

# Movable Tiny Home (MTH) – Planning Clearance

The following is a list of documentation required by the Planning Office in order to process your application for a Movable Tiny Home (MTH) Planning Clearance. 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** including square footage of unit (See “Sample Site Plan” for items required to be shown on the site plan).
  - Exterior Elevations** Exterior elevations are required to be submitted for the MTH. Photo simulations or manufacturer specifications are acceptable.
  - 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)
  - 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 the MTH. If no grading is proposed, place notation on Site Plan. If grading is proposed, Grading Approval may be required.
  - DMV Registration** Include registration number and VIN
  - American National Standards Institute (ANSI) 119.5 requirements** Include copy of data plate which includes the name of manufacturer, date the vehicle was manufactured, statement from manufacturer that the unit is designed to comply with ANSI 119.5 Standard, including adequate thermal insulation and weather resistance, and inspection report from an accredited qualified third-party inspector, and their contact information.
  - Wastewater Clearance** Submit wastewater clearance from DEH. DEH charges an additional fee for site evaluations. Contact: DEH at (408) 918-3400.
  - Water Clearance** Submit water clearance from DEH. DEH charges an additional fee for site evaluations. Contact: DEH at (408) 918-3400.
  - 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.
- 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 MTH Planning Clearance. **Please consult staff to make an accurate determination**.

- 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.
- 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 a MTH Planning Clearance. Refer to the Williamson Act Compatible Use Determination checklist for more details.