

# 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

Gurpreet Sangha

776 W 9th St,

Gilroy, CA 95020

Email: [gurpreeti.mann@gmail.com](mailto:gurpreeti.mann@gmail.com)

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

**FILE NUMBER:** PLN23-205

**SUBJECT:** Special Permit for the Proposed Use of Expanded Home Occupation  
in the Unpermitted Accessory Building to Partially Abate VIO23-0216

**SITE LOCATION:** 0 Las Animas Av, Gilroy (APN: 835-15-050)

**DATE RECEIVED:** November 9, 2023

Dear Gurpreet:

Your application for a Special Permit for the Proposed Use of Expanded Home Occupation in the Unpermitted Accessory Building to Partially Abate VIO23-0216, 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.

Please note that the Department is only accepting electronic submittals. Please refer to procedures for planning resubmittal, available on the County website at:

<https://plandev.sccgov.org/how/apply-permit/planning-resubmittal-procedures>

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.

**AN APPOINTMENT IS REQUIRED FOR THIS RESUBMITTAL. PLEASE CALL ME AT (408) 299-5718 TO SCHEDULE AN APPOINTMENT.**

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

**PLANNING**

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

1. The Petition for Exemption from Environmental Assessment Form was included in the submission. Please make the payment of \$516.00 in the County’s online public portal prior to the next resubmittal.
2. The submitted site plan on Sheet A1 does not provide all the required information for review and is incomplete. Please identify the following items on the revised site plan:
  - a) Road width and rights-of-ways of Las Animas Avenue;
  - b) Proposed front setback for the home office;Note: In situations where the property line lies within the right-of-way, the setback line shall be taken from the edge of such right-of-way, and the proposed setback shall be measured between such right-of-way and the nearest point of a building or structure.
3. Provide a grading quantity table listing separately the proposed cut and proposed fill amounts for the building pad, stockpile area, grading for the access, and any other site improvements. If no grading is proposed, state “no grading is proposed’ under the scope of work.

Use	Cut	Fill	Max. Vertical Depth
Residence Pad			
Leach Field			
Driveway			
Etc.			

4. Provide evidence on the legality of the existing house (669 S.F.) and storage structure (493 S.F.) indicated on the site plan.
5. Clarify if the proposed stockpile/material storage area is temporary or permanent and indicate the square footage of the proposed storage area on the site plan.
6. Clarify the number of trucks or vans will be used in any manner with the proposed home occupation use, and the capacity in ton of each vehicle.
7. Clarify if any non-illuminated sign is proposed. If not, state “no signage is proposed’ under the scope of work.

**ROADS AND AIRPORTS**

Contact Tom Esch at (408)-573-2450, [tom.esch@rda.sccgov.org](mailto:tom.esch@rda.sccgov.org) regarding the following:

8. Show on the revised plans the existing road centerline, edge of pavement, and limits of the Las Animas Road right-of-way (ROW) with dimensions. Indicate on plans that Las Animas Road is a County Maintained Road.

9. Improvement plans must clearly indicate existing and proposed site conditions within the ROW, including but not limited to, above and below ground utility lines, easements, drainage facilities, trees, landscaping, and other structures and features. All utility relocations, replacements, abandonments, temporary facilities, and new facilities shall be shown.
10. 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.
11. 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.).
12. Include County Standard details on the plan sets. While not required during the planning review process, driveway and frontage details with dimensions and specifics will be required during the encroachment permit process, in sufficient detail to fully demonstrate application of the County standards that will apply to the driveway, driveway gates, frontage and drainage to be constructed (i.e., not only referencing the County details).
13. Gates, fences, retaining walls, fixed appurtenances, etc. shall be located outside the limits of the County maintained road ROW. Gates shall be located 30 feet from edge of pavement. Indicate on plans the intent of any existing or future items in the ROW.

#### **ENVIRONMENTAL HEALTH**

Contact Darrin Lee at 408-299-5748, [darrin.lee@deh.sccgov.org](mailto:darrin.lee@deh.sccgov.org) regarding the following:

14. Septic feasibility testing has begun with DEH oversight. Please obtain a DEH stamped "approval recommended" septic design site plan. Once obtained, upload the stamped septic design plan to Accela for review and sign off.
15. Contact Jeff Camp at 408-918-3473 for water clearance. Once obtained, upload water clearance approval letter to Accela for review and sign off.

#### **LAND DEVELOPMENT ENGINEERING**

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

16. 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. Please provide earthwork calculations of the earthwork quantities shown on the plans.
17. Please provide a table of the estimated impervious areas that are created or legalized as a part of the development. The net change in impervious areas shall be clearly stated on the plans.

18. Please show the limits of the disturbed area as a result of the proposed development and legalization. Include the disturbed areas of the required septic field and any construction staging areas.
19. The plans shall show all existing permitted and unpermitted improvements and identify whether those improvements that are not installed with a permit are to be demolished or permitted. Clearly identify on the plans the improvements' status and function/use.
20. Show all of the existing and proposed utilities on the plans to support the development.
21. The proposed development may impact drainage flows by increasing impervious area, 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.
22. Please provide a driveway plan and section to conform to County Standard Detail SD5 or as required by the County Fire Marshal's Office, whichever is greater.
23. Provide shoulders to support the driveway and the fire turnaround and any turnout locations where the pavement is in a fill condition.
24. Please revise the driveway turnaround to conform to County Standard Detail SD16 or as required by the County Fire Marshal's Office or CalFire, whichever is greater.
25. 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.
26. Submit a completed Central Coast Watershed Questionnaire. Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans.

**FIRE MARSHAL OFFICE**

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

27. Comments are pending and will be provided in a revised policy letter as soon as comments are received from the County Fire Marshal Office.

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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 within 1 year of the date of this letter and will not be accepted after 1 year. 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.

If you have any additional questions regarding this application or would like to clarify Planning incomplete comments, please contact me at (408) 299-5718 or [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org).

Sincerely,



Lulu Pang  
Assistant Planner

cc:  
Samuel Gutierrez, Principal Planner