

County of Santa Clara

Department of Planning and Development
Planning Office

County Government Center, East Wing, 7th Floor
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San Jose, California 95110-1705
(408) 299-5770 FAX (408) 288-9198
www.sccplanning.org



February 18, 2021

Ghori Mahmood Trustee
3331 Alfonso Drive
Concord, CA 94518

**** BY EMAIL ONLY ****

FILE NUMBER: PLN21-013
SUBJECT: Lot Merger
SITE LOCATION: 15851 Stevens Canyon Road, Cupertino (APN: 503-06-017)
DATE RECEIVED: January 28, 2021

Dear Ghori Mahmood Trustee,

Your application for Lot Merger was received on the above date and is **incomplete**. In order for application processing to resume, you must resolve the following issues and submit the information listed below.

Resubmittals are made by appointment over video chat with the Planning Division counter and must include all requested information along with a completed application form (which is used to track the resubmittal). Once the information is submitted, the Planning Division will distribute the plans, reports and/or information to the appropriate staff or agency for review.

If you have any questions about the information being requested, you should first call the person whose name is listed as the contact person for that item. He or she represents a particular specialty or division and can provide details about the requested information.

An appointment is required for all future resubmittals. Please contact me at (408) 299-5799 or via email at joanna.wilk@pln.sccgov.org to schedule a virtual meeting.

Submit revised electronic plans and a written response addressing the following items. All items must be addressed and included in the submittal.

PLANNING

Contact Joanna Wilk at (408) 299 5799 or joanna.wilk@pln.sccgov.org for information regarding the following items:

1. Please submit a Site Plan that includes the following:
 - a. Existing property lines, noting which are to be removed;
 - b. Lot areas;
 - c. All buildings, structures, septic systems, wells, driveways & other improvements; *(if no structures are present, please note it on the site plan)*
 - d. Setback of structures and buildings to proposed property lines; *(if no structures are present, please note it on the site plan)*
 - e. See sample [Lot Merger](#) site plan for further information
2. Submit a completed [Well Information Questionnaire](#).
3. Please submit a copy of the Current Recorded Deed for both properties.
4. Please submit evidence of lot legality for each parcel proposed to be merged. This typically includes a Current Deed and a Deed dates prior to 1969. See [Lot Legality](#) handout for more information.

If the requested information is not submitted within 180 days, you will be required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted within 1 year of the date of this letter and will not be accepted after 1 year. PARTIAL RESUBMITTALS WILL NOT BE PROCESSED. Fees required at the time of resubmittal will be those in effect at that time.

Please note that the Lot Merger Application was charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

In submitting this land use application, the owner/applicant included an initial application fee. Application fees are categorized as "fixed fees" and "billable fees", based on the particular 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. As of the date of this letter, approximately 0-25% of your initial deposit associated with your "billable fee" applications have been spent on the processing of your application.

If you have any additional questions regarding this application, please call me at (408) 299-5799 or joanna.wilk@pln.sccgov.org to discuss or schedule an appointment.

Sincerely,



Joanna Wilk
Associate Planner