

**ADMINISTRATIVE PROCEDURE FOR THE  
PROCESSING OF APPLICATIONS FOR  
ACCESSORY DWELLING UNIT**

1. The following materials constitute an application package and must be submitted through the Town's online portal:
  - a. Completed Application.
  - b. Filing fee.
  - c. One set of plans to include the minimum submittal requirements (see attached).
2. The Director of Community Development reviews the application using the Town's Residential Design Guidelines and Town Code requirements.
3. A separate address will be required for accessory dwelling units prior to submitting an application for a Building Permit. Address applications are available on the Town website at <https://www.losgatosca.gov/DocumentCenter/View/604/Address-Application>

**Other Agency Requirements**

1. If a demolition of an accessory structure is proposed, approval must be received from the Bay Area Air Quality Management District prior to obtaining a building permit. Contact the Building Division at 354-6876 for more information.
2. Written clearance from West Valley Sanitation District will be required prior to issuance of a Building Permit. Clearance is not guaranteed, so the applicant should begin this process prior to application.
3. If work is proposed in or near a creek (wet or dry), please contact the California Department of Fish and Wildlife at (415) 948-8743 to discuss its regulations and to determine whether or not permits are required.
4. 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 its regulations and to determine whether or not permits are required.
5. The accessory dwelling unit shall comply with applicable fire codes. The accessory dwelling unit shall not be required to provide fire sprinklers if they are/were not required for the primary dwelling. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

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# APPLICATION FOR AN ACCESSORY DWELLING UNIT

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**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 # \_\_\_\_\_

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**1. PROPERTY LOCATION:**

Address of subject property: \_\_\_\_\_

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**2. PROPERTY DETAIL:**

Lot area: \_\_\_\_\_ Zoning: \_\_\_\_\_ APN: \_\_\_\_\_

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**3. PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

***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:** \_\_\_\_\_

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**4. APPLICANT: (If same as above, check here \_\_\_\_\_ )**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**\*\*DO NOT WRITE IN THIS SPACE**

PLPERMIT	\$ 1,340.00
PLTRACK	\$ 53.60
PLANAP	\$ 134.00
<b>TOTAL</b>	<b>\$ 1,527.60</b>

Please note: 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).

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR SUBMITTAL OF AN ACCESSORY DWELLING UNIT**

The following is a list 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.
- 5. Address on each sheet.

**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. Tree information:
  - a. Existing trees including diameter, location, species, existing grade at the base, and driplines;
  - b. Include the following note: *"The property owner takes responsibility for any damages that may occur to any protected tree as defined in Town Code Chapter 29 (zoning regulations), and agrees to indemnify and hold the Town harmless pursuant to Town Code Section 1.10.115."*
- 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. Average Slope

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

- 1. Dimensioned floor plans.
- 2. All elevations (existing and proposed):
  - a. Existing and finished grade
  - b. Height of structure
  - c. Exterior materials

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 may need to review the application. Contact Planning staff for more information.