

# Subdivision (S)

## \*\*\*\*A Pre-Application Meeting is Required Prior to Submittal of the Subdivision Application\*\*\*\*

The following is a list of documentation required by the Planning Office in order to process your application for Subdivision. 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 the Santa Clara County 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.

- Tentative Map** (Include all information listed in Section C12-20 of the County Ordinance Code).
- Preliminary Title Report**
- Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5<sup>th</sup> Floor, County Government Center)
- Copy of Current Recorded Grant Deed**
- Evidence showing legal creation of lot** (See handout enclosed with application packet)
- Slope-Density Calculation Form (For instructions, see form entitled, "Slope-Density Calculation")**  
If the minimum lot size is based on slope-density, calculations must be submitted in order to determine the minimum lot size.
- Petition for Exemption from Environmental Assessment & Applicable Fee** Your 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.
- 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.
- 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.
- Fire Protection Information**
  - Water source (attach will serve letter from a water provider or new mutual water company) .
  - Fire Protection- Plans are to show fire protection systems meeting CFMO-W1 for one and two-family residential properties.
  - If the property is in area designated State Response Area or High to Very High Fire Hazard Severity Zone (Wildland Urban Interface); the following are required:
    - 1) Will serve letter from fire district to demonstrate structural fire protection and services are available  
And
    - 2) Ingress and egress for fire equipment access demonstrated on plans for the tentative subdivision map.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.
- Acknowledgements and Agreements Form**, signed by owner or authorized representative.

## For Staff Internal Use Only

- Early Notification and Outreach Policy**  
Certain types of projects (5 or more – lot subdivision) as referenced under Section 5.20 of the Zoning Ordinance are subject to the Department of Planning Early Notification and Outreach Policy based on project scope. Planner to research and inform the applicant regarding the Early Notification and Outreach Policy, and whether certain notification tools will be required, such as signs, mailing notices and community meetings.

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

## Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Subdivision application. **Please consult staff to make an accurate determination.**

**General Plan Conformance / Contiguity Statement**

Applicants proposing Subdivision 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.

**Environmental Information Forms including photos of project site & Environmental Assessment Fee -**

An environmental assessment will be required for your project unless it is determined that your project qualifies for an Exemption from environmental assessment.

**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 Subdivision. DEH charges an additional fee for site evaluations. Contact DEH at (408) 918-3400.

**Early Notification and Outreach Policy**

Certain types of projects (5 or more – lot subdivision) are subject to the Department's Early Notification and Outreach Policy based on project scope. If the project is subject to the Policy, outreach tools such as signs and mailed notices will be required. For certain projects a community meeting may also be required.

**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 Subdivision. Refer to the Williamson Act Compatible Use Determination checklist for more details.

**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, 5th Floor) 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 Program (CWP) Questionnaire**

Pursuant to the Federal Clean Water Act, the NPDES Municipal Storm Water Discharge Permit issued by the Regional Water Quality Control Board and County Nonpoint Source Pollution Ordinance, the County requires storm water treatment measures and pesticide use reduction measures for certain types of projects. A CWP questionnaire is required if your project is both:

(1) located within the San Francisco Bay Watershed, and (2) is not an individual single-family home. The questionnaire assists the Land Development Engineering Section in determining whether the project will require storm water treatment measures.

**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.

**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.