



County of Santa Clara

Department of Planning and Development

MISCELLANEOUS PLANNING SUBMITTAL CHECKLIST

The following is a list of items required to submit for miscellaneous applications within the County of Santa Clara. The first section (*Required Items for All Applications*) lists items required for all miscellaneous applications. The subsequent sections list additional items required for specific miscellaneous permit types (i.e., Lot Line Adjustment, Compatible Use Determination, Subdivision, etc.). Lot Line Adjustment and Subdivision permits require Pre-Application meetings prior to application submittal. Refer to Pre-Application checklist below.

REQUIRED ITEMS FOR ALL APPLICATIONS:

Please Note: Your application will be accepted when 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. Please note, pursuant to Zoning Ordinance section 5.20.090, an application may be modified by the applicant at any time prior to approval; however, this may void any prior finding of application completeness by the County. Please contact the Planning Division at (408) 299-5700. Hyperlinks in blue are provided throughout this document to assist the public in the required checklist items.

- ☐ **1 Copy of the [Master Planning Application](#)** (signed by the property owner).
- ☐ **Project Plans in an electronic format (PDF required)** and include the following:
 - Cover sheet with a detailed project description/scope of work, including an existing & proposed square footage calculation and grading quantities in tabular format as shown below (cut/fill depth & cubic yardage), etc.

Example of Grading Quantities:

Earthwork Quantities					
	Cut	Fill	Net	Max Cut Ht.	Max Fill Ht.
Building Pads (new addition)					
Driveway (any improvements to existing driveway)					
Site Grading					
Retaining Wall					
Total					

- Site plan that identifies all the relevant information described in the County's [Sample Site Plan](#). Include the disturbed area grading quantities to determine whether the project would be subject to [County MWELO requirements](#). **Note:** Please include trees that would be required to be removed to meet defensible space or vegetation management in accordance with California Fire Code, section [4903](#) for all parcels located in the Urban Wildland Interface (WUI).

- Topographic contours with elevations clearly identified. Topography shall illustrate existing topographic contours separate from proposed and shall include a legend describing existing and proposed. Note: County may require that the topographic plan be stamped by a licensed land surveyor or licensed engineer.
- Floor plans for all existing and proposed structures (Building Site Approvals do not require submittal of floor plans; however, floor plans are helpful in staffs' analysis of the project).
 - In addition to submitting existing and proposed floor plans, if demolition of walls of an existing structure is proposed, please include a demolition plan. Note: Refer to [County Rebuild Ordinance](#) and [Zoning Ordinance Non-Conforming Uses and Structures](#).
- Site Plan and elevation drawings illustrating height requirements. Finished grade elevation call outs shall also be indicated at each corner of all proposed structures. Refer to [height handout](#) for additional information.
- **(-n1/-n2 Combining District only)** Floor Area Diagram: Provide a floor area calculation diagram consistent with the requirements of the County Zoning Ordinance [Chapter 3.40](#).
- **(-cv Combining District only)** Provide development area and lot coverage calculations on the site plans pursuant to the County Zoning Ordinance [Chapter 3.95](#). Note: Additional CEQA review maybe required.
- All proposed plans shall demonstrate that the proposed development will conform with all applicable requirements of the [Land Development Standards and Policies Manual](#) and the Regional Water Quality Control Board requirements when applicable.
- **Right-of-way (ROW) improvements.**
 - Identify if the roadway is County Maintained, private, or road under another jurisdiction.-
 - Illustrate centerline, edge line, edge of pavement and existing right-of-way on plans. Future Width Lines (FWL) or Official Plan Lines (OPL) shall be identified on the plans.
 - Identify future road right-of-way dedication.
 - Identify all existing and proposed driveway approaches. Identify access points (including gated openings) on site plan and their intended use.
 - All driveways will be required to be upgraded to current County standards or otherwise removed, and such information shall be illustrated on the plan set. Driveways to be removed shall be indicated on the plan set.
 - Submit sight distance analysis, if applicable.
 - Illustrate all existing structures in ROW on plans and indicate the intent of said structures. All non-County standard structures shall be located outside of any rights-of-way.
 - All existing and new drainage components shall be identified on plans. Drainage into the ROW shall not increase as a result of the development.
 - If the project takes access from a private road, please provide pro-rata share improvement study and proposal as required in the [Land Development Standards and Policies Manual](#).
 - Required improvements may vary based on the level of impact to the public roadway and may change as result of site access or finding of studies. Improvements may include, but not be limited to, constructing frontage improvements or improvements to how a private lane intersects with a County maintained road.
- **Floodplain and Floodway.** Show the location of the floodplain, floodway, and applicable based-flood elevations on the plans with the appropriate finished floor for all structures. Provide elevation requirements for bridges and grading mitigation for any fill placed within the floodplain as required, pursuant to County Ordinance Code Section [C12-814](#).

- **Driveway and Turnarounds.** Driveways shall be designed to comply with all County private road standards and provide a turnaround per the [Fire Marshal Office's requirements and standards](#) and [Land Development Standards and Policies Manual](#), or whichever is more restrictive.

☐ **Fire Protection Information (required for [Agriculture Building Exemption](#), [Bingo](#), [Dance](#), [Entertainment/Circus License](#), [Fortune Telling](#), [Subdivision Pre-application](#), [Subdivision](#), [Variance Pre-application](#), and [Variance](#)):**

- Identify if the parcel is located within the State Response Area (SRA), Very High Fire Hazard Severity Zone (VHFHSZ), High Fire Hazard Severity Zone (HFHSZ), and/or Wildland Urban Interface (WUI). Reference County [Property Profile](#) for designation. For parcels located within SRA or VHFHSZ the application shall demonstrate compliance with Public Resource Code, section 4290 ([PRC 4290](#)). **Note:** Upon receiving CalFire's recommendations for projects within the SRA and for which an applicant cannot fully comply with PRC 4290-required off-site improvements, the applicant may request an additional analysis to be considered by the county through the Planning Department.
- Identify the type of construction and square footage, per [California Building Code](#), for all existing, new, and proposed buildings and structures. **Note:** For any non-residential uses proposed on the property may require additional review for fire compliance.
- For parcels located within the SRA or VHFHSZ, identify if the parcel is zoned for less than one acre, zoned for 1 acre to 4.99 acres, zoned for 5 acres to 19.99 acres, or zoned for 20 acres or larger.
- Identify the occupancy type, per the [California Building Code](#), for all existing, new, and proposed buildings and structures. Describe the purpose of the structure and any processes or activities proposed in the buildings and on the site.
- Identify the building [fire protection systems](#), including design standard for all existing, new, and proposed buildings and structures. These systems may include a fire sprinkler system per NFPA 13, fire sprinkler system per NFPA 13D, or fire alarm system per NFPA 72, etc. Label fire protection systems as deferred submittals.
- Identify the existing, new, or proposed water supply. These may include a public water service, private water service, or pumps and water tanks. For public or private water service provide [fire flow information](#), on letterhead, from water purveyor. For pumps and water tanks provide calculations for tank sizing.
- Identify the location, and type (wharf or standard), of all existing, new, and proposed [fire hydrants](#). Include dimension from off-site hydrants to the most remote portion of the building or facility.
- Identify all existing, new, and proposed turnouts for drives greater than 500 feet in length. Include dimensions, angles, and radiuses of all turnouts that comply with [CFMO-A1](#) Standard.
- Identify all existing, new, and proposed vehicle entry gates. Include dimensions, vertical and horizontal, and Knox access for all gates. Gates to comply with [CFMO-A3](#) Standard.
- Identify fire department turnaround for all dead-end access roads/driveways exceeding 150 feet in length. Turnarounds to comply with [CFMO-SD16](#) Standard.
- Show drivable width for access road and/or driveway, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts, and bridges (if applicable) on the site plan. Access roads and driveways to comply with [CFMO-A1](#) Standard.

☐ **Drinking Water and Wastewater Treatment Requirements (required for [ABC State License Clearance](#), [Agricultural Building Exemption](#), [Entertainment/Circus License](#), [Events with Tents and Fireworks](#), [Grading Approval/Abatement](#), [Parade](#), [Subdivision Pre-application](#), [Subdivision](#), [Variance Pre-application](#), and [Variance](#)):**

Drinking Water

[Submit Drinking Water Clearance Application](#) for individual water system, shared water system, or a small State water system to Department of Environmental Health (DEH). Drinking water clearance must be obtained

through DEH. DEH charges additional fees for review and site evaluation. Contact DEH at (408) 918-3400.

- **Water Connection Letter.** If connection to an existing Public Water System is proposed, provide a will serve letter from a water system provider verifying potable water source and ability to connect.

NOTE: If the proposed project serves 25 or more people per day for at least 60 days out of the year, or serves 15 or more connections, the water system is required to comply with requirements under the California State Water Resources Control Board Division of Drinking Water and cannot be cleared through DEH. In order to provide adequate access to water please comply with one of the following options below:

- **Feasibility Study.** Please submit a feasibility study that meets the State Drinking Water requirements for adequate access to water and is consistent with the State [Preliminary Technical Report Guidance](#), and also includes a Technical, Managerial and Financial report; OR
- **Annexation Acceptance Letter.** Provide a letter from the local jurisdiction or agency that secures support of an annexation or out of agency service connection request/application to Local Agency Formation Commission (LAFCO).

Wastewater Treatment Information. Include the following information as a part of the project submittal:

- **Septic System Plan.** Reviewed and signed-off by Department of Environmental Health (DEH). If a septic system is existing or proposed, each site must be evaluated by DEH. The evaluation may entail a site assessment, soil profile trenches, and a passing percolation test prior to approval of the application. DEH charges an additional fee for site evaluations and plan review. Contact DEH at (408) 918-3400 for additional information.
 - Geotechnical Report: If the proposed septic area is >20% slope or requires reduction in horizontal setbacks, a geotechnical report will be required. Refer to [Attachment D in Part 2 of the Onsite Systems Manual for more information](#).
 - Hydrogeologic Report: If the proposed septic area is determined to be within a high groundwater zone, wet weather testing or a hydrogeologic report will be required. Refer to [Attachment B in Part 2 of the Onsite Systems Manual for more information](#).
 - Cumulative Impact Assessment: If the project proposal and/or proposed septic area is identified as requiring a cumulative impact assessment, groundwater mounding and/or nitrate loading analysis will be required. Refer to [Attachment E in Part 2 of the Onsite Systems Manual for more information](#).
- **Sewer Connection Letter.** If the property is within 300 feet of a sanitary sewer, provide a will serve letter for sanitary sewer. This can be achieved by submitting an application to the city or district, and providing a letter from the local jurisdiction or district that secures support of a connection.
- **State Wastewater Clearance.** If a will serve letter cannot be obtained; and the maximum daily flow volume of waste produced exceeds 10,000 gallons per day, or where a community system serving multiple discharges under separate ownership is proposed, the method of treatment and dispersal must be approved by either the San Francisco Bay RWQCB or the Central Coast RWQCB, as applicable. Submit an approved permit from the San Francisco Bay RWQCB or the Central Coast RWQCB, as applicable. Alternatively, the applicant may submit a feasibility study that complies state requirements for wastewater and provides adequate access to wastewater under state law.

APPLICATION MATERIALS REQUIRED FOR SPECIFIC APPLICATION TYPES

Yes
N/A

ABC STATE LICENSE CLEARANCE (SLC)

- ☐ **Supplemental Questionnaire Form for SLC.** Complete and provide a questionnaire form for the State License Clearance.
- ☐ **Zoning Affidavit (Form ABC-255).** Provide a completed Zoning Affidavit Form from ABC.

Yes
N/A

AGRICULTURE BUILDING EXEMPTION: proposal must be less than 10,000 square feet, on a parcel 10 acres or more, and not in WUI or FEMA Special Flood Hazard Area

- ☐ **Santa Clara Valley Habitat Plan-Coverage Screening Form.**
- ☐ **Williamson Act/Open Space Easement (OSE) Compatible Use Determination (CUD).** Submit evidence of Williamson Act CUD for proposed use if the property is under an existing Williamson Act or OSE contract.
- ☐ **Completed Agricultural (Building) Exemption Clearance Form**

Yes
N/A

BINGO PERMIT

- ☐ **Completed Bingo License Application Form.**
- ☐ **Monthly Bingo Activity Form**
- ☐ **Provide List of Sheriff Officers**
- ☐ **Sheriff's Approval of Security Personnel.**
- ☐ **Authorization to Inspect Financial Records.**
- ☐ **Persons Responsible for Operation of Bingo Game.**
- ☐ **Exemption letter or Articles/charter & Bylaws from the Franchise Tax Board.** Note that Mobile home Associations and Senior Citizen Associations do not require an exemption document.

Yes
N/A

CERTIFICATE OF COMPLIANCE

- ☐ **Current Grant Deed for Each lot.**
- ☐ **Evidence showing legal creation of lot.** (Refer to [handout](#)).
- ☐ **Depending on the deeds or legal descriptions submitted, the following additional information may be required:**
 - If the certificate is requested for a portion of one APN, then a plan or map showing the entire APN with the area pertaining to the requested certificate highlighted or shaded should be included with the application.
 - Each copy of the deed must include the entire deed, with no pages missing.
 - The copies of the deeds must be clearly readable, with recording dates and numbers clearly shown.
 - If the deed includes an exception or more than one lot, parcel or description, the applicant must note on the deed which parcel, lot, description or exception pertains to the requested certificate of compliance.
 - Professional assistance maybe required for deed research and document preparation.
 - A Conditional Certificate of Compliance may be required if lot legality cannot be determined. In that case, the applicant will be required to file for a Conditional Certificate of Compliance, pay the applicable fee and provide additional recorded deeds, including a continuous chain of title/deeds for the property, starting with the deed recorded prior to June 25, 1969.

Yes
N/A

DANCE

- ☐ Completed Dance License Application [Form](#)
- ☐ Provide List of Sheriff Officers
- ☐ Sheriff's Approval of Security Personnel.

Yes
N/A

ENTERTAINMENT PERMIT/CIRCUS LICENSE

- ☐ Completed [Entertainment Application Form](#).
- ☐ Provide List of Sheriff Officers
- ☐ **Description of Event.** Provide a description of the event, number of performers, special effects used (if any), performance days, times, and frequency.
- ☐ **Financial Statement**
- ☐ **Certificate evidencing a public liability and property damage insurance.**
- ☐ **Copy of Agreement Contracts.** Agreement contracts with private security, doctors, first-aid, or emergency attendance.

Yes
N/A

EVENT WITH TENTS AND/OR FIREWORKS

- ☐ If your special event includes the use of tents and/or fireworks, other permits and considerations may be necessary. See the [Guidelines](#) and County website for these types of special events.

Yes
N/A

FORTUNE TELLING

- ☐ Completed Fortune Telling License Application [Form](#)
- ☐ Provide List of Sheriff Officers
- ☐ **Copy of current deed of subject property or copy of the written consent of all the owners of any interest in the real property of the proposed fortune telling location.**

Yes
N/A

GRADING ABATEMENT: PRE-SCREENING (to legalize all or portion of grading)

- ☐ **Preliminary Grading and Drainage Plan.** Plans must include a preliminary grading and drainage design and include cross sections through both unpermitted graded areas and areas proposed to be legalized. The drainage design shall include drainage of the impervious areas of the site and storm drainage detention/retention as necessary to meet the requirements of the County Drainage Manual.
- ☐ **Disturbed Area.** Plans must define the limits of the disturbed area from the unpermitted grading. The total disturbed area from the unpermitted grading and the additional area proposed to be disturbed shall be clearly identified on the plans.
- ☐ **[Grading Justification.](#)** (recommended as noted in the Grading Approval/Abatement application section below)

Yes
N/A

GRADING APPROVAL/ABATEMENT

- ☐ Evidence showing legal creation of lot. (Refer to [handout](#)).
- ☐ **Grading Quantities for Grading Abatement.** In the case of a grading abatement, the grading to be restored shall be separated from any grading proposed to be legalized in the grading quantities table.
***Note:** Staff encourages the applicant submit a Grading Justification Statement identifying compliance required for Grading Findings pursuant to [C12-433](#) . Refer to the [County's Grading and Hillside Development Guidelines](#).
***Note:** For any Grading Abatement where an applicant requests to legalize or partially legalize a violation, a pre-screening application is strongly recommended prior to submitting a Grading Abatement. Additionally, a Compliance Agreement may be required per [C1-71](#).
- ☐ **Preliminary Grading and Drainage Plan.** Preliminary grading and drainage plans, including information required pursuant to the County Ordinance Code [C12-424](#). Include drainage of the impervious areas of the site and

storm drainage detention/retention as necessary to meet the requirements of the [County Drainage Manual](#).

Yes
N/A

LANDMARK ALTERATION PERMIT

- ☐ **Landmark Alteration Application Form.**
- ☐ **Site Plan.** Attach a site plan of the property, including the main building and any other accessory buildings, structures or objects on the property and indicate the boundaries of the area proposed for inclusion in the Mills Act preservation contract.
- ☐ **Exterior Colors Samples.** Provide exterior color samples for project.
- ☐ **Preliminary Landscaping Plans.** Identify 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 proposed for removal.
- ☐ **Petition for Exemption from Environmental Assessment Form & Applicable Fee.** The project may qualify for a Categorical Exemption from the required environmental review process. See list of [Categorical Exemptions](#). If your petition for a categorical exemption is not approved, you will be required to apply for an environmental assessment and pay the applicable fee. Note: Project may require an Environmental Assessment/Initial Study as determined by the Department when the application is deemed complete.
- ☐ **California Department of Parks and Recreation (DPR) 523 Series Forms.** Provide a DPR 523 series forms for the property prepared by an individual who meets the professional qualification standards published by the National Park Service in the Federal Register (Code of Federal Regulation, 36 CFR Park 61), as determined by the Office of Historic Preservation.

Yes
N/A

LANDMARK DESIGNATION/ HERITAGE RESOURCE INVENTORY (HRI) LISTING

- ☐ **Landmark Designation/HRI Listing Application Form.**
- ☐ **Copy of Current Recorded Grant Deed.**
- ☐ **California Department of Parks and Recreation (DPR) 523 Series Forms.** Provide a DPR 523 series forms for the property prepared by an individual who meets the professional qualification standards published by the National Park Service in the Federal Register (Code of Federal Regulation, 36 CFR Park 61), as determined by the Office of Historic Preservation.

Yes
N/A

LOT LINE ADJUSTMENT: PRE-APPLICATION

- ☐ **Current Grant Deed for Each Lot.**
- ☐ **General Plan Conformance / Contiguity Statement.** Applicants proposing a new residential building 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 Division, and the involved city before the application can be accepted.
- ☐ **Slope Density Calculation Form.** If the minimum lot size is based on slope-density, calculations must be submitted to determine the minimum lot size.

Yes
N/A

LOT LINE ADJUSTMENT/LOT MERGER

- ☐ **Current Grant Deed for Each lot.**
- ☐ **Evidence showing legal creation of lot.** (Refer to [handout](#)).
- ☐ **Completed Well Information Questionnaire** (Complete Section _ on the Master Application Form).
- ☐ **Preliminary Title Report.** Provide a Preliminary Title Report.
- ☐ **Lot Areas and Percentage Change.** Provide a chart which identifies the existing and proposed land percentage for each lot.
- ☐ **General Plan Conformance / Contiguity Statement.** Applicants proposing a new residential building 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 Division, and the involved city before the application can be accepted.

- ☐ **Slope Density Calculation Form.** If the minimum lot size is based on slope-density, calculations must be submitted to determine the minimum lot size.
- ☐ **Williamson Act Compatible Use Determination.** If the subject property is restricted by a Williamson Act contract, submit documentation verifying a commercial agricultural use.

Yes
N/A

OPEN SPACE EASEMENT (OSE) COMPATIBLE USE DETERMINATION (CUD)

- ☐ **Copy of Current Recorded Grant Deed.**
- ☐ **Description** of all existing and proposed use(s) of the property.
- ☐ **Materials (Product Specifications) and/or Color Samples.**
- ☐ **Open Space Easement 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.
 - **All existing trees** at least 12 inches in diameter within 20 feet of the development area with size and type indicated.
 - **Trees proposed for removal** with a tree removal table.

Yes
N/A

PARADE

- ☐ **Completed Application Form** for Parade License
- ☐ **Provide List of Sheriff Officers**
- ☐ **One copy of a map showing the proposed parade route**

Yes
N/A

MILLS ACT PARTICIPATION

- ☐ **Mills Act Participation Form.**
- ☐ **Copy of Current Recorded Grant Deed.**
- ☐ **Site Plan.** Attach a site plan of the property, including the main building and any other accessory buildings, structures or objects on the property and indicate the boundaries of the area proposed for inclusion in the Mills Act preservation contract.
- ☐ **Current Photographs.** Attach current, labeled black and white or color photographs depicting each elevation of the main building, including details of character-defining features and any accessory buildings, structures or objects on the property proposed for inclusion in the Mills Act preservation contract.
- ☐ **10-Year Preservation Plan for Property.** Attach a year-by-year schedule of preservation, restoration, rehabilitation and/or maintenance work to be conducted over the 10-year period (minimum) of the preservation contract. The itemized list must include cost estimates and a time-line for the completion of each work item. General property improvement work, such as new landscaping, decks, pools, patios, driveways and new construction is generally not work that qualifies for inclusion in the preservation plan.
- ☐ **California Department of Parks and Recreation (DPR) 523 Series Forms.** Provide a DPR 523 series forms for the property prepared by an individual who meets the professional qualification standards published by the National Park Service in the Federal Register (Code of Federal Regulation, 36 CFR Park 61), as determined by the Office of Historic Preservation.

Yes
N/A

STREAM SETBACK EXCEPTION – Santa Clara Valley Habitat Conservation Plan

- ☐ **Landcover Verification Mapping** prepared by a qualified biologist. The mapping shall include:
 - the proposed development area plus the appropriate permanent and temporary buffer areas;
 - underlying landcover types;
 - the creek centerline, top of bank, and applicable setbacks; and
 - riparian landcover and setbacks (if applicable).
- ☐ **Statement of circumstances for requesting the setback.** Submit a letter stating the need for the stream setback exception and any demonstrable hardships
- ☐ **Biologist report.** A report from a qualified biologist to assess if the proposed development has any impacts on any sensitive landcovers or HCP species.

Yes
N/A

SUBDIVISION: PRE-APPLICATION

- ☐ **Tentative Map.** Submittal shall include improvement plans including improvements to provide access and necessary utilities each, and every, proposed parcel. All improvements and utilities shall be located within an appropriate easement as necessary.
- ☐ **General Plan Conformance / Contiguity Statement.** Applicants proposing a new residential building 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 Division, and the involved city before the application can be accepted.
- ☐ **Energy Conservation Plan.** If the subdivision application contains one or more proposed lots under one acre, submit an Energy Conservation Plan. Include information listed in Section C12-173.2 of the County Ordinance Code.
- ☐ **Slope Density Calculation Form.** If the minimum lot size is based on slope-density, calculations must be submitted in order to determine the minimum lot size.
- ☐ **Santa Clara Valley Habitat Plan-Coverage Screening Form.**
- ☐ **Inclusionary Housing.** Submit a site plan showing all adjacent property owner land holdings and the collective development potential of these land holdings. Affordable Housing Plan (AHP) submit an AHP for all projects that are subject to Inclusionary Housing Requirements. See [Inclusionary Housing Guidelines](#) for further guidance.

Yes
N/A

SUBDIVISION

- ☐ **Evidence showing legal creation of lot.** (Refer to [handout](#)).
- ☐ **Current Grant Deed.**
- ☐ **Preliminary Title Report.** Provide a Preliminary Title Report.
- ☐ **Environmental Information Forms.** Include photos of the project site. An environmental assessment may be required for your project unless it is determined that your project qualifies for an exemption from environmental assessment. Not required for sign permits.
- ☐ **Completed Well Information Questionnaire** (Complete Section _ on the Master Application Form).
- ☐ **Hazardous Sites Questionnaire.** (Complete Section _ on the Master Application Form).
- ☐ **Williamson Act/Open Space Easement Compatible Use Determination.** Submit evidence of Williamson Act CUD for proposed use if the property is under an existing Williamson Act CUD.
- ☐ **General Plan Conformance / Contiguity Statement.** Applicants proposing a new residential building 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

Division, and the involved city before the application can be accepted.

- ☐ **Tentative Map.** Submittal shall include improvement plans including improvements to provide access and necessary utilities each, and every, proposed parcel. All improvements and utilities shall be located within an appropriate easement as necessary.
- ☐ **Topographic Information.** Plans shall clearly show existing contours, structures, roads, driveways and other topographical features such as top of bank and flowlines of watercourses and creeks. The names of all streets and roads shall be identified and specified whether they are or will be privately or publicly maintained.
- ☐ **Survey Information.** Plans shall show proposed and existing lot boundaries and easement limits with bearings and distances. Easements for utilities, access, and otherwise shall be shown on the tentative map.
- ☐ **San Martin Planning Area.** For projects located within the San Martin Planning Area, please refer to the San Martin Integrated Design Plan.
- ☐ **Energy Conservation Plan.** If the subdivision application contains one or more proposed lots under one acre, submit an Energy Conservation Plan. Include information listed in Section C12-173.2 of the County Ordinance Code.
- ☐ **Inclusionary Housing.** Submit a site plan showing all adjacent property owner land holdings and the collective development potential of these land holdings. Affordable Housing Plan (AHP) submit an AHP for all projects that are subject to Inclusionary Housing Requirements. See [Inclusionary Housing Guidelines](#) for further guidance.
- ☐ **Santa Clara Valley Habitat Plan-Coverage Screening Form.**
- ☐ **Slope Density Calculation Form.** If the minimum lot size is based on slope-density, calculations must be submitted in order to determine the minimum lot size.
- ☐ **Geologic Reports & Applicable Fee.** A geologic report may be required, depending on the site location and the nature of the proposed project. If the site is located within an official geologic hazard zone, a geologic report will be required. **Contact County Geologist at (408) 299-5700 to discuss the scope of required report.** If a geologic report is required, submit one (1) original wet signed paper copy from a Certified Engineering Geologist (CEG) and one (1) electronic copy (PDF). Any modification to the application may require supplemental geologic review. Refer to [geologic hazards page](#).
- ☐ **Checklist for Well Construction Application.** Required by Department of Environmental Health (DEH) if new well is proposed or required.
- ☐ **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, West Tasman Campus, 130 West Tasman Drive, San Jose, CA 95134) 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.
- ☐ **Clean Water Questionnaire / Post Construction Requirement Packet.** If located within San Francisco (SF) Bay Watershed, submit a Clean Water Questionnaire. If located within the Central Coast Watershed submit a Post Construction Requirement Packet pursuant to County Ordinance Code [B11.5-20](#). Check the [County's Property Profile](#) to refer to which watershed the property is located. Refer to the County's Stormwater Management [webpage](#) for more information.
- ☐ **Stanford University.** Submit one copy of the Stanford University General Use Permit Project Checklist (8½ x 11) signed by a Stanford University LUEP Planner. Incorporate the completed checklist into the project plan set submittal.
- ☐ **Note:** Information on Cluster Subdivision refer to County Zoning Ordinance Code [5.45](#).

Yes
N/A

TREE REMOVAL

- ☐ **Tree Removal Application Form** for trees that are not in the County roads right-of-way (ROW). If tree is in the County ROW, visit the County Roads and Airports department webpage for permits and information that County Roads and Airports will require for Tree Removal Approval within the ROW.
- ☐ **Project Plans in an electronic format (PDF Preferred) and include the following:**
 - Site plan should also include trees proposed to be removed onsite and within right-of-way and replacement trees.
- ☐ **Tree Survey.** A tree survey (map) with the accurate location, number, species, size (diameter measured 4.5 feet above ground, approximate height, and approximate canopy diameter), general health, and approximate age, if known, of the tree or trees in question.
- ☐ **Replacement Plan.** A replanting and/or re-vegetation plan for all trees to be removed. Replacement trees shall be of a like kind and species of tree removed, if native and feasible, or of a kind and species to be determined by the Planning Department. The location of the replacement tree(s) need not be in the same location of the tree removed. Replacement tree planting shall utilize at least five-gallon size stock. The ratio of trees removed to trees planted shall be determined by the Planning Department. An erosion control plan may also be required where deemed appropriate by County staff.
- ☐ **Removal Description.** A description of the method to be used in the removal of the tree(s). Applicant should demonstrate that good harvesting practices will be used.
- ☐ **Reason for Removal.** A brief statement of the reasons for removal of the tree.
A photograph of the tree(s) proposed for removal.
- ☐ **Photographs.** A photograph of the tree(s) proposed for removal.

Yes
N/A

VARIANCE: PRE-APPLICATION

- ☐ **Floor Plans** (if applicable).
- ☐ **Statement of Circumstance.** Provide a [statement/reason/justification](#) for the variance.
- ☐ **Survey of Property**

Yes
N/A

VARIANCE

- ☐ **Floor Plans** (if applicable).
- ☐ **Survey of Property**
- ☐ **Statement of Circumstance.** Provide a [statement/reason/justification](#) for the variance.

Yes
N/A

WILLIAMSON ACT (WA) COMPATIBLE USE DETERMINATION (CUD)

- ☐ **Lot Coverage Calculation Plan** showing the following:
 - Calculation of the percentage of land in agricultural production (60% of the parcel if standard sized or 75% of the parcel if substandard sized). Any parcels using Condition 5 or 6 ("income-only" options) of the Guideline for Commercial Agricultural Use must have a least 50% of the land in commercial agricultural use;
 - Footprints of all existing and proposed structures, hardscape, and associated improvements; and
 - Calculation of the square footage of the footprints of all existing and proposed structures, hardscape and associated improvements. (A registered civil engineer, licensed land surveyor or licensed architect may be required to verify the computation of calculations by signature and stamp.)
- ☐ **Copy of Current Recorded Grant Deed.**
- ☐ **Description of the proposed use(s) and development.** If the project proposes events, information must be provided on the type and number of events, when the events would take place (months of the year, days of the

week, hours of events), the number of visitors/attendees and any related staffers, where would the uses occur on the property, etc.

- ☐ **Description of the commercial agricultural use(s) on the parcel.** If the agricultural use is timber production or the production of other forest products, the parcel must be at least 40 acres in size.
- ☐ **Substantiation of revenue** from commercial agriculture on at least 60% of the parcel (if standard sized) or 75% of the parcel (if substandard sized) in 3 of the past 5 years using federal income tax documents, such as Form 1040 Schedule F, filed in those years. Please remove sensitive information (Social Security Number and taxpayer identification number) as the submitted documents will be placed in a publicly available file. If the agricultural use is timber production, submit an active Non-Industrial Timber Management Plan, an active Timber Harvest Plan or Timber Harvest Plan filed and executed within the last 15 years. Declared annual revenue from commercial agriculture must be accompanied by a [Declaration regarding Agricultural Income](#) on Williamson Act Property affidavit form.

Yes
N/A

ZONING AMENDMENT/GENERAL PLAN AMENDMENT

- ☐ **General Plan Conformance / Contiguity Statement.** Applicants proposing a new residential building 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 Division, and the involved city before the application can be accepted.
- ☐ **Project Description.** Submit evidence of Williamson Act CUD for proposed use if the property is under an existing Williamson Act CUD.
- ☐ **Environmental Information Form.** The project may require an Environmental Assessment/Initial Study as determined by the Department when the application is deemed complete.
- ☐ **General Plan Conformance/Contiguity.** If property is within 300 feet of Urban Service Area and/or adjacent.