



TOWN OF LOS GATOS

GUIDELINES FOR ARCHITECTURE AND SITE APPLICATION PLANS

The Engineering Division has compiled the list provided below of a selection of common items that are reviewed and examined with plans submitted as part of an Architecture and Site Application. Please review these elements and incorporate them into the plans, as appropriate, with the proposed scope and improvements to help streamline Engineering-related comments, questions and concerns during the Development Review Committee process.

- 1) The plan set should include, as appropriate, a vicinity map, legend, north arrow and scale on all sheets, index sheet, datum, benchmark elevation and location, Engineer's stamp, property address, APN, average slope for the property in question, and adjacent properties labeled as to use or owner.
- 2) Please provide a copy of the title report, grant deed, and/or any underlying easement document(s).
- 3) The submitted plans should include, as applicable:
 - a) All existing and proposed boundary/property lines, as well as public and private easements, annotated per the establishing recorded map or document.
 - b) Locations of all existing and proposed public and private utilities and services, including, but not limited to PG&E, telephone, cable television, sanitary sewer, septic tank, leach field, storm drain, water, water tank, fire hydrants, etc.
 - c) All existing and planned development including but not limiting to building, driveway, walkway, decks, patios, trees, accessory structures, etc.
 - d) A table of existing and proposed impervious areas, also identifying the square footage of impervious area that will be created and/or replaced.
 - e) A table of earthwork quantities with identification of individual areas of cut and fill (cellar, residence, driveway, pool, landscape, etc.). If located in the Hillside Area or for lots with greater than 10% average slope, include the maximum proposed cut and fill depths for each area per the Maximum Graded Cuts and Fills as found in Table 1 in Section III of the Town's Hillside Development Standards and Guidelines.
 - f) Total disturbed area in square feet or acre.
- 4) Grading plan sheets should include, as applicable:
 - a) Proposed grading to ensure that the proposed improvements do not divert runoff to the detriment of adjacent, downstream or down slope properties.
 - b) Existing topography, and sections at the perimeter as necessary, showing that the proposed improvements do not divert runoff or negatively affect the adjacent properties.
 - c) Top and bottom of wall elevations for existing and proposed retaining walls at all endpoints, angle points and critical points.
 - d) Existing and proposed contours, spot grades, retaining walls, drainage features of the area, pad and finish floor elevations.
 - e) A delineated and labeled limit of grading/disturbed area boundary.
 - f) Rim and invert elevations for all existing and proposed gravity structures.



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- g) Pipe diameter, material and slope for all proposed and existing storm drain and sanitary sewer pipe.
- h) An overland release path from the proposed improvements and/or stormwater facility, conveying on-site drainage over, within, through and off the site, and ultimately into the Town's right-of-way and/or storm drain system.
- 5) Include an Erosion Control Plan.
- 6) Please note that a grading permit is required for all site grading and drainage work except for exemptions listed in [Section 12.20.015 of the Town Code](#).
- 7) Please provide detail(s) and/or section(s) of any proposed stormwater facility/ies.
- 8) Any proposed stormwater facility must be offset a minimum distance of 10 feet from the adjacent property/right-of-way line, and/or at the discretion of the Town Engineer. Alternatively, the facility may be located with an offset between 5 and 10 feet from the adjacent property and/or right-of-way line(s) if the responsible engineer in charge provides a stamped and signed letter that addresses infiltration and states how facilities, improvements and infrastructure within the Town's right-of-way (driveway approach, curb and gutter, etc.) and/or the adjacent property will not be adversely affected. Please label the plans with this dimension.
- 9) For Hillside projects, or lots with greater than 10% average slope, the plans must show the Least Restrictive Development Area (LRDA) per [Section II of the Town's Hillside Development Standards and Guidelines](#). The LRDA shall be shown as a dashed line on all site and grading plans.
- 10) For Hillside projects, or lots with greater than 10% average slope, cut and fill depth(s) must meet or be less than the Maximum Graded Cuts and Fills as found in Table 1 in [Section III of the Town's Hillside Development Standards and Guidelines](#).
- 11) If a project will create and/or replace more than 2,500 square feet of impervious area, completion of the [NPDES Stormwater Compliance Small Projects Worksheet](#) and implementation of at least one of the six low impact development site design measures it specifies will be required.
- 12) Auto service facilities, retail gasoline outlets, restaurants, uncovered parking lots that create and/or replace 5,000 square feet or more of impervious surface, road projects that create 10,000 square feet or more of newly constructed contiguous impervious surface, and other projects that create and/or replace 10,000 square feet would be classified as a Regulated Project per Provision C.3.b.ii. and would be required to implement LID source control, site design, and stormwater treatment on-site in accordance with Provisions C.3.c. and C.3.d. For these projects, please complete the Town's [NPDES C.3 Data Form](#).
- 13) If a pervious paver or pavement surface is proposed, please provide details and a structural section. Please note that this will only be accepted as a pervious surface if it is designed to allow infiltration of stormwater into soils. If in immediate proximity to the building foundation, include a water barrier or impermeable barrier.



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- 14) Please note that, per the Town's [Undergrounding Requirements](#), all new, relocated, or temporarily removed utility services, including telephone, electric power and all other communications lines shall be installed underground.
- 15) Please note that a proposed fence height greater than 6 feet may require an exception to the fence height maximum from the Community Development Director.
- 16) Depending on the scale and scope of the project, review by the Town's stormwater peer review consultant may be required. If this is the case, a copy each of the plans, data form, worksheets and calculations must be submitted for this review along with a deposit. These required materials will be routed and review can commence upon receipt of said deposit, the amount of which can be determined by coordinating with your project engineer.
- 17) Depending on the location of the project, a Soils Report for Geologic and Geotechnical Review may be required. Please review the [Geotechnical Peer Review Flowchart](#) to determine if this review would be necessary. If peer review is required, the soils report must discuss the geologic and seismic hazards, and conclude that there is a geotechnically feasible building envelope on the lot(s), in addition to providing geotechnical design recommendations. A deposit for report review, the amount of which can be determined by coordinating with your project engineer, along with a copy of the Report and Plan will be required for this step.
- 18) Any existing water meter or sanitary sewer cleanout currently located within the Town's right-of-way shall be relocated within the property in question, directly behind the public right-of-way line.
- 19) A sanitary sewer lateral clean-out shall be installed at the property line, if one does not already exist within two (2) feet of the property line.
- 20) Any proposed trash enclosure(s) must be covered and include area drains connected to the sanitary sewer per current NPDES requirements.
- 21) Depending on the scope and both proposed and existing conditions, traffic impact mitigation fees may be required for the project. Please complete the Town's [Traffic Information Questionnaire](#) and coordinate with the Town's traffic engineer to determine if said fees will be necessary.
- 22) Plans shall be drawn on plan sheets, 36 inches horizontal by 24 inches vertical, per the [Town's Construction Plan Requirements](#).