

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: _____