

County of Santa Clara

Department of Planning and Development

County Government Center, East Wing, 7th Floor

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Phone: (408) 299-5700

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June 29, 2023

Jonathan Fales
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Roseville, CA 95678

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BY EMAIL ONLY

FILE NUMBER: PLN23-091
SUBJECT: Building Site Approval to demo (E) SFR, and build (N) 2,687 square foot SFR with detached 674 square foot ADU
SITE LOCATION: 11730 Par Avenue, Los Altos (APN: 331-02-012)

Dear Jonathan:

The application for Building Site Approval is **incomplete**. For the application processing to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with Rebecca Rockom, the assigned 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/or 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.

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

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

PLANNING

Contact Rebecca Rockom at (408) 299-5707 or rebecca.rockom@pln.sccgov.org regarding the following comments:

1. This project application initially listed a 674 SF detached ADU, but the submitted plan set only includes a 2686.8 square foot single family residence. Please confirm that an ADU is not included on the scope of work to review.
2. Please show the zoning setbacks on the site plans for the **R1E-1Ac-n1** district. The required setbacks are 30' from the front, 20' from the side, and 25' from the rear property lines. Applicant is eligible for a reduced side setbacks pursuant to § 4.20.110(C)(1). This parcel is 8,670 square feet and substandard to the minimum lot size of 1 acre and therefore qualifies for a reduced side setback of 10 feet. This setback reduction must first be approved by either the Zoning Administrator or a Principal Planner.
3. Please correct the figures on the title page of the site plans (A-1) pursuant to the reduction allowed per § 4.20.110(C)(1).
4. The allowable height should be listed on the title page, A-1, on the site plans, as 27' (not 20').
5. Please show distance from rear property line to back of residence.
6. Please verify the grading quantities of cut and/or fill in cubic yards in a tabular format on the site plans. The table should list the proposed quantities for each proposed improvement (e.g., underneath the residence, driveway, access road, landscape areas, cut and fill slopes outside the building footprint, etc.). If no grading is needed, please state as such on the site plans.
7. Please indicate on the site plans if any trees are proposed for removal. Please list in a tabular format, all trees to be removed with the location, species, and size of the tree (diameter at 37.5 inches above ground level). If no trees are proposed for removal, please state as such on the site plans.
8. If no longer pertinent to this project, please remove the crossed-out items as shown on the site plans, page A-1.

LAND DEVELOPMENT ENGINEERING

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

9. Please provide a table of the estimated earthwork quantities per C12-424(g). Quantities should be separated into the different bodies of work for the project.
10. Please provide a table of the estimated impervious areas that are created as a part of the development. The net change in impervious areas shall be clearly stated on the plans.
11. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the septic field and any stockpile areas as well.
12. Show all of the existing and proposed utilities on the plans. The existing and proposed sanitary sewer lines are not currently shown on the plans and need to be shown.

13. The proposed development may impact drainage flows, thereby not meeting the exemption requirements of Section C12-407 of the County Grading & Drainage Ordinance. Please provide a Drainage Plan that demonstrates the following items:
 - a. the site can be adequately drained,
 - b. the proposed development will not cause problems to the nearby properties,
 - c. 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.
14. 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.
15. Submit a completed San Francisco Bay Watershed Questionnaire (MRP 3.0). Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans.

FIRE MARSHAL

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

Land Use

16. Provide a Response Letter addressing comments below. More comments may be made when more information is supplied.
17. Sheet 1 of 7 is to reference the current 2022 CFC, the plans reference the previous code cycle (2019).
18. Clarify the Project Summary on sheet 1 of 7. The plans state a (N) 2686.8 sf SFR, it's not clear if this includes a detached garage and any covered decks. Fire uses the total Fire Area to determine the required fire hydrant flow, the total Fire Area isn't clear at this time.
19. Sheet 1 of 7 contains a number of lined out areas on this initial submittal. This information should be removed as this was never a part of this submittal.
20. Site Plan to show a standard fire hydrant located within 600 ft. exterior path of travel to all portions of sprinklered structure. [CFC Section 507.5.1]
 - a) Plans are to label the standard fire hydrant as (N) new or (E) existing.
21. Provide fire hydrant flow data for hydrant located within distance requirements. 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)].
 - b) Contact water purveyor for flow data.
 - c) The Fire Area wasn't clear on the plans, the required flow may differ when the plans are more clear.
22. Plans to show minimum access road (portion of access serving 3 or more parcels) drivable width of 18 ft. excluding shoulders per CFMO-A1. The access road is the fire department access route to the structure and leaving the site. This will include Par Ave. and Spalding Ave. as the drivable width excluding shoulders is unknown. [CFMO-A1 Section II.A.2]

ROADS AND AIRPORTS

Contact Thomas Esch at (408) 573-2450 or tom.esch@rda.sccgov.org regarding the following comments:

23. Show on the revised plans the existing centerline, edge of pavement, and limits of the Par Ave right-of-way (ROW).
24. Indicate on plans that Par Ave is a County Maintained Road.
25. All driveways accessing the property will be required to be improved to County Standard B/4, and the revised plans should indicate as such. Include County standard details on the plan sets.
26. The property's frontage will be required to be improved to County Standard B/4A. Indicate improvements on the revised plans to identify any conflicts that will need to be resolved (i.e. utility poles, trees, culverts, etc.). Indicate frontage improvements on the plans.
27. Indicate on plans the clearing of vegetation at driveway entrance to maintain adequate line of sight for the proposed driveway. Refer to Santa Clara County Zoning Ordinance Section 4.20.050.
28. Gates, fences, retaining walls, fixed appurtenances, etc. shall be located outside the limits of the County maintained road ROW. Indicate on plans the intent of any existing or future items in the ROW.

ENVIRONMENTAL HEALTH

Contact Darrin Lee at (408) 573-5748 or darrin.lee@deh.sccgov.org regarding the following comments:

29. For the proposed single-family residence and accessory dwelling units, obtain and provide either proof of sewer connection and/ or a sanitary sewer will serve letter from the local sewer district/ jurisdiction, City of Los Altos.
30. Obtain and provide a water will serve letter from the local domestic water service provider -- California Water Services -- for the two proposed dwellings.

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 application has 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.

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If you have questions regarding the application, please contact (408) 299-5707 or rebecca.rockom@pln.sccgov.org.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Rockom".

Rebecca Rockom
Assistant Planner