

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 4, 2024

****Sent via email****

16231 Matilija, LLC

c/o Mark Smith

16359 Belmont Court

Monte Sereno, CA 95030

hit.the.mark.smith@gmail.com

FILE NUMBER: PLN24-211
SUBJECT: Tree Removal Permit for the Removal of One Oak Tree
SITE LOCATION: 16231 Matilija Dr, Los Gatos (APN 510-30-009)
DATE RECEIVED: November 5, 2024

Dear Mark,

The application for a Tree Removal Permit which was received on the above date, is **incomplete**. For the application process to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the assigned project 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 there are any questions about the information requested, please contact the specific staff for that item.

A VIRTUAL APPOINTMENT IS REQUIRED FOR RESUBMITTAL. PLEASE EMAIL THE ASSIGNED PROJECT PLANNER TO SCHEDULE AN APPOINTMENT.

Please submit all electronic copies of the revised plans/resubmittal documents in PDF format with a *written response* addressing the following items.

PLANNING OFFICE

Contact David Horwitz at (408) 299-5795 or david.horwitz@pln.sccgov.org regarding the following incomplete comments:

Application Documents

1. The application is incomplete because it does not contain all application documents required by the [Miscellaneous Planning Submittal Checklist](#). For the resubmittal, provide the following application documents:
 - a. Master Planning Application – Submit a completed Master Planning Application signed by the property owner or authorized member of the LLC; and
 - b. Removal description – Provide a description of the method to be used in the removal of the tree.
2. The application is incomplete because it includes tentative locations for tree replacement, but does not include a tree replacement plan, as required by the Miscellaneous Planning Submittal Checklist. Submit a tree replacement plan that ascertains the species, size, and location of the replacement trees relative to the proposed development and throughout the property. Oak trees must be replaced with oak trees. Note that the location of the replacement trees must be selected to be in a feasible area to promote proper growth and longevity of the replacement trees.

Example: Locating trees immediately adjacent to existing trees, septic tanks, leech fields, wells, retaining walls, structural foundations, and driveways should be avoided.

Replacement trees will be required in accordance with [Santa Clara County Guidelines for Tree Protection and Preservation for Land Use Applications](#). Replacement trees shall be of a like-kind species of the tree removed, and the following are the replacement ratios:

For the removal of one small oak tree (5 – 18 inches):
Three 15-gallon oak trees, or two 24-inch oak box trees

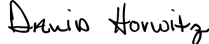
For the removal of one medium oak tree (18 – 24 inches):
Four 15-gallon oak trees, or three 24-inch oak box trees

For the removal of an oak tree larger than 24-inches:
Five 15-gallon oak trees, or four 24-inch oak box trees

For the resubmittal, provide a tree replacement plan that incorporates replacement oak trees in accordance with above tree replacement ratios.

If you have any questions regarding the application, please contact David Horwitz at (408) 299-5795 or david.horwitz@pln.sccgov.org.

Sincerely,

DocuSigned by:

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David Horwitz
Assistant Planner

cc:

Samuel Gutierrez, Principal Planner

Joanna Wilk, Principal Planner

Parya Seif, Associate Planner