

# 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



October 18, 2024

Anja Hamilton  
Melissa Baker  
Email: [anja.hamilton@gmail.com](mailto:anja.hamilton@gmail.com)  
[info@powellandassoc.com](mailto:info@powellandassoc.com)

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

**FILE NUMBER:** PLN24-185  
**SUBJECT:** Special Permit for a residential accessory structure with more than two internal plumbing fixtures  
**SITE LOCATION:** 2325 Dahlberg Drive, Morgan Hill, CA 95037-9432 (APN: 773-16-014)  
**DATE RECEIVED:** September 20, 2024

Dear Anja Hamilton and Melissa Baker,

Your application for a Special Permit 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 [Planning Residential Checklist](#) for a Special Permit are missing. As such, this application is incomplete. Please include or correct the following:
  - a. A site plan that identifies all the relevant information described in the County's [Sample Site Plan](#) (see Comment 2).
  - b. A completed [Petition for Exemption from Environmental Assessment](#).
  - c. Elevations calling out the finished grade elevation. Please measure height from finished grade to the top of the structure.
2. The following items required by the [Sample Site Plan](#) are missing from the provided plans. As such, this application is incomplete. Please include or correct the following items on the plans:
  - a. All right-of-way easements and adjacent streets. The centerlines and edges of right-of-way for Kimberly Court and Dahlberg Drive must be clearly shown and labeled.
  - b. Location of all existing and proposed development. The site plan does not appear to show all structures, hardscape, driveways, etc. located on the site.
  - c. Distances between structures, and between the proposed structure and property lines/edges of right-of-way. Clearly indicate the distance between the proposed structure and the edge of Kimberly Court right-of-way.
  - d. Location of septic systems and wells.
  - e. Location, common name, diameter, and number of trees to be removed or located near improvements.

**DEPARTMENT OF ENVIRONMENTAL HEALTH**

Contact Darrin Lee at 408-918-3435 or [darrin.lee@deh.sccgov.org](mailto:darrin.lee@deh.sccgov.org) regarding the following comments:

3. On a revised site plan, accurately locate and show the existing onsite wastewater treatment system and location of the proposed accessory building.

Note: Horizontal setbacks to be aware of: Septic system leach field to building = 10 feet; septic tank to building = 5 feet.

**LAND DEVELOPMENT ENGINEERING**

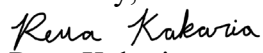
Contact Darrell Wong at (408) 299-5735 or [darrell.wong@pln.sccgov.org](mailto:darrell.wong@pln.sccgov.org) regarding the following comments:

4. Please provide a table of the estimated impervious areas that are created as a part of the development as well as all impervious area created since 2009. The net change in impervious areas since 2009 shall be clearly stated on the plans. These areas shall include, but are not limited to any new structures, patio, and parking areas. Clearly identify all of these newer or proposed impervious areas with their square footage on the plans.
5. Show all of the existing and proposed utilities on the site plans.
6. Identify the existing structure that exists adjacent to the pool on the plans.

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).

Sincerely,  
  
Reva Kakaria  
Assistant Planner

CC:  
Samuel Gutierrez, Principal Planner  
Darrin Lee, DEH  
Darrell Wong, LDE