

Use Permit (P)

****A Pre-Application Meeting is Required Prior to Submittal of the Use Permit Application****

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

- Site Plan** (See "Sample Site Plan" and for items that are required to be shown on the site plan.)
 - Project Description**
Include a detailed description of the project including detailed work or operational plan, 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.
 - 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**
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.
 - 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.
- Completed Well Information Questionnaire** (enclosed with application packet)
 - Hazardous Sites Questionnaire** (enclosed with application packet)
 - Acknowledgements and Agreements Form**, signed by owner or authorized representative.

For Staff Internal Use Only

- Early Notification and Outreach Policy**
Certain types of projects (Use Permit) 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.

Additional Application Materials that may be Required

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

- 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.

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

Environmental Information Forms, including photos of project site & Fee

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

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 Use Permit. 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.

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.

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

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.

Rural Resources Impact Study (See rural resources impact study template for details).

If located in rural areas such as RR, HS, A, or AR zoning districts, certain land use classifications – 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.

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.

Use Permit Pre-Application (PA)

A Pre-Application meeting for Use Permit is mandatory before submitting for formal application. **Questions?** Call the Planning Office (408) 299-5700.

Checklist of Required Application Materials

The documents listed below are **required** for your Use Permit Pre-Application.

Site Plan (See "Sample Site Plan" for items that are required to be shown on the site plan).

Project Description Form – match the description above

Include a detailed description of the project including detailed work or operational plan, 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.

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 Use Permit 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.

Photos of the Site (where the proposed project and all improvements are proposed to be constructed or already exist)

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.