

Building Site Approval on Slopes 30% or Greater (BA)

****A Pre-Application is Required Prior to Submittal of for Building Site Approval on Slopes 30% or Greater application****

The following is a list of documentation required by the Planning Office in order to process your application for Building Site Approval on Slopes 30% or Greater. Your application will **not** be accepted unless the application form is signed by the property owner(s), 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 at (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 and Cross-Sections**
Four (4) exterior sections are required to be submitted for each structure. Cross-sections must be provided through the highest portions of the building.
- Floor Plans** Elevations, cross-sections, and floor plans must be submitted for all proposed structures on site.
- Floor Area Calculation**, See enclosed Floor Area Calculation handouts
- 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)
- Petition for Exemption from Environmental Assessment Form & Applicable Fee**
- Completed Well Information Questionnaire** (enclosed with application packet)
- Hazardous Sites Questionnaire** (enclosed with application packet)
- Average Slope Calculations (HS, RHS and R1E Districts)**
For instructions on calculating average slope, see handout entitled, “Building Site Approval in HS, RHS and R1E Zoning Districts”. If average slope is determined to be 30% or greater, Architecture and Site Approval will be required.
- 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.
- Fire Protection Information**
 - Provide total square footage of structure(s) to determine size of water tanks per CMFO-W1.
 - Identify the type of construction per California Building Code of all existing and proposed structures.
 - Clarify the type of fire sprinkler system proposed for each structure. Label fire sprinkler systems 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 wharf or standard and location of closest available or proposed hydrant(s).
 - Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts, and bridges.
 - 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.
- 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.

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

For Staff Internal Use Only

Early Notification and Outreach Policy

Certain types of projects (Building Site Approval with Slopes 30% or Greater) 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 Building Site Approval with Architecture and Site Approval. **Please consult staff to make an accurate determination.**

General Plan Conformance / Contiguity Statement

Applicants proposing Building 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. This form must be completed by the applicant, the County Planning Office, and the involved city before the application can be accepted. *This form is not necessary if the proposed development consists of an addition/remodel only.*

Perspective Views

Perspective views may be required to show how the development (not only structures) will be viewed, as seen from various angles.

Alternative Site Analyses

Two (2) to four (4) alternative sites might be required because the approval may be granted only for the site which minimizes grading amounts if multiple alternative sites generate similar level of overall environmental and visual impacts, economy of access roads or other site improvements, and achieves matters of public health and safety.

Preliminary Landscape Plans

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.

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 approval of the Building Site Approval with Architecture and Site Approval. DEH charges an additional fee for site evaluations. Contact: DEH at (408) 918-3400.

Environmental Information Forms, including photos of project site & Fee

An environmental assessment evaluates the environmental impacts of your building site approval as required by the California Environmental Quality Act (CEQA). An environmental assessment is required for all projects located in the upper Guadalupe Creek watershed.

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 Building Site Approval with Architecture & Site Approval. 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.

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.

Building Site Approval on Slopes 30% or Greater Pre-Application (PA)

A Pre-Application meeting for Building Site Approval on Slopes 30% or Greater (BA) is mandatory before submitting for formal application. **Questions?** Call the Planning Office (408) 299-5700.

Checklist of Required Application Materials

The documents listed below **are required** for your Building Site Approval Pre-Screening.

- Site Plan** (See “Sample Site Plan” and Project Information Checklist” for items that are required to be shown on the site plan.) All plans must be legibly drawn to an appropriate scale, sheet size **18”x24”** minimum to **24”x36”** maximum.
- Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center)
- Average Slope Calculation** (HS, RHS and R1E Districts)
- General Plan Conformance / Contiguity Statement** (if applicable)
- 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.