

# County of Santa Clara

## Department of Planning and Development

County Government Center, East Wing, 7th Floor

70 West Hedding Street

San Jose, CA 95110

Phone: (408) 299-5700

www.sccplandev.org



August 10, 2022

La Salle Sisters  
248 Kirk Ave  
San José, CA 95127

**\*\*\*via email only\*\*\***

**FILE NUMBER:** PLN22-124  
**SUBJECT:** Architecture and Site Approval  
**SITE LOCATION:** 248 Kirk Ave, San José (APN: 599-39-117)  
**DATE RECEIVED:** July 11, 2022

Dear La Salle Sisters:

Your application for Architecture and Site Approval (ASA) 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) 299-5706 or via email at [robert.cain@pln.sccgov.org](mailto:robert.cain@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 your Project Planner Robert Cain at (408) 299-5706 or [robert.cain@pln.sccgov.org](mailto:robert.cain@pln.sccgov.org) regarding the following comments:

1. Please provide all required checklist items required for an ASA application. Please find the checklist attached. Missing items include:
  - a. Sign Program (if applicable)

- b. Project Description
- c. Copy of Assessor's Parcel Map
- d. Copy of Current Recorded Grant Deed
- e. Evidence showing legal creation of lot
- f. Grading Quantities  
Provide a table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvement (e.g. building pad, driveway, access road, accessory structures, landscaping and other improvements, etc.) and the total amount of cut and fill. The maximum height and depth of cut and fill must also be included on the site plans. If no grading is proposed, state "no grading is proposed" under the scope of work.
- g. Petition for Exemption from Environmental Assessment Form & Applicable Fee
- h. Completed Well Information Questionnaire
- i. Hazardous Sites Questionnaire
- j. Santa Clara Valley Habitat Plan-Coverage Screening Form
- k. Acknowledgements and Agreements Form
- l. General Plan Conformance / Contiguity Statement

2. Applications for ASA require early outreach notification. Please post the 18" x 24" early outreach notice sign on your property upon receipt of this letter. Once posted, please submit a photograph of the posted sign and a site diagram noting its location. See attached sign and Department sign guidelines.  
[https://stgenpln.blob.core.windows.net/document/EarlyNotification\\_Sign\\_Guidelines.pdf](https://stgenpln.blob.core.windows.net/document/EarlyNotification_Sign_Guidelines.pdf)  
NOTE: Planning Staff will provide mailed notices to parcels within 300' within 30 days of application submittal pursuant to § 5.20.110 of the County Zoning Ordinance.

### **LAND DEVELOPMENT ENGINEERING**

Contact Ed Duazo at (408) 299-5733 or [ed.duazo@pln.sccgov.org](mailto:ed.duazo@pln.sccgov.org) regarding the following:

3. The proposed patio cover is located over an existing courtyard/patio that requires stormwater treatment (County File No. 6472-10P-10A-10G). In the plans, demonstrate that the required stormwater treatment is being maintained (i.e., if the patio cover diverts run-off from reaching the courtyard and draining to stormwater treatment, then an equivalent amount of impervious roof area drainage should be conveyed to stormwater treatment).
4. In the plans, provide a table summarizing the existing impervious and pervious areas below the patio cover, and the net increase in impervious area after the patio cover has been constructed. If the patio cover will result in a net increase in impervious area of more than 2,000 square feet, then apply for a drainage permit.

### **FIRE MARSHAL'S OFFICE**

Contact Alex Goff at (408) 299-5760 or [alex.goff@sccfd.org](mailto:alex.goff@sccfd.org) regarding the following:

5. Plans are to clarify if structures have fire sprinklers installed and what type of fire sprinkler (NFPA 13, NFPA 13D) and if sprinklers are proposed for this structure.

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- a. Online photo's appear to show evidence of NFPA 13 fire sprinklers.
6. Online maps appear to show gates crossing fire department access. These gates are to be shown on the plans, clarify if gates are mechanical or manual.
  - a. All mechanical gates are to have a Knox Key Switch shown as (N)new or (E)existing.

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 planner.** 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.

Please note that Building Site Approval, Grading Approval, and Design Review applications are charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted which includes.

If you have questions regarding the application, please call (408) 299-5706 or email [robert.cain@pln.sccgov.org](mailto:robert.cain@pln.sccgov.org).

Warm regards,



Robert Cain  
Associate Planner

- Attachment 1: Early Outreach sign**
- Attachment 2: ASA Checklist**
- Attachment 3: General Plan Conformance / Contiguity Statement**
- Attachment 4: Policy Issues Letter**

cc:

Samuel Gutierrez, Principal Planner  
Ed Duazo, Land Development Engineering  
Alex Goff, Fire Marshal's Office  
Samantha Tran, Applicant