APPLICATION FOR PROJECT REVIEW
CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

CIVIC CENTER: **110 E. Main St., Los Gatos, CA 95030**
Phone: (408) 354-6874 FAX: (408) 354-7593

PLEASE TYPE OR PRINT CLEARLY

PROPERTY DETAIL:

Address of subject property: _____

Zoning _____ Site Area _____ APN _____

Existing use _____

BRIEFLY DESCRIBE PROJECT:

_____

_____

APPLICANT:

NAME _____ PHONE: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

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

NAME _____ PHONE: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

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** _____

ACKNOWLEDGMENT FORM

I, the undersigned, fully acknowledge and understand the Conceptual Development Advisory Committee is only an advisory body and is not empowered by the Town Council or the Planning Commission to render recommendations or decisions regarding land use issues.

I further understand and acknowledge that any statement by the Committee that a potential land use appears consistent with Town Policy is not an express or implied approval of a development project. A project may be rejected by the Planning Commission and/or Town Council for inconsistency with Town policy or for other reasons in the course of the development review process, including public input.

I further understand and acknowledge that the members of the Conceptual Development Advisory Committee are in no way bound in their future review of my project, by their comments at this very preliminary state of project development.

SIGNATURE OF OWNER _____ **DATE** _____

*** * DO NOT WRITE BELOW THIS LINE**

APPLICATION No. _____

PLPERMIT	$2,891.00
PLTRACK	115.64
PLANAP	289.10
TOTAL FEE	$3,295.74

ADMINISTRATIVE POLICY FOR PROCESSING "REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE (CDAC)

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members).

2. The Committee shall consist of three Planning Commissioners and two Town Council persons.

3. Only two items will be permitted on each agenda.

4. A prospective developer shall submit at his/her option, a "Request For Review" which shall include:

   a. A signed application form available from the Community Development Department. The property owner must sign the application or it will not be accepted.

   b. A brief, general description of the project and its location (no more than one typed page-double spaced).

   c. Eleven (11) copies of a preliminary site plan. Schematic elevations are encouraged, but are not required. The more information provided to the Committee, the more detailed the responses will be. Full size plans are recommended for very complex or large projects.

   d. Required filing fee.

   e. All materials (plans, letters, etc.) intended to be viewed by the Committee members prior to the meeting must be submitted at the same time the application is filed. Materials filed after the submittal will not be accepted. Materials may be brought to the meeting.

5. The prospective developer has five minutes to make a presentation and the Committee has 25 minutes to respond.

6. Committee members will give their own personal opinion about the project. The applicant shall not argue about that opinion or try to dissuade Committee members.

7. The Committee may only review a project once prior to a formal application being submitted.

8. If, after a formal submittal to the Town, the scope of the project changes significantly, the applicant may resubmit to the CDAC at the discretion of the Director of Community Development.

9. A Committee agenda will be mailed and posted 72 hours before the meeting. No other public notice will occur.

10. Minutes will be taken for the Committee meeting; however, the meeting will not be recorded.

11. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.

12. The Committee review will focus on policy issues only. There is no technical or ordinance compliance review by either the Committee or staff.