

# 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



**\*\*VIA Emails Only\*\***

May 21, 2024

Mingwei Chen

Via email @ [flny8@hotmail.com](mailto:flny8@hotmail.com)

**FILE NUMBER:** PLN24-080

**SUBJECT:** Building Site Approval and Grading Approval for a 7,651 square-foot (s.f.) single-family residence with a 1,258 s.f. attached garage. Grading quantities consists of 243 cubic yards of cut and 163 cubic yards of fill for maximum of 1.7 feet in vertical depth.

**SITE LOCATION:** 11655 Foothill Avenue, Gilroy, CA 95020 (APN: 830-29-003)

**DATE RECEIVED:** April 30, 2024

Dear Mingwei Chen,

Your application for Building Site Approval and Grading Approval was received on the above date and is **incomplete**. For application processing to resume, please 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>. Resubmittals are made electronically with Reva Kakaria, the assigned project manager/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 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 particular specialty or division and can provide details about the requested information.

**A VIRTUAL APPOINTMENT IS REQUIRED FOR A RESUBMITTAL. PLEASE EMAIL ME TO SCHEDULE AN APPOINTMENT.**

Please submit electronic copies of the revised plans/resubmittal documents (PDF) with a written response letter addressing each incomplete comment. All items must be addressed and included in the submittal.

### **PLANNING OFFICE**

Contact Reva Kakaria at (408) 299-5792 or [reva.kakaria@pln.sccgov.org](mailto:reva.kakaria@pln.sccgov.org) regarding the following comments:

1. The following items, required by the [Residential Planning Submittal Checklist](#) for Building Site Approval/Grading Approval, are missing or do not follow the requirements stated on the checklists. As such, this application is incomplete. Please include or correct the following items:
  - a. A full, completed copy of the [Planning Master Application Form](#), signed by the property owner. Currently, the form is largely not filled out.
  - b. A copy of the current recorded grant deed.
  - c. Evidence showing legal creation of the lot. Please see the [Deeds & Lot Legality Handout for details](#).
  - d. A completed [Petition for Exemption from Environmental Assessment Form](#).
  - e. A completed Hazardous Sites Questionnaire (part of the Master Application Form).
  - f. A completed Well Information Questionnaire (part of the Master Application Form).
  - g. A completed Habitat Conservation Plan Screening Form. The provided form is largely not filled out.

### **LAND DEVELOPMENT ENGINEERING**

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

2. 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.
3. Show the full extent of the electrical utilities on the plans. Include the installation of the electrical utility within the disturbed area. The plans currently appear to show only a portion of the electrical installation.
4. The proposed development impacts drainage flows, thereby not meeting the exemption requirements of [Section C12-409](#) of the County Grading & Drainage Ordinance. Please provide a revised Drainage Plan that demonstrates that the runoff from the proposed impervious area is entirely captured and routed for treatment.
5. If the runoff from the driveway is to run alongside the driveway in a concentrated manner, please clearly show that flow with respect to the leach field location and verify the concentrated drainage with the Department of Environmental Health.

6. Please revise the driveway plan and section to conform to County Standard Detail SD5 or as required by the County Fire Marshal's Office, whichever is greater. An 18' wide drivable surface may not be necessary and may not meet the County Ordinance requirements to minimize grading. Provide a typical section of the driveway and the gravel driveway.
7. Provide shoulders to support the driveway, and the fire turnaround locations where the pavement is in a fill condition.
8. Please revise the driveway turnaround to conform to County Standard Detail SD16 or as required by the County Fire Marshal's Office or CAL Fire, whichever is greater. Verify the dimensions of the required turnaround.
9. Please include all applicable easements affecting the parcel 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.
10. Submit a completed [Central Coast Watershed Questionnaire](#). Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans. The current plans do not include a treatment facility, which will be required based on the impervious area that is proposed for the development.
11. Clearly show the location of the existing flow line of the creek. Revise the storm drainage easement dedication limits such that it is a 30' in minimum width, with limits 5' beyond the top of bank for maintenance purposes, whichever is greater.
12. Revise the file number on the sheet border to reflect the record number PLN24-080.

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 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.

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 this application, please contact (408) 299-5792 or [reva.kakaria@pln.sccgov.org](mailto:reva.kakaria@pln.sccgov.org).

PLN24-080  
May 21, 2024

Sincerely,

*Reva Kakaria*

Reva Kakaria  
Assistant Planner

**CC:**

Samuel Gutierrez, Principal Planner  
Lara Tran, Senior Planner  
Darrell Wong, LDE