

Design Review Exemption (DRX)

The following is a list of documentation required by the Planning Office in order to process your application for Design Review Exemption. 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 Plans** (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.)
 - 1 Copy of Assessor’s Parcel Map** (Available at the Assessor’s Office-5th Floor, County Government Center)
 - Floor Area Calculation**
Floor area calculation is required to be shown on the submitted site plans as defined in Chapters 1.30 of the Zoning Ordinance. All computations must be calculated, verified, signed and stamped by either a registered civil engineer, a licensed land surveyor or a licensed architect. (See Floor Area Calculation handout)
 - Color Samples and/or Product Specifications**
Include color samples and/or product specification of materials being used.
 - 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.), 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, wall height 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.
 - 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.