

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



May 17, 2023

Q Architects
POB 2055
Los Altos, CA 94024

qfoo@qarchitx.com

*** VIA EMAIL ***

FILE NUMBER: PLN23-063
SUBJECT: Building Site Approval and Grading Approval for single-family residence
SITE LOCATION: 630 Nandell Ln, Los Altos (APN: 331-09-037)
DATE RECEIVED: April 20, 2023

Dear Q Architects,

Your application for Building Site Approval and Grading Approval for a new single-family residence with an attached garage received on the above date 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 the internet, to do so, follow the instructions at the following URL: <https://plandev.sccgov.org/how/apply-permit/planning-resubmittal-procedures>. Before resubmitting, please consult me as this process is dynamic and at the time you choose to resubmit the process may have changed and/or been enhanced. The resubmitted materials must include all requested information. Once the information is submitted, 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, you should first call the person whose name is listed as the contact person for that item. They represent a specialty or office and can provide details about the requested information.

AS NOTED ABOVE, PRIOR TO RESUBMITTAL PLEASE E-MAIL ME TO DISCUSS THE PROCESS.

Please submit all electronic copies of the revised plans/resubmittal documents (PDF) with a written response letter addressing each incomplete comment.

PLANNING

Contact your project planner Lulu Pang at (408) 299-5718 or lulu.pang@pln.sccgov.org regarding the following comments:

Required Application Materials

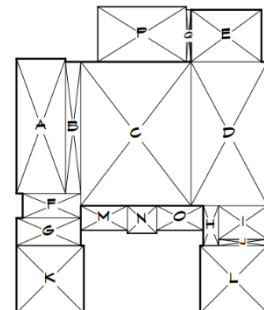
1. The Master Planning Application form is not included in the submission; therefore, it is an incomplete item. Submit the Master Application form with the owner's signature. The form can be found at <https://stgenpln.blob.core.windows.net/document/MasterAppForm.pdf>
2. The Petition for Exemption from Environmental Assessment Form has been received, but the corresponding fee (\$516.00) is still outstanding. Please proceed with the payment of the required fee for the petition for a categorical exemption through the County's online portal.

Floor Area Calculation

3. As the project is in a -n1 combined zoning district, floor area calculation is required to be shown on the submitted plans as defined in the Zoning Ordinance Section 1.30. A floor area diagram was not provided. Please place calculation diagrams on a separate plan sheet and utilize polygons (such as rectangles, squares, and triangles) to scale to provide a floor area diagram, with each polygon area calculation noted in tabular form. The polygons are to match the building footprint exactly. The definition of "floor area" per County of Santa Clara Zoning Ordinance, includes "the total area of any attached garage, and any carport, porch or similar attached structure or feature that is both: (a) covered, and (b) greater than 50% enclosed by perimeter walls." Please note where the vertical distance between any floor and the ceiling above exceeds 15 feet, **the floor area shall be counted twice**. The maximum total gross floor area for -n1 District (Los Altos) is 5,700 square feet, per Section § 3.40.030 (A). Link to Zoning Ordinance:

<https://stgenpln.blob.core.windows.net/document/ZonOrd.pdf>

Polygon/Area Designation	Dimensions	Area
A	10 x 10	100
B	10 x 10	100
C	10 x 10	100
TOTAL		300



FIRST FLOOR
SCALE: 1" = 20'

4. On the plans, please indicate whether the front porch is covered or uncovered. If the front porch is covered and more than 50% enclosed, please include the floor area toward the total gross floor area calculations, and the area of the porch needs to be included in the floor area diagram.
5. On the sheets containing the sections, the vertical distance between the floor and the ceiling above appears to exceed 15 feet in some areas (such as the kitchen, portion of the garage, and

foyer). Please indicate any areas where the vertical distance between the floor and the ceiling above exceeds 15 feet on the sections. If the vertical distances between the floor and the ceiling exceed the height thresholds, then these areas need to be counted twice toward the total gross floor area calculations.

Grading

6. Pursuant to [County Ordinance Section C12-424 \(k\)](#), a minimum of two (2) cross-sections for “Building Pads” and “Driveway” as identified in the Earthwork Quantities Table shall be required. Please show the vertical dimensions of cuts and fills and project the existing grade line on each section.

Site Plan

7. Please indicate if any gates, fences, or retaining wall is proposed. If not, please indicate “no gates, fences, retaining wall is proposed” on the revised site plan.

Tree Preservation and Removal Information

8. The submitted plans are incomplete because it does not provide sufficient information regarding tree preservation and removal. Please provide the species and trunk sizes of all existing trees to be removed in table format and include the table in the plan set. See a sample table below (add more rows as needed).

Tree Removal Summary		
Tree Number	Common Name	DBH (inches)
1		
2		
etc.		

9. Pursuant to *Santa Clara County Guidelines for Tree Protection and Preservation for Land Use Applications*, all healthy native trees 12 inches in diameter or more (at 4.5 feet above the ground) proposed for removal shall be replaced. Tree replacement will be required based on the sizes and species of the removed trees. The following tree replacement ratios apply:
 - For the removal of one small tree (5- 18 inches):
(3) 15-gallon trees, or (2) 24-inch box trees.
 - For the removal of one medium tree (18 – 24 inches):
(4) 15-gallon trees or (3) 24-inch box trees.
 - For the removal of a tree larger than 24 inches
(5) 15-gallon trees or (4) 24-inch box trees.

Please indicate the locations and common names for the replacement trees on the site plan. Note: Replacement trees should be California native. Oak trees shall be replaced with oak trees (no exceptions taken).

HISTORIC HERITAGE REVIEW

Contact Lara Tran at (408)-299-5759, lara.tran@pln.sccgov.org regarding the following:

10. Submit the "Identification of Historic Resources" [Part 1](#) and [Part 2](#).
11. As the proposed demolition of the existing residence is over 50 years old, the applicant will need to submit a historic/architectural evaluation for the existing house as part of the historic review under CEQA for the project.

LAND DEVELOPMENT ENGINEERING

Contact Darrell Wong at (408)-299-5735, darrell.wong@pln.sccgov.org regarding the following:

12. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the demolition and any stockpile areas as well. Show the limits of the demolition for the improvements shown on the existing topography and site plan.
13. Note whether the disturbed area on the site which are not covered by the house and driveway are to be landscaped, or whether permanent erosion control like hydroseeding be installed.
14. Please revise your plans for consistency. The Site Plans indicate an existing and new swimming pool, but the existing topographic survey and the grading plans do not indicate any improvements including a pool.
15. The proposed development impacts drainage flows. Please provide a revised Drainage Plan that demonstrates the following items the on-site drainage will be controlled in such a manner as to not increase the downstream peak flow or cause a hazard or public nuisance. If this cannot be demonstrated, provide a detention system pursuant to the Design Guidelines in Section 6.3.3 of the 2007 Santa Clara County Drainage Manual prior to the discharge of storm drainage at the bubbler.
16. Please demonstrate that the private access road Nandell Lane from the end of the county-maintained section at Villa Dive to the driveway shown on the plan conforms to County Standard Detail SD2. If the access road does not conform to County Standard Detail SD2, submit a proposal to build a pro rata portion of Nandell Lane based upon the fully developed use of the road. Provide a road study, or other documentation, justifying the proposal. For additional information refer to the County of Santa Clara Standards and Policies Manual – Volume I, Land Development (Private Road Stage Improvements, page A6.1) A copy of the manual is available on-line at:
https://stgenpln.blob.core.windows.net/document/StandardsPoliciesManual_Vol1.pdf Please note that a B4A shoulder and B4 driveway approach are not applicable in this private road project.
17. Please include a driveway approach per SD4 that conforms to County standard slopes of less than 5% grade from the edge of the pavement to the right of way.

18. Based upon County policy, a right-of-way dedication of twenty-eight feet measured perpendicularly from the road centerline would be required with this development. Label the dimension from the proposed structure to the required right-of-way dedication. The setback for the structure may be impacted.
19. Please submit evidence of legal access to the site from the nearest publicly maintained road, Villa Drive, compiled and/or prepared by a Licensed Land Surveyor or Registered Civil Engineer authorized to practice land surveying per C12-326 of the Single Building Site Ordinance. In the plans, note the recorded document information for all easements.
20. Please include all applicable easements affecting the parcel(s) with benefactors and recording information on the site plan. Please supply a copy of a preliminary title report, prepared within the current ownership of the property, with a statement from the owner that no subsequent encumbrances have been recorded since the preparation of the title report.
21. Submit a completed San Francisco Bay Watershed Questionnaire. Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans. Please note that requirements for the SF Bay watershed will change for projects not approved by June 30, 2023 for all projects that have not yet obtained approval by that date.

FIRE MARSHAL OFFICE

Contact Alex Goff at (408) 299-5763 or alex.goff@sccfd.org regarding the following:

22. Plans are to show a fire hydrant located within 600 ft. exterior path of travel to all portions of the sprinklered structure. [CFC Section 507.5.1]
23. Plans to show hydrant as (N) or (E) and standard or wharf hydrant.
24. Provide fire hydrant flow data for standard fire hydrant located within 600 ft. exterior path of travel. Data to be recorded within 1 year and show a minimum of 1,000 gpm is available at 20 psi. [CFC Table B105.1(1) and Table B105.1(2)]
 - a) Flow has been reduced from 2,000 gpm due to fire sprinklers.

Prior to resubmittal, please feel free to contact me to schedule an appointment so we can meet virtually and discuss my comments regarding the project.

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.

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.

Any future application submittals must address all comments listed above. If you have questions regarding the application, please contact me your project planner at (408) 299-5718 or lulu.pang@pln.sccgov.org.

Sincerely,

Lulu Pang
Assistant Planner

cc:

Samuel Gutierrez, Principal Planner
Lara Tran, Senior Planner
Darrell Wong, Senior Civil Engineer
Alex Goff, Deputy Fire Marshal