

APPLICATION FOR MINOR RESIDENTIAL DEVELOPMENT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

110 E MAIN STREET, LOS GATOS, CA 95030

PLANNING@LOSGATOSCA.GOV

408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:

<https://permits.logatosca.gov/Login-and-Manage-My-Records>

PLEASE TYPE OR PRINT CLEARLY

1. PROPERTY LOCATION:

Address of subject property _____

2. APPLICANT REQUEST:

- ____ New Second Story Addition
____ Addition greater than 100 sq.ft. to existing second story
____ Reconstruction of a portion of a single or two-family dwelling with a nonconforming setback
____ Accessory structure(s) exceeding a combined square footage of 450 sq.ft.
____ Reduction in side/rear yard setbacks for an accessory structure
____ Sport Court Lighting

3. PROPERTY DETAIL:

Lot Area: _____ Zoning: _____ APN: _____

4. APPLICANT:

Name _____ Phone: _____
Address _____
City _____ State _____ Zip _____
Email _____

5. NAME OF PROPERTY OWNER: (If same as above, check here ☐)

Name _____ Phone: _____
Address _____
City _____ State _____ Zip _____
Email _____

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

SIGNATURE OF OWNER _____ **DATE** _____

6. Items Received:

_____ Envelopes _____ Mailing List (Owners & Occupants)

DO NOT WRITE IN THIS SPACE.

FEES PAID:		Additional consultant deposits (architect, arborist, WELO, etc.) may be required.
PLPERMIT	\$ 3,407.00	
PLTRACK	\$ 136.28	
PLANAP	\$ 340.70	
ENGDEV*	\$ 4,639.00	
TOTAL	\$ 8,552.98	

*When applicable

The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.logatosca.gov.

ADMINISTRATIVE PROCEDURE FOR THE PROCESSING OF APPLICATIONS FOR MINOR RESIDENTIAL DEVELOPMENT

When Architecture and Site Approval is **not** required by the Town Code, this administrative procedure will be used to review plans for a new second story, second story additions exceeding 100 square feet, construction of an accessory structure(s) greater than 450 square feet, reduction of side and rear yard setbacks for accessory structures, reconstruction of a portion of a single or two-family dwelling with a nonconforming setback, and sport court lighting.

APPLICANT SUBMITTAL CHECKLIST

1. The following materials constitute an application package and must be submitted through the Town's online portal:
 - ☐ a. Completed Application.
 - ☐ b. Filing fee. Additional consultant deposits (architect, arborist, WELO) may be required.
 - ☐ c. Development plans (PDF) to include the minimum requirements for submittal of Minor Residential Development Application listed on page 4 of the packet.
 - ☐ d. Prior to noticing, staff will require one set of stamped, addressed envelopes for each neighboring property owner and to the occupant if the structure is not owner occupied for a minimum of six parcels (or occupants).
 - ☐ e. Photographs of existing structures.
 - ☐ f. Hillside Development Standards and Guidelines Compliance Checklist (for hillside projects) or How to Read Your Neighborhood Workbook (for non-hillside residential projects).
 - ☐ g. Prior to noticing, staff will provide a property owners mailing list indicating the Assessor's Parcel Number, name and address of each property for which envelopes are to be provided by the applicant.

The Community Development Department will assist the applicant in determining the properties to be notified (a minimum of six to include all properties abutting the applicant's parcel to the rear, the three properties directly across the street and the two parcels on each side of it).

2. The Director of Community Development reviews the application using the Town's Residential Development Standards, as well as the Town Code requirements.
3. If the structure was built prior to 1941 and/or if the site is located within an historic district or is a designated historic landmark, the Town's Historic Preservation Committee will review the application. This committee will review the application using the Town's Historic District Ordinance requirements or the Development Guidelines for pre-1941 structures (whichever is applicable). Copies of these documents are available at Town Hall. The Committee meets the fourth Wednesday of every month. The filing deadline is 21 days prior to the meeting by 1:00 p.m. The Committee makes recommendations to the Director of Community Development once the plans are complete.
4. If the Planning Director intends to approve the application, a "Notice of Pending Approval" will be mailed to neighboring residents and property owners including any applicable conditions, exactions

or dedications as required. The notice will advise the residents and property owners of the applicant's plans, and that the application will be approved ten days from the date of the "Notice of Pending Approval" letter mailing.

5. Neighboring residents and property owners, or any "interested person" as defined in Town Code Section 29.10.020, may file a written notice of appeal of this decision to the Planning Commission within ten days from the approval date.
6. If the Planning Director determines that the application cannot be approved because it does not comply with the Town's Development Standards and the applicant is unwilling to revise the plans, then the applicant may file an Architecture and Site Application (including the required fee) and the application shall be considered by the Planning Commission.
7. Peer review by the Town's Consulting Architect and/or Arborist may be required with an additional deposit.

Other Agency Requirements

1. If a demolition of an accessory structure is proposed, approval must be received from the Bay Area Air Quality District, prior to obtaining a building permit. Contact the Building Division at (408) 354-6876 for more information.
2. If work is proposed in or near a creek (wet or dry), please contact the Department of Fish and Game at (707) 944-5500 to discuss their regulations and to determine whether or not permits are required from their department.
3. If construction is proposed within 50 feet of a water course, please contact the Santa Clara Valley Water District at (408) 265-2600 ext. 2253, to discuss their regulations and to determine whether or not permits are required from their department.
4. If the project is located in a hazardous fire area, any new or accessory structure over 500 square feet in area and/or an addition to any structure which is greater than 500 square feet in area shall have a residential fire sprinkler system installed throughout the entire building(s), pursuant to Town Code requirements. Depending on site access and water availability, a fire sprinkler system may be required for any new construction, whether or not it is located within the hazardous fire area. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR SUBMITTAL OF
MINOR RESIDENTIAL DEVELOPMENT APPLICATIONS**

The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants are to use this as a checklist to ensure completeness of the proposal.

A. GENERAL REQUIREMENTS:

1. Scale on each sheet.
2. North arrow on each sheet as applicable.
4. Plans fully dimensioned.

B. PLAT OR SITE PLAN WITH THE FOLLOWING MINIMUM INFORMATION:

1. All property lines.
2. All yards or building setbacks.
3. All buildings, existing and proposed, including:
 - a. Use of all buildings;
 - b. Which buildings (or portions thereof) to be removed;
 - c. Existing and proposed grades.
4. Existing trees including diameter, location, species, existing grade at the base, and driplines (include driplines of trees on adjacent parcel(s) if the dripline extends on the subject parcel).
5. Driveways and off-street parking spaces including stall size, curbs, and surfacing materials.
6. Table giving the following:
 - a. Site area;
 - b. Gross floor area (each floor and total);
 - c. Floor area ratio (maximum allowed and proposed);
 - d. Lot area coverage (building and pavement).
7. Grading plan (if applicable).
8. Location of all structures on adjacent properties located within 50 feet of subject property.
9. Easements.
10. Water courses.

★ = Subject Site • = To be notified

C. FLOOR PLAN AND ELEVATIONS WITH THE FOLLOWING MINIMUM INFORMATION:

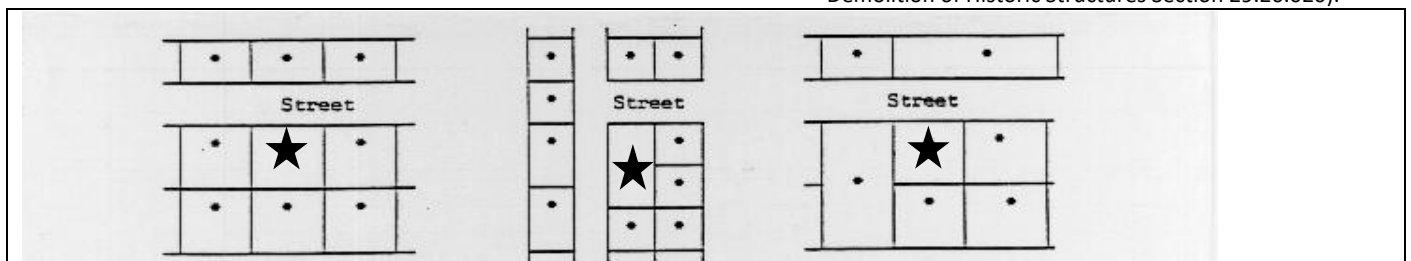
1. Dimensioned floor plans.
2. All elevations:
 - a. Existing and finished grade;
 - b. Height of structure.
3. Photos of existing structure.
4. Exterior materials (existing /proposed).
5. Demolition floorplans showing location, linear footage and percent of walls to be removed. Proposed project must maintain 50% or greater of the exterior wall framing (See Demolition Policy).

D. STREETScape, SHADOW STUDY AND CROSS SECTION (NOT NECESSARY FOR ACCESSORY STRUCTURES)

1. Shadow study to include the following:
 - a. Winter/summer shadow lines at 9 A.M., noon, and 3 P.M. on June 21st and December 21st;
 - b. All structures on adjacent properties;
 - c. Height and number of stories of adjacent structures.
2. Streetscape to include the following:
 - a. Front elevation of structure and plan view with changes superimposed on existing structure;
 - b. Streetscape including both sides of street. Include at least three structures on each side of applicant's property and six structures on opposite side of the street.
3. Cross Section:
 - a. Front elevation of structure and plan view with changes superimposed on existing structure;

E. For historically designated structures, structures in historic districts, or structures built prior to 1941, provide a statement of why the proposed change (i.e., addition, remodel, demolition, etc.) is requested and how the proposal conforms with the designating ordinance as well as Section 29.80.215 through 29.80.320 of the Town Code. The Town's Historic Preservation Committee will review all applications which affect historic structures or sites.

1. Highlighted Demolition Elevations showing location, square footage, and percent of walls to be removed and to remain. Proposed project must maintain 50% or greater of the exterior walls and 75% of walls facing a street. (See Demolition of Historic Structures Section 29.20.020).



Community Development Application Process Agreement

This document explains the decision-making process used by the Town of Los Gatos for all land-use related applications and permits being considered by the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council. All applicants and their representatives/professionals are required to read, understand, acknowledge, and sign this disclosure prior to their application being deemed complete and ready for consideration.

All applications and permits presented to the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council are solely at their discretion, including but not limited to General Plan Amendments, Zoning Amendments, Planned Developments, Architecture and Site Applications, Conditional Use Permits, Subdivisions, Minor Residential Developments, and Removals from the Historic Resources Inventory. Staff and consultant recommendations, including those of the consulting architect, are in no way limiting on or indicative of any subsequent decision or direction from the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or Town Council.

Staff and consultant recommendations are based solely on the application of the Town's General Plan, Zoning and other ordinances, Specific Plans, Guidelines, and adopted policies. Staff's role is not to advocate for or support the interests of the applicant, but to ensure compliance with the aforementioned policy direction and to consider the proposed development's impacts on both the immediate neighborhood and the broader community.

Town Council policy prohibits the Planning Commission from discussing pending applications or permits with either the proponents or opponents of the application. **Applicants and their representatives are prohibited from directly or indirectly contacting or communicating with Planning Commissioners regarding the application except through publicly disclosed written communications.**

For Planning Commission matters appealed to the Town Council, in the appeal, and based on the record, the appellant bears the burden to prove that there was an error or abuse of discretion by the Planning Commission as required by Section 29.20.275. If neither is proved, the appeal shall be denied. If the appellant meets the burden, the Council shall grant the appeal and may modify, in whole or in part, the determination from which the appeal was taken or, in its discretion, return the matter to the Planning Commission. If the basis for granting the appeal is, in whole or in part, information not presented to or considered by the Planning Commission, the matter shall be returned to the Planning Commission for review.

Those signing below grant the Town of Los Gatos release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the Town's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act

The undersigned have reviewed this document and acknowledge and agree to the statements above.

Property Owner: _____

DATE: _____

Architect/Designer: _____

DATE: _____

Civil Engineer: _____

DATE: _____

Business Owner: _____

DATE: _____

Other: _____

DATE: _____