

# 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 8, 2023

Megan Miner

MM Home Designs

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

**FILE NUMBER:** PLN23-206  
**SUBJECT:** Administrative Design Review for 1,335 sf new additions to existing home: (N) 625 sf garage, (N) 505 sf living space, (N) 120 sf covered porch, and convert 85 sf (E) garage to living space.  
**SITE LOCATION:** 16431 Matilija, Los Gatos, CA 95030 (APN: 510-30-003)  
**DATE RECEIVED:** November 9, 2023

Dear Megan Miner,

Your application for Administrative Design Review of 1,335 sf new additions to existing home located at 16431 Matilija, Los Gatos (APN: 510-30-003) was received on the above date and 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, please 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 OFFICE**

Contact Buyan Batbaatar at (408)299-6724 or [buyan.batbaatar@pln.scc.gov.org](mailto:buyan.batbaatar@pln.scc.gov.org) regarding the following comments:

### *Checklist Items*

1. Several checklist items were not included as a part of the submittals for a Design Review. Please refer to the attached checklists and submit the missing items. Relevant forms can be found at the links below.  
[Design Review](#)  
[Design Review Checklist Items and Forms](#)
2. Please provide the copy of Assessor's Parcel Map.
3. Please provide the copy of current Recorded Grand Deed for the subject property.
4. Please complete and sign the [Master Application Form](#).
5. A requirement on the design review checklist is to submit a completed Well Information Questionnaire, which was not included in the submittal. Please submit a completed [Well Information Questionnaire](#).
6. A requirement on the design review checklist is to submit an [evidence showing legal creation of lot](#), which was not included in the submittal.
7. A requirement on the design review checklist is to submit a [petition for exemption from Environmental Assessment & Applicable Fee Form](#), which was not included in the submittal.
8. Design Review projects require cross sections with the submittal to verify compliance with the design review provisions. Cross sections are to be provided through the highest portions of the buildings.
9. Design Review projects require color samples to be indicated with the submittal to verify compliance with the design review provisions. Submit color samples indicating that the light reflectivity value (LRV) of exterior surfaces shall not exceed 45. Refer to the color/materials board. Please include the manufacturer's information for staff to verify.
10. Include an earthwork quantity table for any grading associated with the project. Provide the breakdown of total earthwork quantities (cut/fill in cubic yards and associated vertical height) for the various improvements.
11. Please clarify if any tree removal is proposed. If no tree removal is proposed, add a note "no tree removal is proposed" on the cover sheet. Otherwise, provide the species/common name and trunk sizes of all existing trees to be removed in table format and include the table in the plan set.

12. Pursuant to section [C1-22](#), alterations that result in demolition of more than fifty (50) percent of the lineal feet of existing legally established exterior and interior walls shall be classified as a "rebuild." The lineal footage calculations shown on sheet 14/27 of the plans propose a demolition of 523 lineal footage of existing exterior and interiors walls. The calculations however differ from the submitted Rebuild threshold table. Please update the rebuild threshold table with the correct information and ensure that proposed demolition of existing walls do not exceed the (50) percent threshold.

### **ENVIRONMENTAL HEALTH**

Contact Jeff Camp at (408)-918-3473, [Jeff.Camp@deh.sccgov.org](mailto:Jeff.Camp@deh.sccgov.org) regarding the following comments as Darrin Lee is out of the office at the moment:

13. Provide a will serve letter from local water purveyor/water company verifying service to new development.
14. If this development is to be served by urban sanitary service provider, then please provide a sewer permit or letter from sanitary sewer provider verifying service to the new development. Existing septic tank and leach field will need to be abandoned per County Building Department requirements. OR
15. If development is to be served by existing septic system, then accurately locate and show the existing onsite wastewater treatment system (septic tank and dispersal field) on a revised site plan. For assistance in locating the existing onsite wastewater treatment system (OWTS), follow the provided link and complete the online request form to obtain an as-built drawing for the subject property/ septic permit #21344. After obtaining an as-built drawing, overlay the as-built information onto a revised site plan to be submitted to Environmental Health.  
<https://cepascc-ca.nextrequest.com/>
16. Apply for and receive a recommended approval stamp/ septic clearance from the Department of Environmental Health. This is a separate submittal to Environmental Health and subject to the completion of the "Land Use Plan Review Application" and payment of applicable fees. Follow the provided hyperlink to the online application form: [Plan Check Application Form \(sccgov.org\)](#). Note: If staff determines the project requires additional testing for OWTS feasibility, the project owner /applicant will be directed to complete an additional service application for OWTS feasibility and pay the required fees prior to commencement of work and/or testing activities.

For further information related to septic clearance and/ or the procedures to receive septic system clearance, follow the provided hyperlink: [Application for Septic/OWTS Clearance for Building Additions and Accessory Structures - Consumer Protection Division - County of Santa Clara \(sccgov.org\)](#).

17. Submit the completed service application to [DEHLandUse@deh.sccgov.org](mailto:DEHLandUse@deh.sccgov.org). A project number and a land use specialist will be assigned to your project.

18. Upon receiving septic/grading clearance from the Department of Environmental Health, upload the approved plans to the DEV record via Accela's public portal.
19. Septic/ Grading clearance is required even if there is no plumbing involved with the project. The plans must be evaluated to ensure all setbacks to the onsite wastewater treatment system are met.

### **LAND DEVELOPMENT ENGINEERING**

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

20. 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.
21. Please provide a table of the estimated increase in impervious areas that are created as a part of the development. The net change in impervious areas shall be clearly stated on the plans. The impervious area quantity shall include the addition to the house as well as the expanded driveway area.
22. 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.
23. Show all of the existing and proposed utilities on the plans.
24. The proposed development impacts drainage flows and appears to increase the impervious area of the development greater than the exempt amount, 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.
25. Please include all applicable easements affecting the parcel(s) with benefactors and recording information on the site plan.
26. The setback to the garage appears to be taken from the property line, and not the edge of the ingress egress easement. Please clarify with the Planning Office the proper setback requirements.

### **FIRE MARSHALL OFFICE**

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

27. Provide a Response Letter addressing comments below. Provide sheet that comments were addressed. More comments may be made when more information is supplied.

28. Per the County Ordinance, fire sprinklers are required when an addition greater than 500 sf. is proposed and the entire covered area is now greater than 3,600 sf. Fire Sprinklers are to be listed as a deferred submittal for the entire home and attached structures (such as the garage).
29. Plans are to show a fire hydrant located within 600 ft. exterior path of travel to all portions of fire sprinklered structure. [CFC Section 507.5.1]
30. Plans to show hydrant as (N) or (E) and standard or wharf hydrant.
31. Provide fire hydrant flow data for hydrant located within distance requirements. Data to be recorded within 1 year and show a minimum of 1,125 gpm is available at 20 psi. [CFC Table B105.1(1) and Table B105.1(2)]
  - a. Contact water purveyor for flow data.
  - b. Flow requirement has been reduced by 50% due to fire sprinkler.
32. Plans to show minimum access road (portion of access serving 3 or more parcels) drivable width of 18 ft. per CFMO-A1. [CFMO-A1 Section II.A.2]
33. Fire department turnaround meeting CFMO-SD16 needed if driveway or dead-end road is greater than 150 ft. in length. Plans to clearly label the turnaround and show the dimensions. [CFMO-A1 Section II.C and CFMO-SD16]

**Prior to resubmittal, please feel free to contact me to schedule an appointment.**

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. **PARCIAL RESUBMITTALS WILL NOT BE PROCESSED.** Fees required at the time of the 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 questions regarding the application, please contact me at (408)299-6724 or [buyan.batbaatar@pln.sccgov.org](mailto:buyan.batbaatar@pln.sccgov.org).

Sincerely,



Buyan Batbaatar, Assistant Planner