

Design Review (DR)

The following is a list of documentation required by the Planning Office in order to process your application for Design Review. 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.)
- Floor Plans** Floor plans, elevations, and cross-sections must be submitted for all proposed structures on site.
- Floor Area Calculation**
The information may be required for Staff to assess potential visual impacts of the proposed development (-sr) or determine tier category (-d). (See enclosed Floor Area Calculation handouts and Addition Application Materials for (-n1) district below)
- 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.
- Color Samples**
Color samples are required upon application submittal in the recommended form. (see Color/Materials Board)
- 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**
- Copies of completed Well Information 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.
- Retaining Walls**
Provide details of all proposed retaining walls, including the length and height of each wall, and top/bottom of wall elevations.
- 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** be required for your Design Review application. **Please consult staff to make an accurate determination**.

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

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

❑ **Floor Area Ratio (FAR) Calculation (-n1, -n2)**

If the proposed project is located in the -n1 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.

- ❑ **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 the Design Review application. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.

❑ **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.

❑ **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.

❑ **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.