

# APPLICATION FOR MINOR RESIDENTIAL DEVELOPMENT

## TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

Civic Center: 110 E. Main Street, Los Gatos, CA 95030  
 Phone: (408) 354-6874 FAX: (408) 354-7593

Date Received:  
**APPLICATION #:**

**1. PROPERTY LOCATION:**  
 Address or 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 exceeding 450 sq.ft.  
 \_\_\_\_\_ Reduction in side/rear yard setbacks for an accessory structure  
 \_\_\_\_\_ Sport Court Lighting

**3. PROPERTY DETAIL:**  
 Lot Area \_\_\_\_\_ Zoning \_\_\_\_\_ APN \_\_\_\_\_

**4. PROPERTY OWNER:**  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
*I hereby certify that I am the owner of record of the property described in Box #1 and that I approve of the action requested herein.*  
**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**5. APPLICANT:** (if same as above, check here \_\_\_\_\_ )  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
*I hereby certify under penalty of perjury that all application materials and plans are true and correct.*  
**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_

**6. ITEMS RECEIVED:**  
 \_\_\_\_\_ Envelopes \_\_\_\_\_ Set(s) of plans \_\_\_\_\_ Mailing List (Owners & Occupants)

**DO NOT WRITE IN THIS SPACE**

PLPERMIT	\$	1,950.00
PLTRACK	\$	78.00
PLANAP	\$	195.00
TOTAL	\$	2,223.00
* If site is located within Route 85 Study Plan Area (10%)	*PLRTE85	
	TOTAL	\$
** If site is located within North 40 Study Plan Area	**PLN40	
	TOTAL	\$

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.losgatosca.gov](http://www.losgatosca.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.

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## APPLICANT SUBMITTAL CHECKLIST

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1. \_\_\_\_ The following materials constitute an application package and must be submitted:
  - a. Completed Application.
  - b. Filing fee.
  - c. One set of plans to include the minimum requirements for submittal of Minor Residential development plans 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. Prior to noticing, staff will require property owners mailing list indicating the Assessor's Parcel Number, name and address of each property for which envelopes are provided.
  - f. Prior to noticing, staff will require a copy of a map showing properties to be notified.
  - g. Photographs of existing structures.
  - h. Build It Green GreenPoint Rated Checklist. For single family remodel, new single family, and multifamily projects. Available online at [www.builditgreen.org](http://www.builditgreen.org).
  - i. Hillside Development Standards & Guidelines Compliance Checklist (for hillside projects) or How to Read Your Neighborhood Workbook (for non-hillside residential projects).

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 13 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 unless there is an objection. The residents and property owners have ten days from the date of the "Notice of Pending Approval" in which to review the application and to notify the Planning Director in writing of any concerns or problems.
5. If a written objection to the project is not filed within the ten-day period, the application may be approved. If a written objection is filed but the differences in opinion can be worked out to the satisfaction of all objectors, then the application may also be approved. Once the zoning approval is granted, a building permit may be applied for and issued, subject to the conditions of the zoning approval.
6. If an objection to the project is filed in a timely manner and the differences cannot be resolved at the staff level, the application is scheduled before the Planning Commission on the next available agenda for consideration at the applicant's cost. All property owners and residents notified originally shall be notified of the Planning Commission meeting.
7. 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 will be required to file an Architecture and Site Application (including the required fee) and the application shall be considered by the Planning Commission. 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 354-6881 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 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.
3. Sheet size not to exceed 24" x 36" size.
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 walls (See Demolition Policy).
6. 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 (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 21<sup>st</sup> and December 21<sup>st</sup>;
  - 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. If the structure was built prior to 1941 and/or if the site is located within an historic district or is designated historic, the Town's Historic Preservation Committee will review the application. Nine sets of reductions of the plans (11" x 17") must also be submitted with the application.

