

## Open Space Easement Compatible Use Determination (OSE)

The following is a list of documentation required by the Planning Office in order to process your application for an Open Space Easement Compatible Use Determination. Your application will **not** be accepted unless the property owner or authorized representative signs the Acknowledgements and Agreements Form, and the application is accompanied by the current filing fee and **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.

- Copy of Assessor's Parcel Map** available at the Assessor's Office - 5<sup>th</sup> floor, County Government Center.
- Written Description of all existing and proposed use(s) of the property.**
- Site Plans with the following content:**
  - Square footage calculations of the footprints of all existing and all proposed structures, hardscape and associated improvements. *Computations must be calculated, verified, signed and stamped by either a registered civil engineer, licensed land surveyor or licensed architect.*
  - Grading quantities in a table format 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, and other improvements) and the total amount of cut and fill. Include the maximum height and depth of cut and fill.
  - Proposed retaining walls, including wall height and top/bottom of wall sections.
  - All existing trees at least 12 inches in diameter within 20 feet of the development area with size and type indicated.
  - All existing trees proposed for removal with a companion tree removal table.
- Exterior Elevations for all proposed structures**
- Floor Plans for all proposed structures.**
- Materials (Product Specifications) and/or Color Samples for all proposed structures.**
- Copy of Current Recorded Grant Deed**
- Copy of Evidence showing legal creation of lot** (See handout enclosed with application packet)
- Acknowledgements and Agreements Form** signed by owner or authorized representative.

### Additional Application Materials That May Be Required

The documents listed below **may** be required for your application for an Open Space Easement Compatible Use Determination. Please consult staff for a complete determination of submittal requirements for your project.

- Preliminary Landscape Plans with the following content:**
  - Existing and proposed on-site landscaping.
  - Existing and proposed fencing and/or screening.
- Perspective Views** showing how the development will be viewed as seen from various angles.
- 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.