

Subdivision Pre-Application (PA)

The following is a list of documentation required by the Planning Office in order to process your application for a Subdivision Pre-Application meeting. 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).
- ☐ **Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- ☐ **General Plan Conformance / Contiguity Statement**
Applicants proposing a Subdivision within a City's urban service area and under County jurisdiction must **first** file this form for general plan conformance. Annexation must also be initiated 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: the applicant, the County Planning Office, and the involved city must complete this form 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.
- ☐ **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.
- ☐ **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.