

Pre-Screening (PS) Checklist And Questionnaire

The following is a list of documentation required by the Planning Office in order to process your application for Pre-Screening Project Review. The 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.

- Development Permit Application Form signed by the property owner(s).**
- Site Plans:** All plans must be legibly drawn to an appropriate scale, dimensioned, and on plan sheet size 11"x17" minimum, collated and folded, and include the following:
 - Vicinity Map, scale, and north arrow.
 - Dimensioned lot lines and site contours.
 - Existing and proposed structures. Identify the use of each structure.
 - Public/private roadways or right-of-ways used to access the property.
 - Parking, vehicle circulation areas and driveways.
 - Fire hydrants/water tanks and any easements (i.e., public utility, sewer).
 - Septic/sewer system and water availability.
 - Estimated Grading quantities (cut/fill/import/export) for buildings and other improvements.
 - Existing trees (common name, diameter measured 4.5 feet above grade).
 - Any watercourse including ponds, streams, creeks and drainage swales. Identify top of bank.
- Assessor's Parcel Map: 1 copy** (Available at <http://www.sccassessor.org/> or the Assessor's Office-5th Floor, County Government Center)
- Filing Fee**

Additional Application Materials that may be Required

The documents listed below **may** be required for your Pre-Screening Project Review. **Please consult staff to make an accurate determination.**

- Preliminary Floor Plans and Elevations and/or material samples/colors:** For applications requiring Architectural and Site Approval or Design Review located within the Santa Clara Valley Viewshed or Milpitas Hillside (-d), Historic Preservation (-h) or Scenic Road (-sr) Combining Districts.
- Building floor area:** Existing and proposed in -n zoning districts.
- Photographs:** Provide photographs of the site and adjacent properties.
- Environmental Information Form (6 copies)**
- Fire Protection Information**
 - Total square footage of proposed structure(s), proposed occupancy type per California Building Code, and type of building construction to determine size of water tanks per CMFO-W2.
 - Label NFPA 13 fire sprinkler system 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 standard fire hydrants.
 - Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts and bridges for all private access roads and driveways.
 - 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.

*****Turn page for additional requirements*****

Pre-Screening (PS) Questionnaire

☐ Written Description:

- Describe the existing use of the property: _____

- What is the proposed project? _____

- What are your specific questions or major areas of concern you wish to address in the meeting? _____

**Pre Screening
County Agency Notes**

Meeting Date: _____

Agency: _____

File # _____

Address: _____

APN: _____

Permits Required

Special District/Area Requirements

Project Specific Requirements/Notes