduction measures for certain types of projects. A CWP questionnaire is required if your project is both: (1) located within the San Francisco Bay Watershed, and (2) not an individual single-family home. The questionnaire assists the Land Development Engineering Section in determining whether the project will require storm water treatment measures.

❑ Stanford University

Submit one copy of the Stanford University General Use Permit Project Checklist (8½ x 11) signed by a Stanford University LUEP Planner. Incorporate the completed checklist into the project plan set submittal.

❑ Other Reports/Studies

Your project may require a detailed report or study. For example, a biological, archeological, noise, or traffic study could be required depending on the location and/or intensity of the project.