

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



December 7, 2023

Beck James L Trustee
22217 Old Santa Cruz Hwy.
Los Gatos, CA 95033
Email:
BY EMAIL ONLY

FILE NUMBER: PLN23-199
SUBJECT: Building Site Approval (BSA) for a new single-family residence with detached garage on vacant lot.
SITE LOCATION: 22197 Old Santa Cruz Hy, Los Gatos, CA 95033 (APN: 558-08-130)

Dear Ms. Pollard,

The application for Building Site Approval submitted on November 7, 2023 is **incomplete**. For the application processing to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the 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 TO SCHEDULE AN APPOINTMENT.

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

PLANNING OFFICE

Contact the Project Manager at (408) 299-5707 or eunice.ban@pln.sccgov.org regarding the following comments:

1. Applicant will need to apply for [Grading Approval](#), as grading quantities exceed 150 cubic yards. The required Grading Approval application fee of \$2,434.66 must be included with the resubmittal. Preliminary grading plans should include all items

specified in [Sec. C12-424 of the County Grading Ordinance](#). Furthermore, grading should calculate areas for yard and driveway separately as stated in the following policy letter.

2. Please provide an average slope calculation of the development area as defined by the [guideline](#). Should the average slope exceed 30 percent, applicant will be required to submit application materials as listed on this [checklist](#), and a Pre-Application will be required with the submittal of a complete architectural plan.

LAND DEVELOPMENT ENGINEERING

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

5. Please provide a revised table of the estimated earthwork quantities per C12-424(g). The residence appears to be placed on fill, but the table indicates that there is no fill.
6. Please provide a revised table of the estimated impervious areas that are to be created or legalized as a part of the development. The net change in impervious areas shall be clearly stated on the plans and shall include any unpermitted impervious areas to be legalized.
7. Please identify what appears to be fill placed on APN 558-08-095 which is located beneath the accessory structure to remain and the related access and its surroundings. This material doesn't appear to be natural. The structure and fill don't appear on past aerial photos. Are these areas of improvement unpermitted and to be legalized? Please identify as necessary.
8. 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 construction staging areas as well.
9. Identify the property/lot line running through the septic field. Will the lots be merged so that the improvements for the development do not cross property lines?
10. Show all of the existing and proposed utilities on the plans.
11. The approximate known soil or geologic hazard areas.
12. The proposed development impacts 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.
13. Please demonstrate that the access road from the end of the county-maintained intersection with Old Santa Cruz Highway 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 the unnamed access road 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

14. Please include a driveway approach per SD4 that conforms to County standard slopes of less than 5% grade 20 feet from the edge of pavement or to the right of way, whichever is greater.
15. Based upon County policy, a curvilinear right-of-way dedication of thirty feet measured perpendicularly from the western property line would be required to be offered with this development. It appears that the proposed house will/may encroach on the proposed right-of-way/setback. Please review with Planning Department Staff regarding setback requirements.
16. Please note evidence of legal access to the site from the nearest publicly maintained road 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 on the plans. In the plans, note the recorded document information for all easements providing access to the development.
17. Please include all applicable easements affecting the parcel(s) with benefactors and recording information on the site plan. Please supply a copy of the 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.
18. Please include the location of the existing property line with the cross section of the retaining wall grading, including the proposed wall, per Section C12-424 (j) and (k) of the County Grading & Drainage Ordinance. The preliminary design of the retaining wall shall be shown on the plans with respect to the property line and the surrounding finished grade.
19. Submit a completed San Francisco Bay Watershed Questionnaire should the revisions to the plans propose to create 10,000sf or greater new or replacement impervious area. Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans.

DEPARTMENT OF ENVIRONMENTAL HEALTH

Contact Darrin Lee at (408) 299-5748 or darrin.lee@deh.sccgov.org regarding the following comments:

20. Obtain stamped septic design plans from DEH. Once obtained, upload stamped septic design plans to Accela for review and sign off.
21. Provide a will serve letter from local water purveyor/water company verifying water service to this development. Once obtained, upload will serve letter to Accela for review and sign off.

If water is to be provided by a private well, then please contact Jeff Camp at jeff.camp@deh.sccgov.org to obtain water clearance. Once water clearance is obtained, upload clearance letter to Accela for review and sign off.

GEOLOGY

Contact David Seymour at (408) 299-6711 or david.seymour@pln.sccgov.org regarding the following comments:

22. The properties are located within a State Seismic Hazard Zone for Earthquake-Induced Landslides, which is also a County Landslide Hazard Zone. Submit a **geologic report** that includes an evaluation of slope stability in accordance with the guidelines provided in California Geological Survey in SP117A (2008). The report must be prepared, signed, and stamped by a California Certified Engineering Geologist. A **geologic report review fee** will be invoiced after the report is submitted for review.

FIRE MARSHAL'S OFFICE

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

23. General Note- Project is located within the State Response Area (SRA) and the Wildland Urban Interface (WUI).
 - a) Chapter 7A of the CBC to be met at Building Permit submittal.
 - b) Defensible space to be maintained at all times.
 - c) PRC-4290 compliance will be reviewed by CAL FIRE.
24. Provide a Response Letter addressing comments below. Provide sheet that comments were addressed. More comments may be made when more information is supplied.
25. Provide size of structures in the scope of work as this will affect the fire protection water amount that will be required.
26. Fire sprinklers are to be listed as a deferred submittal. [CFC Section 903.2 and Santa Clara County Ordinance No NS-110.136 Section B7-9.d]
27. Civil sheets including sheets 4 and 5 of 13 show north arrow pointing straight up. It appears this may be incorrect as the plans show Old Santa Cruz Hwy traveling west to east, it appears this portion of road should be north to south. Clarify on resubmittal as this is adding some confusion to the plan review process.
28. Plans are to clarify water source, such as the water mutual or a private well.
29. Plans to show hydrant as (N) or (E) and standard or wharf hydrant.
30. Provide fire hydrant flow data for hydrant located within distance requirements. Data to be recorded within 1 year and show a minimum gpm available at 20 psi. meeting Appendix "B" of CFC. [CFC Table B105.1(1) and Table B105.1(2)]
 - a) Contact water purveyor for flow data.
 - b) The size of structures is needed to determine the required flow.

31. If a water purveyor isn't available, plans are to show above ground water tanks and a wharf hydrant meeting CFMO-W1, W4 and W5. Plans are to state the size and use of water tanks.
 - a) An additional 3,000 gallon above ground water tank would be needed for domestic/fire sprinkler water. This is in addition to the water tank/s for the wharf hydrant.
32. Driveway to be made of an "all weather" material capable of holding 75,000 pounds, this is to be noted on the plans. [CFC Section D102 and CFMO-A1 Section II.G]
33. Fire department turnaround to be kept clear at all times. The plans appear to show something in-front of the home that protrudes into the turnaround. It's not clear if this is a deck or some top of object that would affect fire department apparatus from turning around. Resubmittal is to clarify this information.

Please ensure that comments are incorporated into 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, Design Review, and Grading 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.

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

Sincerely,

Eunice Ban, AICP
Senior Planner