



Department of Planning and Development Planning Master Application

70 W. Hedding, East Wing, 7th Floor,
San Jose, CA, 95110
(408) 299-5700 (Planning)
<https://plandev.sccgov.org/home>

File No. (for internal staff only)

APPLICATION TYPES

- Architecture and Site Approval (ASA) / (ASX)
- Building Site Approval (Urban / Rural)
- Building Site Approval on Slope 30% or Greater*
- Design Review / DRX
- CEQA (EA / CatEx / Prior CEQA / EIR)
- Compatible Use Determination (WA / OSE)
- Grading Approval (G)
- Grading Abatement (GA)
- Lot Line Adjustment (LA)* / Lot Merger (LM)
- Special Permit Subdivision*
- Use Permit* Variance*
- Pre-Screening
- Pre-Application
- Other

* Pre-application is mandatory for these applications.

APPLICATION MATERIALS

- Master Application w / Owner's Signature
- Current Deed Lot Legality Evidence
- Title Report(s) Landscape Plan
- Site Plan/Grading Plan Floor Plans
- Elevations Sections
- Grading Quantities Justification Statement
- Average Slope Cal Slope Density Cal
- Floor Area Calculation Color Samples
- CatEx Form Env'r Information Form
- HCP Coverage Form Historic Identification
- Biological Report Arborist Report
- Geo Report/Letter Geotechnical Report
- Fire Protection Information
- Use Permit Project Description
- Comment Response Letter
- Others

PROJECT DESCRIPTION

PROPERTY INFORMATION

Address Street
 City ZIP

APN(S)

CONTACT INFORMATION

Property Owner's Name
(Property owner is the applicant/appellant)

Phone

Email

Applicant / Appellant's Agent Name
(Not property owner)

Phone

Email

Mailing Address

FOR DEPARTMENT USE ONLY

Previous Files

Zoning

General Plan

Violation Yes No File No.

USA / SOI

WA / OSE / HCP

Early Outreach: L1 / L2

Fees:

Application Fees are not Refundable.

Reviewed by:

Date

Project Information - by applicant if applicable

RESIDENTIAL DEVELOPMENT

- The proposed project is
 a) Addition; or
 b) New single-family residence
(on a vacant lot / [Rebuild](#))
 c) Subdivision 4 lots or less 5 lots or more
 d) Other
- Total Floor Area is sq.ft.
- Added Floor Area is sq.ft.
- Total Bedroom Number (ADU included)
- The Average Slope is
- The Slope Density is (for subdivision)

NON-RESIDENTIAL DEVELOPMENT

- The existing use is
- The proposed use is
- The proposed project/use is
 a) Addition/alteration of the existing structure
 b) New structure next to the existing structure
 c) New structure on a vacant lot
 d) New use in an existing structure
- Total Floor Area is sq.ft.
- Employee Counts Daily Trips
- Parking Total Loading
- Operation Hours
- Event Frequency Max Occupancy

INFORMATION FOR ALL PROJECTS

- Is Grading proposed? Yes No Quantity: Cut cy, Vert: ft; Fill cy, Vert: ft
- Are retaining walls 5 ft or greater proposed? Yes No Are decks 5ft or higher proposed? Yes No
- Total disturbed area of natural grade sq.ft. New impervious surface area sq.ft
- Total disturbed area of natural grade - new impervious surface area = sq.ft
If the result exceeds 500 sq.ft, a landscape permit is required.
- Any trees to be removed? Yes No Numbers: Species:
- Is the land currently in row crop production? Yes No Or for grazing? Yes No
- Is the land under a Williamson Act Contract: Yes No If yes, Contract No.
- Is it within Local Response Area(LRA)? Yes No or within State Response Area(SRA)? Yes No
- Is the property on a septic system? Yes No Is the percolation test passed? Yes No
- How will sewage or other waste be disposed:
If the sewage is disposed by a sewer system, what is the name of the provider?

WELL QUESTIONNAIRE

- How will water be supplied? Individual Well Mutual System
- Is there a well(s) on your project site: Yes No. Utilize a well on a different property? Yes No
- Is the well active? Yes No. Type: Water Well Monitoring Well Dry Well Other
Will your proposed permit activity affect your well site? Yes No
- If water is supplied by a mutual system, what is the name of the provider?

HAZARDOUS SUBSTANCE SITES LIST QUESTIONNAIRE

- Is this proposed project located on a hazardous waste facility Yes No (Please check the link below)
https://www.envirostor.dtsc.ca.gov/public/map/?global_id=38330005

I certify that I have reviewed the Hazardous and Substance Sites via the link above, and, to the best of my knowledge, the above information is correct. Signature Date

INDEMNITY - applies to all Planning applications

As it relates to the above referenced application, pursuant to County of Santa Clara Ordinance Code Section A33-6, except where otherwise expressly prohibited by state or federal law, I (we), the Property Owner(s), hereby agree to defend, indemnify and hold harmless the County and its officers, agents, employees, boards and commissions from any claim, action or proceeding brought by any person or entity other than the applicant (“third party”) against the County or its officers, agents, employees, boards and commissions that arises from or is in any way related to the approval of this application, including but not limited to claims, actions or proceedings to attack, set aside, void or annul the approval. If a third party claim, action or proceeding is filed, the County will promptly notify the Property Owner / Applicant of the claim, action or proceeding and will cooperate fully in the defense. Notwithstanding the above, the County has the right to participate in the defense of any claim, action or proceeding provided the County bears its own costs and attorney fees directly associated with such participation and defend the action in good faith. The Property Owner / Applicant will not be required to pay or perform any settlement unless the Property Owner / Applicant agrees to the settlement.

FEES - applies to hourly billable application types. Refer to Department fee schedule

- I/We the Property Owner(s) / Applicant of the subject property, understand that my/our application requires payment of a minimum non-refundable fee, plus additional funds when staff hours devoted to the application exhaust the initial payment. Staff hours are billed at the hourly rate in effect at the time the staff hours are accrued.
- Typical tasks charged to an application include, but are not limited to, the following: intake and distribution of application, staff review of plans and other relevant materials; correspondence; discussions/ meetings with owner, applicant and/or other interested parties; visits to the project site by authorized agency staff; file maintenance; environmental assessment; staff report preparation; agenda and meeting preparation; meeting attendance; presentations to boards, commissions, and community groups; contract administration.
- The minimum nonrefundable fees for development applications are based on staff billing rates and staff hours needed to process a typical application. Staff hours may exceed a base application fee (requiring additional billing) due to project complexity and public interest on a project. This could include the need to review technical reports, conduct several meetings with the owner / applicant, and respond to public inquiries.
- Invoiced fees are due within 30 days of the date **on the billing letter. The applicant accepts that the billing letter will be transmitted by electronic mail on the email address listed on page 1 of this application or as otherwise specified below. Fees not paid within 30 days are considered late and are subject to collection at the expense of the Owner.** While such fees are outstanding, the Planning Office reserves the right to cease all work on a project until said fees are paid in full.
- Any fees not paid within 45 days of invoicing shall be subject to interest charged at a rate equal to that earned by the County Treasury investment pool for that period.
- The Property Owner / Applicant and applicant agent are encouraged to periodically check on the status of their projects and fees. Questions regarding the status of hours charged to an application may be addressed to the planner assigned to the project.
- For more information on Planning Office application fees and how they are calculated, visit the County Planning Office web site at <https://www.sccgov.org/sites/dpd/Pages/DPD.aspx>

NOTICE OF LEVINE ACT AND COUNTY OF SANTA CLARA LOBBYIST ORDINANCE

Levine Act Disclosure Requirements for Parties to a Proceeding

California Government Code section 84308 (“Levine Act”) requires a party to a proceeding involving a license, permit, or other entitlement for use to disclose any contribution of more than \$250 that the party (or their agent) has made to an elected or appointed official within the prior 12 months. The Levine Act also prohibits, during the proceeding and for 12 months following a final decision, a party (or their agent) from making a contribution of more than \$250 to any elected or appointed official who may participate in the proceeding. For applications processed by the Department of Planning and Development, the Levine Act Form must be completed by the party (or the party’s agent) to a license, permit, or other entitlement for use at the time the party files an application for a license, permit, or other entitlement for use with the Department of Planning and Development. The requirement to submit the Levine Act Form applies where a party (or that party’s agent) has contributed more than \$250 to a member of the Board of Supervisors or member of the Planning Commission if they may participate in the proceeding. The party (or their agent) must submit a supplemental form if they make any new reportable contributions while the license, permit, or other entitlement for use is being processed and considered.

NOTICE OF LEVINE ACT AND COUNTY OF SANTA CLARA LOBBYIST ORDINANCE CONTINUED

The party (or their agent) must submit a supplemental form if they make any new reportable contributions while the license, permit, or other entitlement for use is being processed and considered. The party (or their agent) must also use the Levine Act Form if they need to correct any previously submitted form. The completed form submitted to the County of Santa Clara is a public record.

To complete and submit the Levine Act Form, please visit: <https://boardclerk.sccgov.org/mandated-filings/levine-act-disclosure>

County of Santa Clara Lobbying Ordinance

County of Santa Clara Ordinance Code sections A3-61 to A3-69 requires lobbyists, including land use lobbyists, to register with the Clerk of the Board and report their lobbying activities on a quarterly basis to the County of Santa Clara (“County”). In addition, a land use lobbyist is required to update their lobbyist reports between 7 and 21 days prior to any meeting or public hearing regarding a major land use approval they have attempted to influence.

A land use lobbyist is any person who, during any consecutive 12-month period, does either of the following: (1) makes payments or incurs expenditures in the aggregate amount of \$5,000 or more attempting to influence a major land use approval; or (2) spends an aggregate amount of 10 or more hours of compensated time attempting to influence a major land use approval, including time spent by officers, employees, agents, and members. A major land use approval is any legislative or administrative action by the County on an application relating to: (1) construction, demolition, alteration, development, or use of property in the unincorporated county that, if approved, would affect, in the aggregate, more than 25,000 gross square feet of existing, approved, or proposed buildings or structures; (2) the surface mining operation or reclamation of mined lands involving the disturbance or reclamation of more than 25,000 gross square feet of land; or, (3) any subdivision containing five or more parcels or condominiums.

The applicant or appellant for any major land use approval must certify, on a form provided by the Clerk of the Board and filed with the Clerk of the Board, that it has complied with the land use lobbyist disclosure requirements prior to each meeting or public hearing at which an action relating to the major land use approval, or any component thereof, will be on the agenda. The application for any major land use approval will be suspended at any time the applicant does not comply with the requirements of the registration and disclosure requirements. During the suspension period, the Department of Planning and Development will cease all work on the application.

For additional information on registration and quarterly disclosure requirements for lobbyists, please visit: <https://boardclerk.sccgov.org/mandated-filings/lobbyist-filings>.

APPLICATION AUTHORIZATION AND AGREEMENT TO PAY

I (We), the Property Owner(s) of the subject property, hereby certify, under penalty of perjury, that the information and materials herein and submitted with this application are true and correct. I (We), the Property Owner(s) of the subject property, also authorize(s) the filing of this application and on -site visit by authorized staff. In addition, I (We) acknowledge and understand the information above related to fees and agree to pay all application fees. I (We) certify and accept the terms and conditions as described above. By checking this box (, I (We), the Property Owner(s), authorize the “Applicant Agent” listed at the top of this application to act on my/ our behalf for extensions of time to the Permit Streaming Act, pursuant to Gov Code Section 65943(d), 65957, or any government code by reference within the sections.

Owner's Name (please print)

Owner's Signature

Date

Email to Receive Billing Information