

# County of Santa Clara

Department of Planning and Development  
Planning Office

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San Jose, California 95110-1705  
(408) 299-5770 FAX (408) 288-9198  
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March 30, 2022

Irmin Ronquillo  
339 Piercy Rd  
San Jose, CA 95138

[info@esanjosesigns.com](mailto:info@esanjosesigns.com)

\*\*\*BY EMAIL ONLY\*\*\*

**FILE NUMBER:** PLN22-056  
**SUBJECT:** Architecture and Site Approval (ASA) for New Signage  
**SITE LOCATION:** 1957-1959 West San Carlos Street, San Jose (APN 274-17-088)  
**DATE RECEIVED:** March 9, 2022

Dear Irmin Ronquillo,

Your application for Architecture and Site Approval was received on the above date and is deemed **incomplete**. For the application processing to resume, you must resolve the following issues and submit the information listed below.

Resubmittals are made via email as arranged with Lulu Pang, Assistant Planner, at [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org) 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/or information to the appropriate staff or agency for review.

If you have any questions about the information being requested, please contact the specific staff for that item. He or she represents a particular specialty or office and can provide details about the requested information.

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

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

## **PLANNING**

Contact Lulu Pang at (408) 299-5718 or [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org) regarding the following comments:

1. Please submit [Petition for Exemption from Environmental Assessment Form](#), and [Environmental Information Form](#). Both forms were not provided in the submittal

materials as required. Please pay the petition for a categorical exemption in the County's online public portal.

2. Please submit Current Recorded Grant Deed.
3. Please submit [Evidence of Legal Lot Creation](#).
4. Please submit Sign Program if applicable.
5. Please submit [Completed Well Information Questionnaire](#).
6. Please submit a [Hazardous Sites Questionnaire](#) and utilize this [website](#) to complete the form.
7. Please download the Annexation Form in the documents portal and send it to the City of San Jose Planning Department. The City of San Jose Planning Department needs to complete the form and sign it to determine if the City wants to annex the property.
8. Please revise the site plan to include the width of the right of way for West San Carlos Street.

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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 type(s). "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 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 no later than **one (1) year** from the date of this letter. **PARTIAL RESUBMITTALS WILL NOT BE PROCESSED**. Fees required at the time of resubmittal will be those in effect at that time.

If you have questions regarding the application, please contact me at (408) 299-5718 or [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org).

Sincerely,



Lulu Pang  
Assistant Planner