



County of Santa Clara

Department of Planning and Development

NON-RESIDENTIAL PLANNING SUBMITTAL CHECKLIST

The following is a list of items required to submit for a non-residential development within the County of Santa Clara. The first section (*Required Items for All Applications*) lists items required for all non-residential applications. The subsequent sections list additional items required for specific non-residential permit types (i.e., Use Permit, Architecture & Site Approval, etc.). Use Permits require Pre-Application meetings prior to application submittal. Refer to Pre-Application checklist for new Use Permit or Major Use Permit Modification proposals below. A separate application is required for other types of approvals that may be related to non-residential applications (e.g., subdivision, variance, general plan or zoning amendment, tree removal, landmark alteration, Williamson Act or Open Space Easement compatible use determination). See Miscellaneous Planning Submittal Checklist.

REQUIRED ITEMS FOR ALL APPLICATIONS:

Please Note: Your application will be accepted when it is signed by the property owner (or designee), 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).
- [General Plan Conformance / Contiguity Statement](#)**. Applicants proposing Use Permit 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 Office, and the involved city before the application can be accepted.
- Copy of Current Recorded Grant Deed.**
- Evidence showing legal creation of lot.** (Refer to [handout](#)).
- Project Description.** Provide a detailed description of the project including work or operational plan, hours of operation, activities, number of employees/volume of people, types of material to be used or stored on-site, traffic impact and/or number of vehicle trips per day, noise information, etc.
- Evidence of Legal Access.** If the project takes access from a private road, evidence of legal access in the form of recorded documents providing the access to the parcel from a publicly maintained road shall be provided. If proposed utilities cross through private property, or work is proposed on private property other than the subject parcel, evidence of legal access in the form of recorded documents providing the access to the parcel shall be provided. The easement is required to be recorded and signed by the fee title owner(s) of the property(ies) that would be subject to the easement.
- 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).

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](#) or not. **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.
 - In addition to submitting floor plans, if demolition of any walls of an existing structure is proposed, include a demolition plan. **Note:** [County Rebuild Ordinance](#) and [Zoning Ordinance Non-Conforming Uses and Structures](#).
- Site Plan and elevation drawings illustrating height requirements. Finished grade elevations call outs shall also be indicated at each corner of all proposed structures. Refer to [height handout](#) for additional information.
- **(-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. All 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 and floodway on the plans with the appropriate finished floor design for the inhabitable structures, 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 County private road standards and terminate in a turnaround per the [Fire Marshal Office's requirements and standards](#) and [Land Development Standards and Policies Manual](#), whichever is more strictive.

Fire Protection Information.

- 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.
- Impervious Area Calculation.** Provide the total changes (gross and net) to the parcel's impervious area on the site plan in a clear table with the location of all changes identified. A Drainage Permit may be applicable depending on the amount of impervious area per [C12-409](#).
- [Petition for Exemption from Environmental Assessment Form & Applicable Fee.](#)** The project may qualify for a Categorical Exemption from the required environmental review process. **NOTE:** Project may require an Environmental Assessment/Initial Study (with applicable fees) as determined by the Department after the application is deemed complete. Additional submittal materials may be required for CEQA review. Refer to *CEQA Analysis* section below.
- [Environmental Information Forms.](#)** Include photos of the project site. An environmental assessment may be required for your project unless County determines that the project qualifies for an exemption from environmental assessment. Not required for sign permits.
- [Hazardous Sites Questionnaire.](#)** (Complete on page 2 of the Master Application Form)
- [Completed Well Information Questionnaire.](#)** (Complete on page 2 of the Master Application Form)
- [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 determine applicable watershed. Refer to the [County's Stormwater Management](#) webpage for more information.
- [Checklist for Well Construction Application.](#)** Required by Department of Environmental Health (DEH) if new well is proposed or required.
- [Drinking Water Clearance.](#)**
[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.
- Santa Clara Valley Habitat Plan (HCP)-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, biological surveys and landcover map may be required. **NOTE:** Prior to building permit issuance, a completed [Application for Private Projects](#) and associated fees will be required.
- Geologic Reports & Applicable Fee.** A geologic report may or may not 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 geology review.
- Arborist Report.** Shall be required when the development is located within a protected trees dripline and/or when the property has oak woodland. Refer to the County Ordinance [C16, Santa Clara County Guide to Evaluating Oak Woodlands Impacts](#), and [Santa Clara County Guidelines for Tree Protection and Preservation for Land Use Applications](#).
- 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 Property Record (available from the County Assessor’s Office) 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 and the County may require the applicant to submit the above information.
- Williamson Act/Open Space Easement Compatible Use Determination (CUD).** Submit evidence of Williamson Act/Open Space Easement CUD for proposed use if the property is under an existing Williamson Act or OSE

contract. **Note: Approval of CUD must occur prior to submittal and processing of a land-use entitlement.**

Applicable [fees](#).

APPLICATION MATERIALS REQUIRED FOR SPECIFIC APPLICATION TYPES

Click the box to the left for the application type(s) you are submitting. **Note:** For all application types, information in the *Required Items for All Applications* section shall be submitted. For Compatible Use Determinations and Variance applications, please Refer to separate *Miscellaneous Checklist* on the County's Department of Planning and Development webpage.

Yes
N/A

ARCHITECTURE & SITE APPROVAL (ASA): If ASA is required concurrent with a Use Permit, please submit the required Use Permit items listed above, as well as the items listed below.

- Color Samples.** Color samples are required upon application submittal in the recommended form. (Refer to [Color Board](#)).
- Preliminary Landscape Plan.** Landscape plan shall include any existing and all proposed on-site landscaping, including any fencing and/or screening. All trees at least 12" in diameter shall be shown, indicating any which are to be removed.
- Lighting plan.** Photometric plan may be required.
- Sign Details.** For all proposed signage (refer to Signs list below).
- San Martin Planning Area.** For projects located within the San Martin Planning Area, please refer to the [San Martin Integrated Design Plan](#).
- 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.
- Architecture & Site Approval (ASA) Guidelines.** Refer to County's [ASA Guidelines](#) for additional information.

Yes
N/A

CEQA ANALYSIS: Per the California Environmental Quality Act (CEQA); an Environmental Assessment may be required for the proposed project. The following studies may be required to address potential environmental impacts. Additional studies may be required before or after the submitted application has been deemed complete.

- Aesthetics.** Renderings of all new structures on a hillside or other designated scenic areas, including any screening mechanisms utilized to minimize visual impacts, to assess the level of aesthetic impacts.
- Cultural Resources.** If the proposed project area has the possibility of containing archaeological or tribal cultural sites (recorded or unrecorded), then an archeology study is required to assess potential impacts.
- Biology.** If the proposed project has the potential to impact federally or state listed species (or their habitat), then a biology report and/or arborist report is required.
- Noise Study.** A noise study addressing whether the project will result in temporary or permanent increase in ambient noise levels in the vicinity in excess of standards established by the [Santa Clara County Noise Ordinance](#).
- Traffic Study.** A traffic study prepared by a licensed civil/traffic engineer is required for **new or expanded uses**. Additional information may be requested based on the type of development. The traffic study shall include a Vehicle Miles Traveled (VMT) analysis, an analysis of whether the proposed development would substantially worsen traffic congestion affecting the surrounding area, and road safety study. Required improvements will be dependent on the impacts and needs identified by the traffic study and existing site conditions.
- Historic.** Identification of Potential Historic Resources ([Part I](#) and [Part II](#) forms).
- Hydrology/drainage.**
- Lighting plan.**

- Other Reports/Studies.** Your project may require other detailed reports or studies outside of what is listed above.

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

- 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

HEMP: The documents below marked with an (*) are required for all hemp application types, which include, **Planning Clearance** (for [Hemp Cultivation](#) and [Small-Scale Hemp Processing](#)), **ASA** (for [Hemp Research](#) and [Medium-Scale Hemp Processing](#)) and **Use Permit** (for [Large-Scale Hemp Processing](#)).

- Acknowledgements and Agreements Form (signed by owner or authorized representative) (*)
- Annual County Agricultural Commissioner Registration Form for Industrial Hemp (filled out) (*)
- Site Plan (showing distance of cultivation site(s) and/or facility from any dwelling unit/public or private road right-of-way and location of signage proposed) (*)
- Signage (size and content as specified by the County Agricultural Commissioner) (*)
- Odor study (If an indoor facility is proposed within the 200 feet setback or ¼ mile buffer area, an odor study must be provided; contact Staff to discuss scope of the odor study)
- Evidence of Origin of Products (an industrial hemp processing facility is permitted to process, package, and distribute industrial hemp grown in the area (Santa Clara County and nearby counties), or distribute and sell industrial hemp products that are grown and processed in the area)
- Other Building Permit Submittal Requirements (for Small-Scale Hemp Processing) or Other ASA Submittal Requirements (for [Hemp Research](#) and [Medium-Scale Hemp Processing](#)) and Other Use Permit Submittal Requirements (for [Large-Scale Hemp Processing](#)).

Yes
N/A

SIGNS: (list of materials in addition to the required items above)

- Site Plan.** In addition to the items listed above, include a site plan with the following information:
- Location of all the sign(s) and setbacks from property lines and easements.
 - Building dimensions for signs proposed to be placed on buildings
 - Elevations noting the dimensions of the sign (height, width, length)

- Landscaping

- Window frame area.** For window signs, include the window frame area as well as the sign area.
- Cross Section.** If the proposed sign is illuminated, provide a cross section of the sign to verify what type of illumination is proposed.
- Copy of Master Sign Program (if applicable).**

Yes
N/A

SPECIAL PERMIT

- No additional items are required. For Agricultural Employee Housing, refer to Residential Checklist.

Yes
N/A

USE PERMIT: PRE-APPLICATION

- No additional items are required.

Yes
N/A

USE PERMIT If proposing a new Use Permit application or Modification, a Pre-Application is required. If the Pre-Application was already completed, submit the following materials in addition to the required items listed above.

- Rural Resources Impact Study.** If located in rural areas such as RR, HS, A, or AR zoning districts, certain land use classifications, such as Clubs- Private and Non-profit, Hospitals and Clinics, Manufacturing: Small Scale Rural, Non-Profit Institutions, Religious Institutions, Retail Sales and Services – Local Serving, Schools, and Commercial Uses within the San Martin Commercial and Industrial Use Permit Area may require a rural resources impact study per County Zoning Ordinance Section 2.20.090.
- Photos of the Site.** Where the proposed project and all improvements are proposed to be constructed or already exist.
- Noise Study.** A noise study addressing whether the project will result in temporary or permanent increase in ambient noise levels in the vicinity in excess of standards established by the [Santa Clara County Noise Ordinance](#).
- Hydrology/drainage.**
- Lighting plan.**
- Traffic Study.** A traffic study prepared by a licensed civil/traffic engineer is required for **new or expanded uses**. Additional information may be requested based on the type of development. The traffic study shall include a Vehicle Miles Traveled (VMT) analysis, an analysis of whether the proposed development would substantially worsen traffic congestion affecting the surrounding area, and road safety study. Required improvements will be dependent on the impacts and needs identified by the traffic study and existing site conditions.
- Condition Compliance.** If the proposal has an existing Use Permit, submit evidence of compliance with all established conditions of approval.
- 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.