

## Building Site Approval (B)

The following is a list of documentation required by the Planning Office in order to process your application for Building 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” for items that are required to be shown on the site plan.)
- 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**
- Copy of completed Well Information Questionnaire** (enclosed with application packet)
- Hazardous Sites Questionnaire** (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.

**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. Properties located are to also meet PRC-4290. 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.

### Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Building 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. Note: 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.*

**Average Slope Calculations**

If your project is located in an HS, RHS or R1E zoning district, average slope calculations for the proposed development are required. For instructions on calculating average slope, 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.

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

❑ **Floor Area Ratio (FAR) Calculation**

If your project is located in an –n1 or –n2 zoning district, a floor area ratio calculation is required to be shown on the submitted site plan as defined in Chapters 1.30 and 3.40 of the Zoning Ordinance. The computation must be calculated, verified, signed and stamped by either a registered civil engineer, a licensed land surveyor or a licensed architect prior to Building Permit Issuance.

❑ **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. 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.

❑ **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 Building Site Approval. DEH charges an additional fee for site evaluations. Contact: DEH at (408) 918-3400.

❑ **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 Pre-Screening (PS)**

Santa Clara County Planning Office has an informal Pre-Screening (PS) process for property owners, architects, engineers, and developers. The purpose of the PS process is to obtain County agency staff preliminary response for proposed Building Site Approval (without ASA) projects early in the development process that do not require a mandatory Pre-Application. Apply for a Building Site Approval Pre-Screening meeting to obtain detailed information and feasibility of the site. The pre-application meeting is not required prior to submitting for Building Site Approval. **Questions?** Contact: Planning Office at (408) 299-5700.