

# County of Santa Clara

Department of Planning and Development  
Planning Office

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July 24, 2020

Debasish Roy  
20560 Henwood Road  
San Jose, CA 95120

**FILE NUMBER:** PLN20-025 (R1)  
**SUBJECT:** Building Site Approval and Design Review (Tier II).  
**SITE LOCATION:** 20560 Henwood Road, San Jose (APN: 701-29-027).

Dear Mr./Mrs. Roy,

The application for Building Site Approval and Design Review (Tier II) of a single-family residence located at 20560 Henwood Road, San Jose (APN: 701-29-027) is **incomplete**. For the application processing to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the project manager/planner and must include all requested information along with a completed application form (which is used to track the resubmittal). Once the information is resubmitted, the Planning Office will distribute the plans, reports and information to the appropriate staff or agency for review.

If there are any questions about the information requested, please contact the specific staff for that item.

**AN VIRTUAL APPOINTMENT IS REQUIRED FOR A RESUBMITTAL. PLEASE EMAIL TO SCHEDULE AN APPOINTMENT.**

Please submit *all* electronic copy of the revised plans /resubmittal documents (PDF) with a *written response* addressing the following items.

## **PLANNING OFFICE**

Contact Lara Tran at (408) 299-5759 or [lara.tran@pln.sccgov.org](mailto:lara.tran@pln.sccgov.org) regarding the following comments:

### *Santa Clara Valley Habitat Conservation Plan (HCP)*

1. Please revise the HCP Screening Form for page 3 of the project. After carefully reviewing the existing upper and lower top of bank from Calero Creek, the edge of riparian, and the riparian setback in relation to the 50 ft. permanent buffer for permanent impact identified on the HCP Land Cover Verification Map that was provided as part of the resubmittal, the

project may not be a “Covered Project” under HCP. Please contact staff if a meeting to further discuss is needed.

### **LAND DEVELOPMENT ENGINEERING**

Contact Darrell Wong at (408) 299-5735 or [darrell.wong@pln.sccgov.org](mailto:darrell.wong@pln.sccgov.org) regarding the following comments:

2. Please provide a preliminary Grading and Drainage Plan with your resubmittal. This is required for your application. Only a Site plan with insufficient details was submitted.
3. Provide preliminary grades on the proposed grading on the plans. The limit of grading is shown on the plans, but the plans do not provide any rough details or grades. A preliminary grading plan should at least provide some proposed spot shots that can be compared with the existing topography and demonstrate how the drainage and runoff will flow to the drainage inlets.
4. Provide a drainage system to adequately route flows from the east side of the proposed home to the detention system, as necessary. It is unclear how any of the southern side of the developed area aside from a single connection to a downspout.
5. Please keep the storm drainage easement free and clear of on-site utilities, including storm drainage, if possible.

### **ROADS AND AIRPORTS**

Contact Leo Camacho at (408) 573-2464 or [leo.camacho@rda.sccgov.org](mailto:leo.camacho@rda.sccgov.org) regarding the following comments:

6. It is unclear from the provided Sight Distance Analysis (SDA) whether the second existing driveway proposed to remain has adequate line-of-sight. Either provide SDA for the second driveway or clearly show it as being removed on plans. Any mitigation measures necessary to provide a clear line-of-sight shall be shown on the project plans.

### **ADDITIONAL INFORMATION / ISSUES OF CONCERN**

7. As mentioned in comment #1, the proposed project does not appear to be a “Covered Project” under HCP as the property is in HCP Area 2 and is less than 2 acres. Additionally, from the information provided in the Land Cover Verification Map and revised plans (provided in the resubmittal), the 50 ft. permanent buffer for permanent impact under HCP appears not to encroach into the edge of riparian. Staff would be happy to schedule a virtual meeting if further discussion/clarification is needed.

Please make sure the requested changes are made for the revised plan sets and documents that are needed for the resubmittal. **Resubmittals are only accepted by appointment with the assigned project manager.** If the requested information is not submitted within **180 days**, you

are required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted no later than **one (1) year** from the date of the incomplete letter. PARTIAL RESUBMITTALS WILL NOT BE PROCESSED. Fees required at the time of resubmittal will be those in effect at that time.

Note the Building Site Approval and Design Review applications have been charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

In submitting the land use application, the owner/applicant included an initial application fee. Application fees are categorized as "fixed fees" and "billable fees", based on the specific application types. "Fixed fee" applications do not require any additional fees to continue processing. However, when funds associated with a "billable fee" application have been spent, an additional deposit will be required to continue processing the application.

If you have questions regarding the application, please contact (408) 299-5759 or [lara.tran@pln.sccgov.org](mailto:lara.tran@pln.sccgov.org).

Warm regards,



Lara Tran  
Associate Planner

**cc:**

Darrell Wong, LDE  
Leo Camacho, Roads and Airports

Gloria Ballard, MH Engineering, P.O. Box 1029, Morgan Hill, CA 95037  
David Faria, MH Engineering, P.O. Box 1029, Morgan Hill, CA 95037  
Scott Zazueta, D&Z Designs, 18640 Sutter Blvd., Morgan Hill, CA 95037