

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



January 4, 2024

SVEP Consultants LLC

1154 Park Ave,

San Jose, CA 95126

xavier@svepconsultants.com

*** Sent via email ***

FILE NUMBER: PLN23-227

SUBJECT: Grading Abatement of grading violation associated with VIO23-0137

SITE LOCATION: 24313 Summerhill Av, Los Altos (APN: 336-12-002)

DATE RECEIVED: December 6, 2023

Dear Xavier,

Your application for Grading Abatement to remove unpermitted grading covering an existing drainage easement 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.

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, 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.

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

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

Site Plan

1. The submitted site plan on Sheet C2.0 does not provide all the required information for review and is incomplete. Please identify the following items on the revised site plan:
 - a) Indicate 30-foot stream setback lines measured from both sides of the top of banks;
 - b) Show all existing buildings and existing pavements to the full extent;
 - c) Show the limits of grading violation area;
 - d) It appears that the CMU retaining wall is within the drainage easement. Clarify if the CMU retaining wall is proposed to be removed.

2. Provide an earthwork summary table detailing the grading quantity of cut, fill, import, export, and vertical depth (cut/fill) for all proposed improvements. See a sample table below (add more rows as needed).

Use	Cut (C.Y.)	Fill (C.Y.)	Imports (C.Y.)	Exports (C.Y.)	Max. Vertical Depth of Cut	Max. Vertical Depth of fill

3. Completed Grading Design Standards Forms have not been included in the submittal and per the [Grading Abatement Checklist](#), the Grading Design Standards Forms are required to be included in the submission. This documentation is required to be prepared and signed by a registered civil engineer. Link to the form: https://stgenpln.blob.core.windows.net/document/Grading_Standards_Form.pdf.

4. Submit a copy of the Current Recorded Grant Deed.

5. Submit Petition for Exemption from Environmental Assessment Form. Link to the form: https://stgenpln.blob.core.windows.net/document/CEQA_Exemption_2013.pdf.

6. Submit a Completed Well Information Questionnaire. Link to the questionnaire: https://stgenpln.blob.core.windows.net/document/Well_info.pdf.

7. Submit a Hazardous Sites Questionnaire and utilize this [website](#) to complete the form. Link to the form: https://stgenpln.blob.core.windows.net/document/Hazardous_Questionnaire.pdf.

LAND DEVELOPMENT ENGINEERING

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

8. Please provide a table of the estimated earthwork quantities per C12-424(g). Quantities shall include all material moved or imported to cover the area of the creek over the plywood boards.
9. Provide a typical cross section of the work through the creek and the surrounding disturbed area. The cross section should be based upon a topographic survey showing the top and bottom of the creek bank along with the flow line.
10. Please show the limits of the disturbed area as a result of the unpermitted site work and proposed abatement. Show on the plans the extent of the unpermitted work and disturbance including the areas over which the creek flow found a new way to traverse past the obstructed creek. The plans shall clearly indicate the removal of the boards and material from the creek area and a restoration of the creek.
11. 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 restored creek to have an equal or greater hydraulic capacity than the pre-violation condition. Provide a detail of the creek as it crosses beneath the fencing along property line.
12. Please include all applicable easements affecting the parcel with benefactors and recording information of the document which originally created the easement on the site plan. Please reference Book 18 of Maps Page 45 as necessary.
13. Show all of the existing utilities on the plans.

ROADS AND AIRPORTS

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

14. Summerhill Ave has a Future Width Line (FWL) for a 50-foot full street. Show on the revised plans the existing centerline, edge of pavement, and limits of the Summerhill Ave right-of-way (ROW) and the limits of the FWL. A curvilinear dedication of approximately 10 feet to public right-of-way will be required. Plans incorrectly indicate Summerhill Avenue is 50' wide, whereas width is 40' in front of parcel 33612002, unless survey records are produced that indicate otherwise.
15. Indicate on plans that Summerhill Ave is a County Maintained Road.
16. Improvement plans must clearly indicate existing and proposed site conditions within the ROW and within the FWL if applicable, 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.

17. Demonstrate that the post-development maximum flow rate into the County Road right-of-way is equal-to or less-than the pre-development corresponding storm event flow rate per the County Drainage Manual. Provide engineered plans and drainage calculations for any detention or retention system necessary to satisfy this requirement.
18. 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.
19. Identify on plans any trees or shrubs to be trimmed or removed, or any objects or fences to be relocated, in accordance with County Ordinances B17-68 and B17-69, within the lines of a triangle which has sides 20 feet from the point of intersection of the curbline/edge of pavement and the driveway.

Prior to resubmittal, please feel free to contact me to schedule an appointment so we can meet virtually and discuss my comments regarding the project.

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. **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.

Any future application submittals must address all comments listed above. If you have questions regarding the application, please contact me your project planner at (408) 299-5718 or lulu.pang@pln.sccgov.org.

Sincerely,

Lulu Pang
Assistant Planner
cc: Samuel Gutierrez, Principal Planner