

## ASA Administrative Review of Minor Projects (ASX)

The following is a list of documentation required by the Planning Office in order to process your application for Architectural and Site Approval (ASA) Administrative Review of Minor Projects. 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” 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** existing and proposed structures on site.)
- Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5<sup>th</sup> Floor, County Government Center)
- 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.
- 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 property owner or authorized representative.

### Additional Application Materials (depending on project type or location)

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

- 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.
- Wireless Facility Co-locations - Acknowledgements and Agreements Form**, signed by the **property owner**. The signature of the facility lessee(s) is not sufficient to satisfy this requirement.
- 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.
- 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.