

Special Permit (SP)

The following is a list of documentation required by the Planning Office in order to process your application for Special Permit. 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** (For items which should be included, see handout included in packet.)
- Exterior Elevations** (Elevations and floor plans must be submitted for all
- Floor Plans** proposed structures on site.)
- 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)**
- Petition for Exemption from Environmental Assessment Form & Applicable Fee**
- Completed Well Information Questionnaire** (enclosed with application packet)
- Hazardous Sites Questionnaire** (enclosed with application packet)
- Santa Clara Valley Habitat Plan-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, submit the Fees and Conditions Worksheet with the application.

- 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 Special Permit. **Please consult staff to make an accurate determination.**

- Geologic Reports & Applicable Fee**
A geologic report may be required, depending on the project and location. If a geologic report is required, submit one (1) original wet signed paper copy and one (1) electronic copy (PDF on thumb drive). Contact County Geologist at (408) 299-5774.
- Septic System Plan** (field checked and signed by Department of Environmental Health (DEH) field office)
If a septic system is existing or proposed, each site must be evaluated by DEH. The evaluation entails a site assessment, a soil profile trench and a percolation test prior to Approval of Special Permit. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.
- 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 Special Permit. Refer to the Williamson Act Compatible Use Determination checklist for more details.
- 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.