

# 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](http://www.sccplandev.org)



July 18, 2024

**\*\*Sent via email\*\***

Chen Yang

1638 Corte Via

Los Altos, CA 94024

[bobacortevia@gmail.com](mailto:bobacortevia@gmail.com)

**FILE NUMBER:** PLN23-202

**SUBJECT:** Building Site Approval for a new single-family residence with attached accessory dwelling unit

**SITE LOCATION:** 1638 Corte Via, Los Altos (APN: 331-11-052)

**DATE RECEIVED:** June 24, 2024

Dear Chen,

The application for Building Site Approval for a new single-family residence with attached accessory dwelling unit (ADU) which was received on the above date is **incomplete**. For the application process to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the assigned project planner and must include all requested information. 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 RESUBMITTAL. PLEASE EMAIL THE ASSIGNED PROJECT PLANNER TO SCHEDULE AN APPOINTMENT.**

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

### **PLANNING OFFICE**

Contact David Horwitz at (408) 299-5795 or [david.horwitz@pln.sccgov.org](mailto:david.horwitz@pln.sccgov.org) regarding the following comments:

### Application Fees

1. Please pay all outstanding application fees prior to the next resubmittal. Application fees can be paid via the InSite Public Portal, here: <https://aca-prod.accela.com/SCCGOV/Default.aspx>

### Site Plan

2. Per previous incomplete comments, the site plan is incomplete. Please add the following information to the site plan for the next submittal:
  - a. Identify the center-line and full width of the Corte Via right-of-way;
  - b. Include a revised grading quantities table (refer to Comment No. 3); and,
  - c. Add information regarding the existing wooden deck proposed to remain (refer to Comment No. 4)
3. Per previous incomplete comments, the grading quantities provided are incomplete. On the site plan, please provide a table detailing the amount of cut and fill (in cubic yards) associated with each individual improvement (e.g. building pad, driveway, landscaping, etc.), and the total amount of cut and fill. The maximum height and depth of cut and fill must be included on the site plan.
4. An existing wood deck is now proposed to remain on the property. Indicate on the site plan the area (in square-feet), elevation above grade, distance to ADU, distance to rear property line, and permitting information.

### Floor Plan and Elevations

5. Revise the elevation point to provided on sheet A0.1 to reference the finished grade elevation, not the finished floor elevation.
6. Provide an elevation drawing for each side and the rear of the proposed structure.
7. Label the front porch on sheet A0.1. There is also an area at the rear of the proposed residence that appears to be a rear deck. Please state the use of this space. Additionally, the proposed elevation implies that there is a deck above the front porch on the second story of the residence. Clarify if a deck is proposed in this location.

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.

Please note that the Building Site Approval application is charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted. 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 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. As of the date of this letter, approximately 124% of the initial deposit associated with your "billable fee" application has been spent on the processing of your application.

If you have any questions regarding the application, please contact David Horwitz at (408) 299-5795 or [david.horwitz@pln.sccgov.org](mailto:david.horwitz@pln.sccgov.org).

Sincerely,

David Horwitz  
Assistant Planner

cc: Samuel Gutierrez, Principal Planner